Health Sciences
School of Nursing

# Policy Handbook

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| **Program Level** | All |
| **Category** | All |
| **Status** | Active |
| **Policies** | 123 |

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# Admission and Financial Aid: Undergraduate

| | |
|---|---|
| **Date Effective** | September 1, 1994 |
| **Date Reviewed / Revised** | October 2020 |

**POLICY:**
The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. Find additional information about this Nondiscrimination policy.

Applicants who plan to practice in the Commonwealth of Pennsylvania (as well as most other states) are advised that upon application for the Registered Nurse Licensure Examination, the Board of Nursing will inquire as to whether the applicant has been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse(s). Prospective students in this situation should call the Board of Nursing in the state where they plan to practice.

The University Administration will establish the maximum number of students to be admitted.

The School of Nursing will communicate to the Office of Admissions and Financial Aid each year the size of the class to be admitted.

The School of Nursing will set a limit for full-time and transfer students.

The School of Nursing will establish the criteria to be used for the admission of students.

The Office of Admissions and Financial Aid will admit, without consultation with the School of Nursing, applicants who fall within categories which are developed annually by the School of Nursing.

The Office of Admissions and Financial Aid can reject, without consultation with the School of Nursing, applicants who fall within categories which are developed annually by the School of Nursing.

All other applicants will be referred to the School of Nursing for a decision.

The Office of Admissions and Financial Aid may submit the record of any applicant to the School of Nursing for a decision if it is felt that there are extenuating circumstances warranting a closer examination of the record.

The School of Nursing reserves the right to admit or reject the applicants sent to it for decisions.

The School of Nursing will review any applicant with a self-reported major health problem in order to provide information and guidance regarding the requirements of the program.

Applications for admission must be in the Office of Admissions and Financial Aid before or on the deadline date. The School of Nursing, in consultation with the University Office of Admissions and Financial Aid, will determine when applications will no longer be accepted or considered.

The deadline for the deposit will be May 1st of each year. The Office of Admissions and Financial Aid will consult with the Center for Student Success of the School of Nursing concerning the acceptance of paid admissions claimed after that date.

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**Approval & Revision History**

Approved by Undergraduate Faculty Organization: 05/81
Revised 96-97, 05-06, 08-09, 17-18
Revisions Approved by TFO: 2/97, 11/08, 2/09, 10/20
Reviewed 99-00, 08-09, 17-18, 20-21

# Admission: Requirements for High School Applicants

| | |
|---|---|
| **Date Effective** | December 1996 |
| **Date Reviewed / Revised** | October 2020 |

**POLICY:** All applicants to the University of Pittsburgh, School of Nursing are to apply through the Office of Admissions and Financial Aid, located in Alumni Hall.

Applicants are required to supply the following credentials:

a. Official Secondary School Record
b. Official scores on the Scholastic Aptitude Test (SAT) or American College Test (ACT)
c. Official transcript of any courses taken at a university or college
d. Any additional information or testing as deemed necessary

The following high school courses are required of all applicants:

| Course | Units* |
|---|---|
| English | 4 |
| Mathematics | 4 |
| Social Studies | 3 |
| Science with a related laboratory (one unit must be Chemistry) | 3 |
| Academic Electives | 5 |

*A unit is allowed for the successful completion of one year of work in an accepted course.

Applicants are advised that once admitted Act 33/34 (Criminal Record Check/Child Abuse History) Clearances, FBI Fingerprinting, a drug screen and/or additional testing will be required by clinical facilities.

Applicants who plan to practice in the Commonwealth of Pennsylvania (as well as most other states) are advised that upon application for the Registered Nurse Licensure Examination, the Board of Nursing will inquire as to whether the applicant has been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse(s).

**Approval & Revision History**

Revised 96-97, 08-09, 12-17
Revisions Approved by Total Faculty: 05/81, 12/96, 11/08
Reviewed 99-00, 08-09, 17-18, 20-21

# Admission: Notification of Applicants Regarding State of PA and Facility Requirements During Nursing School and After Graduation

| | |
|---|---|
| **Date Effective** | May 1981 |
| **Date Reviewed / Revised** | December 2025 |

**POLICY:** The Office of Admissions and Financial Aid will admit, reject, or place on a waiting list applicants who meet criteria and guidelines set by the School of Nursing, according to a number established in accordance with admission guidelines and in consultation with enrollment management for the University.

**PROCEDURE:**

Applicants are advised that once admitted, Act 33/34/73/168 (Criminal Record Check/Child Abuse History/FBI/PA Sexual Misconduct) Clearances, a drug screen, and/or additional testing will be required.

Applicants who plan to practice in the Commonwealth of Pennsylvania (as well as most other states) are advised that upon application for the Registered Nurse Licensure Examinations, the Board of Nursing will inquire as to whether the applicant has been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse(s).

See full details at the Act 53 of 2020 Best Practices Guide.

**Approval & Revision History**

Reviewed 98-99, 04-05, 07-08, 13-14, 16-17, 21-22
Revised 86-87, 04-05, 07-08, 11/13, 12/16, 11/22, 12/25
Revisions Approved by Faculty 5/87, 11/01, 11/04, 01/05, 04/08, 11/13, 11/22

# Admission: Readmission

| | |
|---|---|
| **Date Effective** | September 1, 1995 |
| **Date Reviewed / Revised** | January 2025 |

**POLICY:**

A new/readmitted student who did not register in the term of admission/readmission is considered inactive and must be reactivated by Student Affairs before registering for a subsequent term.

A student who has not registered for three consecutive terms (Fall, Spring, Summer) will be transferred automatically to inactive status. The student must file an application for readmission before being permitted to register again. While on inactive status, a student is not eligible to use the University facilities and should not expect to receive counseling by the faculty or their advisor.

A student who has been dismissed may apply for readmission. Readmission is not automatic, nor does it necessarily reinstate the student in the status enjoyed prior to becoming inactive. When readmitted, the student must be prepared to demonstrate proper preparation to meet all current admission and degree requirements. A student may not be readmitted for the term in which they resigned.

**PROCEDURE:**

1. Readmission policies, procedures, and rules are the same as admission policies for undergraduate students. In addition, transcripts of all academic studies completed at the University of Pittsburgh or at other institutions since withdrawal from the School of Nursing must be submitted.
2. A new/readmitted student who does not register in the term of admission/readmission should contact Student Affairs about registering for a subsequent term.
3. A student who has not been in attendance in the school for more than three terms will be required to seek readmission through the School of Nursing and confirm clinical compliance.
4. A student who has attended another school while not attending the University of Pittsburgh is required to reapply through the University Office of Admission and Financial Aid.
5. A student who has withdrawn while on academic probation or who was dismissed because of unsatisfactory academic achievement may be considered on an individual basis by the Associate Dean for Undergraduate Education in consultation with administration and appropriate other faculty in compliance with university policy. To be considered for readmission a student must have a University of Pittsburgh cumulative GPA of at least 2.0 and submit evidence supporting why they will be academically successful at this time.
6. Students who have been dismissed from the School of Nursing for any nonacademic reason will be considered for readmission on an individual basis by the Associate Dean for Undergraduate Education in consultation with administration and appropriate other faculty in compliance with university policy.

7. Upon readmission, the program of studies will be based on courses completed, current curriculum, and placement considerations.

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**Approval & Revision History**

Approved by Total Faculty: 4/95, 09/10
Approved by Undergraduate Faculty Organization: 06/71, 00/01
Reviewed: 10/97, 1/00, 11/00, 03/04, 09/10, 11/21, 1/25
Revisions Approved by Undergraduate Faculty Organization: 04/82, 04/84, 05/87, 05/89, 05/98

# Registration and Add/Drop

| | |
|---|---|
| **Date Effective** | October 1972 |
| **Date Reviewed / Revised** | December 2020 |

**POLICY:**

Students must be admitted or readmitted to the School of Nursing before they may register to take courses. Students must meet with their Academic Advisor each term prior to self-registration.

Students are expected to complete the registration procedure by the deadline dates to avoid the assessment of the late registration fee. Registration and Add/Drop periods are established by the Office of the Provost and published in the Academic Calendar and the Schedule of Classes each term.

After the start of classes, registration is permitted for new and continuing students only with the written approval of the student's advisor and the Dean or designee during the Add/Drop period for that term or session. A student who has registered in the School for any term and then been inactive for three consecutive terms (Fall, Spring, Summer) must apply for readmission to the School of Nursing. (See Policy 10, Readmission.)

No student is permitted to register for more than 18 undergraduate credits without written permission from the Dean or designee. Such permission will be given selectively and only after review of a student's record and planned course work to determine if such an overload is academically justifiable in a specific instance.

Students have the option of dropping all classes on or before the last day of the add/drop period with no tuition assessment or grade assignment. (See Policy 310, Termination of Registration.)

All undergraduate students must have met specified School of Nursing requirements before they will be permitted to register. (See Policy 370, Health Evaluations.)

**PROCEDURE:**

1. Prior to self-registration, students must meet with their Academic Advisor to confirm their curriculum plan and course schedule. Upon approval the advisor will remove the academic advisement hold and the student may self-register.
2. Prior to dropping or adding any courses, students are highly advised to meet with their academic advisor to review their curriculum plan and implications of this decision.
3. Students who have not met the specified School of Nursing requirements will have an academic hold placed on their record in PeopleSoft, which will prevent them from registering until the requirements have been met.

**Approval & Revision History**

Revisions Approved by TFO: 10/72, 03/78, 03/87, 05/91, 1/99, 11/08
Reviewed/Revised 96-97, 98-99, 08-09, 02-03, 02-06, 11-08, 17-18, 20-21

# Transfer of Credit

| | |
|---|---|
| **Date Effective** | September 1, 1994 |
| **Date Reviewed / Revised** | August 2025 |

**POLICY:**

This policy establishes the criteria for the acceptance of credits toward a School of Nursing degree or certificate for other course work completed through registration at the University. Acceptance of credits to the School of Nursing is approved by the Dean or designee and is administered through the Center for Student Success.

The School of Nursing may award credit toward an undergraduate degree or certificate for:

- **Transfer Credits** — credits earned at other institutions, based on course equivalencies, including expected learning outcomes, with those of the University curriculum and standards.
- **Standardized Tests** — credits earned by standardized examinations such as CLEP, ACT-PEP Challenge, and Advanced Placement Exams.
- **Credit by Course Examination** — credits earned by passing an examination administered by the University, in absence of registration for the course.
- **Educational Experiences in the Armed Services** — formal courses and occupational training offered by all branches of the military, based on course equivalencies.The School will grant credit based on course equivalencies, including expected learning outcomes, with those of the University curriculum and standards.
  Refer to: University Academic Regulation on Advanced Standing Credits.

The following guidelines govern the approval of advanced standing credits:

1. Approval of courses in which the applicant is currently enrolled is contingent upon completion of the courses at an acceptable level of achievement.
2. Only credits earned for courses taken at an institution of higher education will be considered for transfer.
3. A maximum number of credits accepted from advanced standing may be less than but not exceed 75% of the credits needed for the baccalaureate degree.
4. All science courses presented for transfer credit by undergraduate students must have been earned within the last ten (10) years.
5. Science courses with letter grades of B or better are transferable. All other courses with letter grades of “C” or better are transferable.
6. A student transferring from a pass-fail grading system with a passing grade cannot transfer credits without a statement from the original school indicating that a passing grade represents achievement at a “C” level or higher (science courses require a grade of B or higher).

7. Courses for transfer consideration will be evaluated for content equivalency to the professional nursing courses of the School of Nursing.
8. When courses accepted for transfer do not exactly duplicate courses offered at the University of Pittsburgh, students are responsible for remediation or supplementation of their knowledge base.
9. The credit transferred for any single course can be no greater than the credit given for a comparable course at the University of Pittsburgh.
10. Credits earned in an advanced course can be used to meet the requirement for a lower divisional course; however, lower division courses may not be transferred to substitute for upper division requirements.
11. Credits earned outside the University of Pittsburgh for service, continuing education, or correspondence courses are not transferable.
12. Credits allocated through a testing program at a university or college other than the University of Pittsburgh are not automatically accepted as transfer credits by the School of Nursing.
13. Standardized exam scores (e.g., CLEP, Advanced Placement Tests) for selected liberal arts courses may be accepted as meeting requirements for graduation. (See Policy 34: C.L.E.P. Examinations Credits.)
14. Credits received through challenge examinations within other schools of the University of Pittsburgh may be honored by the School of Nursing.
15. Credits for select School of Nursing courses may be earned by successfully passing a comprehensive course examination (Challenge exam) in absence of registering for the course.
16. Students have up to three attempts to pass a challenge exam but must take the course if they cannot pass by the third attempt.
17. Undergraduate students with sufficient preparation are permitted to enroll in graduate courses following procedures determined by each school. The graduate credits earned may be counted toward the undergraduate degree if approved by the student's school. These may not be counted as credits toward a graduate degree except as noted below.
    Undergraduate students who need fewer than 30 credits to complete requirements for the baccalaureate may be permitted to register for graduate courses, which will later apply toward a graduate degree. Graduate credits earned while a student is enrolled during their final year of an undergraduate program at the University of Pittsburgh, which are applicable to a subsequent graduate degree or certificate, may be posted as Advanced Standing credits on the graduate transcript as University of Pittsburgh Undergraduate Transcript credits. Although these credits will appear on the undergraduate transcript, they will not count toward fulfilling undergraduate degree requirements.

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**PROCEDURE:**

Transfer of Credits

1. An official transcript of courses taken in other universities or colleges must be presented to the Office of Student Success.
2. A course description of each course and reports of competency exam scores may be required as part

of the transfer process. The Course Credits Accept Request Form must be completed.
3. If the course is a required nursing course, a course description must be reviewed and approved by the course instructor. If the prior course is comparable to the required course the student will be advised of the decision to transfer credit. If there are areas of deficiency, these deficiencies will be communicated to the student and a remediation/supplementation contract will be negotiated between the student and instructor for the course. At the discretion of the primary instructor, they may but are not required to offer an independent study to make up for any differences in content or credit hours. See Policy 367 Independent Study. If the prior course is not comparable to the required course, plans will be made to enroll in the required course.

Transfer of Credits by Standardized Tests

The Center for Student Success will:

1. Evaluate for acceptance toward a University degree or certificate, course work completed at other institutions or standardized test results.
2. If the course is a required nursing course, a course description must be reviewed and approved by the course instructor. If comparable, the student is advised of the decision to transfer credit; if there are deficiencies, a remediation/supplementation contract is negotiated between the student and instructor.

Credit by Examination

Students requesting consideration for credit by examination complete the Course Credits Accept Request Form and return it to the Office of Student Success. Requests are reviewed by advisors, the track coordinator, and/or course instructor. Students provide the testing fee to the Registrar's office prior to taking the exam. (See Policy 34, C.L.E.P. Examinations Credits, and Policy 367, Independent Study.)

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**Approval & Revision History**

Approved by Faculty: 3/78
Revised: 96-97, 99-00, 02-03, 4/05, 08-09, 12-13, 14-15, 12/16, 12/17, 12/20, 08/21, 02/25, 08/25
Revisions approved by Faculty: 2/97, 3/09, 08/21, 2/25

# Approval: Substituting Courses from Another College or University

| | |
|---|---|
| **Date Effective** | October 1972 |
| **Date Reviewed / Revised** | January 2025 |

**POLICY:**

Current students must discuss with their respective advisors the course to be taken from another institution. If the course is not part of the pre-approved courses, the student must submit the course description to obtain approval from the Associate Dean for Undergraduate Education or designee, to transfer courses taken at another college or university. Courses are transferable according to the transfer credit policy. (See Policy 32.)

**PROCEDURE:**

1. The student is responsible for presenting to the Associate Dean for Undergraduate Education or designee, in advance:
    - A completed Permission to Enroll at Another Institution Form
    - Course outline, syllabus or description obtained from the institution offering the course for review.
2. When the student completes the course, an official transcript must be submitted to the Center for Student Success.

**Approval & Revision History**

Approved by Total Faculty Organization: 01/10
Approved by Undergraduate Faculty Organization: 10/72
Last Reviewed: 97-98, 00-01, 03-04, 09-10, 12-13, 21-22, 24-25

# C.L.E.P. Examination Credits

| | |
|---|---|
| **Date Effective** | October 1995 |
| **Date Reviewed / Revised** | October 2020 |

**POLICY:**

1. The School of Nursing awards credit for the following C.L.E.P. examinations. Credits are granted according to the credit-granting scores below:

| Examination | Credit-Granting Score | Credits Granted | Requirement Fulfilled |
|---|---|---|---|
| American Literature | 50 | 3 | Art, Music, Creative Expression, Literature |
| Analyzing and Interpreting Literature | 50 | 3 | Art, Music, Creative Expression, Literature |
| Composition, Freshman | 50 | 3 | English Composition |
| English Composition (with or without essay) | 50 | 3 | Art, Music, Creative Expression, Literature |
| English Literature (with or without optional essay) | 50 | 3 | Art, Music, Creative Expression, Literature |
| Humanities | 50 | 3 | Art, Music, Creative Expression, Literature |
| Algebra | 50 | | |
| College Mathematics | 50 | | |
| Biology | 50 | 3 | General Elective |
| *Chemistry | 50 | | |
| Natural Sciences | 50 | | |
| Foreign Language (French, German, or Spanish)<br>Level 1 | 50 | 3 | General Elective |
| Foreign Language (French, German, or Spanish)<br>Level 2 | French - 52<br>German - 63<br>Spanish - 54 | 3 | General Elective |
| Educational Psychology | 50 | 3 | General Elective |
| Sociology, Introductory | 50 | 3 | Sociology |
| Social Sciences and History | 50 | | |
| Accounting, Principles of | 50 | 3 | Elective |
| Business Law, Introductory | 50 | 3 | General Elective |
| Information Systems and Computer Applications | 50 | 3 | General Elective |
| Management, Principles of | 50 | 3 | General Elective |
| Marketing, Principles of | 50 | 3 | General Elective |
| American Government | 50 | 3 | Anthropology/Culture |

| Examination | Credit-Granting Score | Credits Granted | Requirement Fulfilled |
|---|---|---|---|
| Introduction to History of the United States I: Early Colonization to 1877 | 50 | 3 | Anthropology/Culture |
| History of the United States II: 1865 to the Present | 50 | 3 | Anthropology/Culture |
| Western Civilization I: 1648 to present | 50 | 3 | Anthropology/Culture |
| Macroeconomics, Principles of | 50 | 3 | Anthropology/Culture |
| Microeconomics, Principles of | 50 | 3 | Anthropology/Culture |
| Human Growth and Development | 50 | 3 | Life Span Development |
| Psychology, Introductory | 50 | 3 | Psychology |

*RN-Options students may CLEP general chemistry for 4 credits but will be required to take an additional organic chemistry course.

2. Prelicensure students who have graduated from high school at least two years ago or who are at least 20 years of age may take C.L.E.P. examinations at any time before admission to the School of Nursing; however, official C.L.E.P. scores must be included at the time the application is submitted. A maximum of 21 credits, 12 of which must be in the liberal arts, can be obtained through the C.L.E.P. program by prelicensure students. RN-Options students may take C.L.E.P. exams during their program per University policy.
3. C.L.E.P. credits granted by the University of Pittsburgh School of Nursing are independent of awards granted at other schools. C.L.E.P. credits awarded elsewhere do not automatically transfer; students must submit official C.L.E.P. scores for evaluation at the time of application.
4. Visit the C.L.E.P. website for more information about CLEP tests.

**Approval & Revision History**

Approved by Total Faculty Organization: 5/90
Reviewed: 12/08, 11/14, 12/17, 20-21

# Registration Status

| | |
|---|---|
| **Date Effective** | May 1991 |
| **Date Reviewed / Revised** | January 2025 |

**POLICY:**

This policy establishes the criteria used to determine registration status and includes guidelines for maintaining active enrollment.

Full-Time / Part-Time Status

Full-time status for the fall and spring terms is defined as being registered for 12 or more credits or the equivalent. Undergraduate students registered for equivalent credit loads below the minimum for full-time status are considered part-time.

Full-time status for summer enrollment is defined as being registered for 6–8 credits.

Students registering for more than 18 credits/semester must seek prior approval from the Associate Dean for Undergraduate Education (Pittsburgh) or Program Directors (UPJ, UPG).

Active / Inactive Status

For Active/Inactive Status see Policy 10.

**Approval & Revision History**

Approved by Faculty 5/91, 6/08, 11/09, 12-13, 15-16
Reviewed 97-98, 00-01, 03-04, 07-08, 09-10, 12-13, 15-16, 17-18, 18-19, 21-22, 24-25

# Attendance

| | |
|---|---|
| **Date Effective** | September 1, 1995 |
| **Date Reviewed / Revised** | January 2025 |

**POLICY:**

Students are expected to attend all classes in courses for which they are registered in the School of Nursing.

If unable to attend scheduled classes, the student must assume responsibility for content and assignments missed.

Students are required to attend all planned clinical experiences.

It is the responsibility of the student to notify the instructor, in advance, if unable to attend planned clinical experiences.

It is the responsibility of the student to contact the clinical instructor regarding any clinical time that has been missed.

The clinical instructor, in consultation with the primary teacher and/or Department Chair, will determine the required make-up experience(s). Make-up clinical experience(s) will be scheduled by the clinical instructor.

**PROCEDURE:**

Refer to the instructor's course syllabus and instructions.

**Approval & Revision History**

Approved by Total Faculty: 06/72, 01/10, 11/12
Reviewed: 97-98, 00-01, 04-05, 09-10, 12-13, 15-16, 18-19, 21-22, 24-25

# Determination of Class Designation for Prelicensure Undergraduate Students

| | |
|---|---|
| **Date Effective** | June 1977 |
| **Date Reviewed / Revised** | November 2025 |

**POLICY:**

**First Year Students**

All traditional prelicensure students, admitted and registered, are First Year Students until they have successfully completed the School of Nursing requirements for the following courses and have achieved the University-required 24 credits:

- CHEM 0910 (UPJ/UPG: CHEM 0190/0192) CHEMICAL PRINCIPLES FOR THE HEALTHCARE PROFESSIONS
- NUR 0012/0002 (UPJ: BIOSC 0950/0951 UPG: BIOL 0950/0951) HUMAN ANATOMY AND PHYSIOLOGY 1/HUMAN ANATOMY AND PHYSIOLOGY LABORATORY 1
- NUR 0013/0003(UPJ:BIOSC 0970/0971 UPG:BIOL 0970/0971) HUMAN ANATOMY AND PHYSIOLOGY 2/ HUMAN ANATOMY AND PHYSIOLOGY LABORATORY 2
- NUR 0051 INTRODUCTION TO PROFESSIONAL NURSING
- NUR 0031/0032 (UPJ: BIOSC 0980/0981 UPG: BIOL 0980/0981) MICROBIOLOGY/MICROBIOLOGY LABORATORY
- NUR 0088 INTRODUCTION TO BASIC STATISTICS FOR EVIDENCE-BASED PRACTICE

**Second Year Students**

Following the completion of the prior year requirements, all traditional prelicensure registered students in the School of Nursing are Second Year Students until they have successfully completed the requirements for the following courses:

- NUR 0020 PATHOPHYSIOLOGIC FOUNDATIONS OF NURSING CARE
- NUR 0080/0090 FOUNDATIONS OF NURSING PRACTICE 1/FOUNDATIONS OF NURSING PRACTICE 1 CLINICAL
- NUR 0087 PHARMACOLOGY AND THERAPEUTICS ACROSS THE LIFESPAN
- NUR 1680 INTRODUCTION TO GENETICS AND MOLECULAR THERAPEUTICS
- NUR 0081 FOUNDATIONS OF NURSING PRACTICE 2
- NUR 0082/0092 NURSING MANAGEMENT OF ADULT WITH ACUTE/CHRONIC HEALTH
- PROBLEMS/ NURSING MANAGEMENT OF ADULT WITH ACUTE/CHRONIC HEALTH PROBLEMS CLINICAL
- NUR 0067 NURSING RESEARCH: AN INTRODUCTION TO CRITICAL APPRAISAL AND EVIDENCE-

BASED PRACTICE
- NUR 0066 NUTRITION FOR CLINICAL PRACTICE
- NUR 0086 NURSING INFORMATICS

**All Accelerated 2nd Degree BSN students** who are admitted, registered, and who have completed pre-requisite classes are *Second Year Students* until they have completed the requirements of the following courses:

- NUR 0066 NUTRITION FOR CLINICAL PRACTICE
- NUR 0087 PHARMACOLOGY AND THERAPEUTICS ACROSS THE LIFESPAN
- NUR 0082 NURSING MANAGEMENT OF ADULT WITH ACUTE/CHRONIC HEALTH PROBLEMS
- NUR 1281 FOUNDATIONS OF NURSING PRACTICE 1
- NUR 1282C NURSING MANAGEMENT OF ADULT WITH ACUTE/CHRONIC HEALTH PROBLEMS
- NUR 2000 RESEARCH FOR EVIDENCE-BASED PRACTICE 1

**Third Year Students**

Following the completion of the prior year requirements, all traditional prelicensure registered students in the School of Nursing are Third Year Students until they have successfully completed the requirements for the following courses:

- NUR 1050/1057 NURSING CARE OF MOTHERS, NEWBORNS AND FAMILIES/ NURSING CARE OF MOTHERS, NEWBORNS AND FAMILIES CLINICAL
- NUR 1052/1042 NURSING CARE OF CHILDREN AND THEIR FAMILIES/NURSING CARE OFCHILDREN AND THEIR FAMILIES CLINICAL
- NUR 1085 ETHICS IN NURSING AND HEALTH CARE
- NUR 1060/1066 NURSING CARE OF CLIENTS WITH PSYCHIATRIC MENTAL HEALTH PROBLEMS/NURSING CARE OF CLIENTS WITH PSYCHIATRIC MENTAL HEALTH PROBLEMS CLINICAL
- NUR 1120/1020 ADVANCED NURSING MANAGEMENT ADULT ACUTE/COMPLEX HEALTH PROBLEMS/ ADVANCED NURSING MANAGEMENT ADULT ACUTE/COMPLEX HEALTH PROBLEMS CLINICAL
- NUR 1054 NURSING CARE OF OLDER ADULTS

Following the completion of the prior requirements, all **Accelerated 2nd Degree BSN students** registered in the School of Nursing are *Third Year Students* until they have successfully completed the requirements for the following courses:

- NUR 1120/1020 ADVANCED NURSING MANAGEMENT ADULT ACUTE/COMPLEX HEALTH PROBLEMS/ ADVANCED NURSING MANAGEMENT ADULT ACUTE/COMPLEX HEALTH PROBLEMS CLINICAL
- NUR 1050/1250C NURSING CARE OF MOTHERS, NEWBORNS AND FAMILIES/ NURSINGCARE OF MOTHERS, NEWBORNS AND FAMILIES CLINICAL
- NUR 1052/1252C NURSING CARE OF CHILDREN AND THEIR FAMILIES/NURSING CARE OF

CHILDREN AND THEIR FAMILIES CLINICAL
- NUR 1060/1260C NURSING CARE OF CLIENTS WITH PSYCHIATRIC MENTAL HEALTH PROBLEMS/NURSING CARE OF CLIENTS WITH PSYCHIATRIC MENTAL HEALTH PROBLEMS CLINICAL
- NUR 1054 NURSING CARE OF OLDER ADULTS
- NUR 1212 INTRODUCTION TO HEALTHCARE FINANCE AND POLICY

**Fourth Year Students**

Following the completion of the prior requirements, all traditional and Accelerated 2nd Degree BSN prelicensure registered students in the School of Nursing are Fourth Year Students until they have completed all requirements for the degree sought.

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**Approval & Revision History**

Approved by Faculty 6/77, 04/08, 11/10
Revised 98-99, 04-05, 07-08, 10-11, 16-17, 11-22, 11-25
Revisions Approved by Faculty 1/99, 04/08, 11/10, 11/22, 11/25

# Grading System

| | |
|---|---|
| **Date Effective** | September 1, 1986 |
| **Date Reviewed / Revised** | November 2025 |

**POLICY:**

1. Grades for courses will be reported according to the following scale (see Pitt Grading System). When the grading system for courses outside the School of Nursing is different than the following, the student should consult the student's advisor in the School of Nursing.

| Grade | Quality Points | Level of Attainment |
|---|---|---|
| A+ | 4.00 | |
| A | 4.00 | Superior |
| A- | 3.75 | |
| B+ | 3.25 | |
| B | 3.00 | Meritorious |
| B- | 2.75 | |
| C+ | 2.25 | |
| C | 2.00 | Adequate (minimal attainment for NUR courses and specified sciences in Policy 153) |
| C- | 1.75 | |
| D+ | 1.25 | |
| D | 1.00 | Minimal |
| D- | 0.75 | |
| F | 0.00 | Failure |

2. The minimum passing grade for individual required nursing courses is C (see Policy 153).
3. The following grades carry no quality points:
   **G** – Unfinished class work (ongoing) work unfinished because of extenuating personal circumstances.
   **H** – Honors (exceptional) completion of course requirement
   **I** – Incomplete research, work in individual guidance courses, clinical work or seminar (See Policy 312)
   **N** – Audit, non-credit
   **NG** – Unfinished class work (time to complete expired) work unfinished because of extenuating personal circumstances
   **R** – Resignation from University
   **S** – Satisfactory completion of course requirement
   **U** – Unsatisfactory completion of course requirement
   **W** – Withdrawal from course (without grade affecting the student’s scholastic average)

4. For courses incorporating a clinical component, satisfactory clinical performance is required to successfully pass the course.

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**PROCEDURE:**

The following grading point scale is used for all undergraduate courses with the prefix NUR:

| Grade | Percentage |
|---|---|
| A+ | 97 to 100 |
| A | 94 to 96 |
| A- | 90 to 93 |
| B+ | 87 to 89 |
| B | 84 to 86 |
| B- | 80 to 83 |
| C+ | 77 to 79 |
| C | 74 to 76 |
| C- | 70 to 73 |
| D+ | 67 to 69 |
| D | 64 to 66 |
| D- | 60 to 63 |
| F | less than 60 |

Clinical performance will be reflected in the final course grade as either Satisfactory or Unsatisfactory.

**Approval & Revision History**

Reviewed: 11/04, 10/07, 07/08, 10/11, 11/13, 12/16, 10/23, 11/25
Revised: 10/01, 10/07, 12/07, 7/08, 11/10, 11/13, 12/16, 11/19, 09/23
Revisions Approved by Total Faculty: 10/01, 01/08, 08/08, 11/10, 11/13, 10/23

# Statute of Limitations

| | |
|---|---|
| **Date Effective** | September 1989 |
| **Date Reviewed / Revised** | October 2020 |

**POLICY:**

Undergraduate students must fulfill the requirements for the baccalaureate degree within a period of ten (10) years. After the ten year period, for any student who wishes to continue toward this degree, evaluation of credits and content will be made in terms of the curriculum required at that point in time. In order to meet the requirements for the degree, it is possible that additional courses may have to be taken beyond those required in the original curricular plan.

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**PROCEDURE:**

1. Evaluation of credits will be done by the Center for Student Success and evaluation of content of courses will be done by the Director of Advising for the Center for Student Success or designee.
2. Extensions of the statute of limitations must be approved by the Director of Advising of the Center for Student Success and go to the Dean for final action.

**Approval & Revision History**

Approved by Faculty 6/72, 2/93, 1/09
Reviewed 92-93, 02-03, 02-06, 08-09, 11-12, 14-15, 17-18, 20-21

# Examinations

| | |
|---|---|
| **Date Effective** | June 28, 1976 |
| **Date Reviewed / Revised** | January 2025 |

**POLICY:**

All students are expected to take examinations at the scheduled time. In the event of an extenuating circumstance, the student is required, prior to the examination, to obtain verbal or written approval from the instructor to be excused from the examination on the scheduled date. The student is responsible for rescheduling a make-up examination, which may be in an alternate format, at a time that is mutually agreed upon by the instructor and student.

An examination may not be retaken by a student for the purpose of improving a grade.

**PROCEDURE:**

Refer to the instructor's course syllabus and instructions.

**Approval & Revision History**

Approved by Total Faculty Organization: 6/76, 2/98, 2/04, 11/09, 12/13
Reviewed 97-98, 00-01, 03-04, 09-10, 18-19, 21-22, 24-25
Revisions Approved by TFO 2/04, 11/09, 12/13, 1/16, 1/25

# Witnessing Documents

| | |
|---|---|
| **Date Effective** | September 1, 1975 |
| **Date Reviewed / Revised** | December 2022 |

**POLICY:**

Undergraduate nursing students are not permitted to serve as witnesses to the signing of documents during assignments for clinical experience.

**Approval & Revision History**

Approved by Faculty: 3/75, 11/10
Reviewed: 11/01, 11/04, 01/08, 11/10, 12/16, 11/19, 12/22

# Dress Code for Clinical Settings

| | |
|---|---|
| **Date Effective** | May 1, 1995 |
| **Date Reviewed / Revised** | June 2024 |

**POLICY:**

The uniform identifies an individual as a student in the University of Pittsburgh, School of Nursing and is to reflect a positive and professional image of the individual and the School. The following regulations govern Student Dress Code for Clinical Settings.

Dress Code for Students (Hospital and Community Agency Uniform) Uniform will be selected by the School of Nursing.

**PROCEDURE:**

### General Regulations

- The uniform is worn during clinical laboratory experience conducted in agencies where the use of a uniform is required.
- The uniform can be worn during travel between one’s place of residence, lower campus, nursing classes and areas of clinical practice.

### Where Uniforms Are Worn

- The uniform is worn during clinical laboratory experience conducted in agencies where the use of a uniform is required.
- The uniform can be worn during travel between one's place of residence, lower campus, nursing classes, and areas of clinical practice.

### General Regulations for All Students

- Variations in dress code due to the requirements of the clinical setting will be clarified by faculty or clinical preceptor.
- Exceptions to the dress code which are related to cultural or religious beliefs may be granted by the appropriate Associate Dean or a designee, upon written request by the student.
- The uniform is to be neat and clean at all times. Solid (no mesh uppers), predominantly white shoes must be neat and clean. No open-toed shoes or sandals.
- Watch and stethoscope are required accessories.
- A white laboratory coat may be worn over uniform or street clothes when directed by faculty.
- When street clothes are worn, they must conform to the dress code of the clinical agency.
- Hair is to be neatly groomed, off the collar, in a style appropriate for a professional person

- Students are to be clean shaven or have a neatly trimmed beard.
- Nails are to be clean, neat, and short in length. No artificial nails are permitted.
- Make-up is to be applied so that a natural look is conveyed.
- Students may wear a smooth band ring and a federal service pin(s) for recognized professional and honor societies.
- Any additional clothing worn under the uniform must be solid black, blue, grey, or white and not contain any graphics.
- Undergarments cannot be visible.
- Visible tattoos and piercings should be managed according to the policy of the clinical agency.
- No hoop earrings are permitted.
- Perfume, cologne or aftershave is not permitted.
- Dress code requirements may change based on the clinical agency’s procedures/infection practices. It is the responsibility of each student to follow these regulations.

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**Approval & Revision History**

Reviewed: 08/09, 12/12, 11/14, 12/17, 20-21, 23-24
Revised: 10/08, 12/08, 12/12
Revisions Approved by Total Faculty: 04/78, 05/95, 3/97, 3/00, 1/03, 2/06, 1/09, 06/24

# Wearing of Student Uniforms When Working as an Employee

| | |
|---|---|
| **Date Effective** | September 1, 1971 |
| **Date Reviewed / Revised** | November 2025 |

**POLICY:**

Students who accept employment in a hospital, nursing home, home care, or who return to duty in a military installation may not wear the University of Pittsburgh School of Nursing student uniform at work.

**Approval & Revision History**

Approved by Faculty: 1/99, 11/10
Reviewed: 11/01, 11/04, 01/08, 11/10, 12/16, 11/19, 12/22, 11/25
Revised: 11/04, 01/08

# Classification of Students for Graduation and Pinning

| | |
|---|---|
| **Date Effective** | September 1994 |
| **Date Reviewed / Revised** | October 2020 |

**POLICY:**

The School of Nursing will hold a ceremony to recognize students who graduate in Fall, Spring and Summer terms.

All Traditional Prelicensure, RN Options and Accelerated 2nd Degree BSN students who complete requirements for graduation in August may participate in the formal pinning exercises and be part of the class graduating in the preceding Spring.

All Traditional Prelicensure, RN Options and Accelerated 2nd Degree BSN students who complete requirements for graduation in December will be part of the graduating class for that calendar year and may participate in the formal commencement and pinning exercises the following Spring term.

**Approval & Revision History**

Reviewed: 97-98, 02-03, 05-06, 07-08, 08-09, 14-15, 17-18, 20-21
Revised 93-94, 07-08, 08-09
Approved by TFO: 04/94, 1/08, 3/08, 1/09

# Class Rank

| | |
|---|---|
| **Date Effective** | September 1, 1988 |
| **Date Reviewed / Revised** | November 2025 |

**POLICY:**

Class rank will be determined for each Traditional Prelicensure student upon completion of the academic program. Rank is based upon the cumulative GPA achieved for all University of Pittsburgh coursework counted toward the Nursing degree.

**PROCEDURE:**

Upon receipt of the appropriate final grade report, the Center for Student Success ranks the "class." The class consists of those who graduated in December, April, or August of each academic year. Students who complete the Accelerated 2nd Degree Program are included when determining the number of graduates but are not included in the ranking.

**Approval & Revision History**

Approved by Total Faculty Organization: 05/88, 11/10
Reviewed: 11/04, 01/08, 11/10, 12/16, 11/19, 12/22, 11/25
Revised: 12/16

# Graduation with Honors

| | |
|---|---|
| **Date Effective** | September 1, 1988 |
| **Date Reviewed / Revised** | December 2022 |

**POLICY:**

To qualify to graduate with university honors, the student must accumulate 60 University of Pittsburgh credits. University of Pittsburgh honors are designated according to the following cumulative GPA criteria:

| | | |
|---|---|---|
| Honor | Cum Laude | 3.25–3.49 |
| High Honor | Magna Cum Laude | 3.50–3.74 |
| Highest Honor | Summa Cum Laude | 3.75–4.00 |

**PROCEDURE:**

1. Upon receipt of the final grade report and completion of degree requirements, the Center for Student Success calculates the final GPA and honors.
2. Undergraduate nursing students with 60 or more Pitt credits are considered for university honors.
3. Honors are indicated on the final transcript.

**Approval & Revision History**

Approved by Faculty: 05/88, 11/10
Reviewed: 97-98, 01-02, 04-05, 07-08, 10-11, 16-17, 11/19
Revised: 11/04, 01/08, 11/10

# Keeper of the Light Award

| | |
|---|---|
| **Date Effective** | September 1, 1988 |
| **Date Reviewed / Revised** | February 2025 |

**POLICY:**

The senior student(s) with the highest GPA in the Traditional Prelicensure Program is designated the Keeper of the Light for the current graduating class.

**PROCEDURE:**

1. Grades for all courses are averaged for all seniors in the Traditional Prelicensure Program. The student(s) with the highest average is honored at the annual Commencement Ceremony. Student(s) will be selected from the Oakland campus, Johnstown campus, and Greensburg campus.
2. The grades averaged will include those of all seniors graduating from the Traditional Prelicensure Program in the prior August, December, and current April terms.
3. The Keeper's name is announced for the first time at the Commencement Ceremony rehearsal. Students who receive this recognition are notified in advance.
4. In case of comparable records of achievement, more than one student may receive the recognition.

**Approval & Revision History**

Approved by Total Faculty Organization: 5/88, 2/98, 4/04, 1/08, 11/09
Reviewed 97-98, 00-01, 06-07, 07-08, 09-10, 14-15, 18-19, 02/25
Revised 03-04, 06-07, 07-08, 12-13, 02/25

# Program Honors for Accelerated 2nd Degree Students

| | |
|---|---|
| **Date Effective** | May 2001 |
| **Date Reviewed / Revised** | February 2025 |

**POLICY:**

Accelerated 2nd Degree students earn School of Nursing Program Honors with a minimum University of Pittsburgh GPA of 3.5 at graduation. This designation will be based on University of Pittsburgh credits that are being counted towards the BSN. Honors will be determined following review of all academic work when the Center for Student Success provides final certification for graduation.

**Approval & Revision History**

Approved by Total Faculty Organization 05/01, 02/04, 10/07, 01/10
Reviewed 03-04, 06-07, 07/08, 09/10, 12/13, 14-15, 18-19, 02/25
Revised 02/04, 02/25

# NCLEX-RN Preparatory Examinations – Prelicensure Baccalaureate Students

| | |
|---|---|
| **Date Effective** | February 2003 |
| **Date Reviewed / Revised** | March 2024 |

**POLICY:**

All students graduating from the BSN program are required to the take the Comprehensive Examination during their final senior term. All students will be required to complete remediation on the Comprehensive Examination.

**PROCEDURE:**

The Comprehensive Examination is a proctored exam that test the students' ability to critically analyze, organize and synthesize material learned over the total period of matriculation for the degree.

The examinations are composed of questions developed to assess the student's mastery of knowledge in the nursing discipline. The Comprehensive Examination is administered under the direction of the BSN Council in collaboration with Center for Student Success, the Office of the Dean, and the Health Sciences Information Technology staff at the School of Nursing.

The Comprehensive Examination is a component of the course requirements for NUR 1990 Senior Seminar. Completion of the Comprehensive Examination and remediation are required for successfully passing NUR 1990. The process includes the following:

1. Complete the Practice Pharmacology Exam and required remediation
2. Complete proctored Pharmacology Exams
3. Complete the Practice Comprehensive Exam and remediation on the practice Comprehensive Exam
4. Complete the Proctored Comprehensive Exam and complete required remediation
5. Attend all sessions of the NCLEX-RN Review Course

The results of the Comprehensive Examination are sent to the Office of the Dean and Center for Student Success in the School of Nursing for review and placement in the students' file.

**Approval & Revision History**

Reviewed: 08/09, 11-12, 14-15, 16-17, 17-18, 20-21, 21-22, 23-24
Revised: 10/08, 10/11, 14-15, 16-17, 17-18, 21-22
Approved by Total Faculty: 4/03, 1/09, 02/12, 11/16, 08/17, 03/24

# University Honors Convocation

| | |
|---|---|
| **Date Effective** | September 1988 |
| **Date Reviewed / Revised** | February 2025 |

**POLICY:**

Students are invited to participate in the annual University Honors Convocation for achievement in the following areas:

1. Undergraduate juniors (60 credits plus) and seniors (90 credits plus) who rank in the top 2% of their respective classes.
2. Graduates of the current academic year (April, June, August) who rank in the upper 2% of their class.
3. Students who receive any prize, award, or honor which meets the University definition of academic achievement.

**PROCEDURE:**

1. To determine which students fall into the upper 2% of the class, the Center for Student Success calculates and ranks each class according to cumulative GPAs including the current fall term grades.
2. The names and addresses of students falling into the above categories are submitted to the Provost's Office.
3. Recipients of these honors are invited to participate in the annual University Honors Convocation.

**Approval & Revision History**

Approved by Total Faculty Organization: 5/88, 11/09
Reviewed: 97-98, 00-01, 03-04, 09-10, 12-13, 14-15, 02/25

# Dean’s List

| | |
|---|---|
| **Date Effective** | September 1985 |
| **Date Reviewed / Revised** | January 2019 |

**POLICY:**

To qualify for the Dean’s List, a student must be in the School of Nursing for at least two (2) terms and earn a cumulative GPA of 3.75 for each block of 24 or more credits.

**PROCEDURE:**

1. The list is prepared in June and indicates name, permanent address, and class.
2. Letters are then sent to students and the list is distributed appropriately.

**Approval & Revision History**

Approved by Total Faculty Organization: 5/85, 11/09
Reviewed 97-98, 00-01, 03-04, 09-10, 12-13, 15-16, 18-19

# Admission: Requirements for Accelerated 2nd Degree BSN Applicants

| | |
|---|---|
| **Date Effective** | October 6, 2008 |
| **Date Reviewed / Revised** | June 2024 |

**POLICY:**

Applications to the Accelerated 2nd Degree BSN Program apply through NursingCAS. Applicants must meet all established criteria for admission to the Accelerated 2nd Degree BSN program.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits retaliation against any person who makes a claim of discrimination or harassment or provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. Read additional information on this Nondiscrimination and Anti-Harassment Policy.

Applicants are advised that once admitted, Act 33/34 (Criminal Record Check/Child Abuse History) Clearances, FBI Fingerprinting (Act 73), drug screening, an Initial Health Form, and UPMC modules are required. This documentation must be submitted into the School of Nursing's education management platform before beginning the term. Additional requirements may be necessary. See Policy 369 for required student documents.

Applicants who plan to practice in the Commonwealth of Pennsylvania (as well as most other states) are advised that upon application for the Graduate Registered Nurse Licensure Examination, the Board of Nursing will inquire as to whether the applicant has been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse(s).

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**PROCEDURE:**

The following criteria are required for admission:

1. A baccalaureate or higher degree from an accredited university or college with a minimum cumulative GPA of 3.0
2. Two letters of recommendation
3. Resume
4. Verification of English Language Proficiency for students classified as Foreign Students (see Policy

365)

5. A personal essay based on the NursingCAS prompt
6. Completion of all pre-requisite courses with qualifying grades prior to the first day of class for semester of admission:
    a. Human Anatomy & Physiology* (includes labs) 6-8 credits
    b. General Chemistry* (includes a lab) 4 credits
    c. English Composition 3 credits
    d. Human Genetics* 3 credits
    e. Microbiology* (includes lab) 4 credits
    f. Pathophysiology Across the Life Span (undergrad or grad course) 4 credits
    g. Psychology 3 credits
    h. General Elective  6 credits
    i. Statistics (descriptive, probability, & inferential) 3 credits

***Applicants must have completed pre-requisite courses within the past 10 years with a grade of "B-" or better. Courses from other colleges or universities must be evaluated as equivalent to University of Pittsburgh courses.**

7. Applicant materials are assembled and filed in the Center for Student Success and must include:
    a. Completed application for admission to the Accelerated 2nd Degree BSN Program
    b. Application fee (non-refundable and does not apply to the payment of tuition)
    c. Official transcripts of all course work taken at any university or college

Online Application

8. When the application is complete, the admission panel will review the material and make a decision based on the admission criteria and the number of spaces available.
9. The Center for Student Success notifies applicants in writing of their admission status. Students may be accepted provisionally if they are completing prerequisite classes.
10. Admission must be granted before registration is permitted.
11. Provisional admission may be granted after completion of 6 credits of prerequisites if all other admission requirements are met. Undergraduate applicants who are within 12-18 credits of graduation will also be considered for provisional admission.
12. Admitted students complete the program in three consecutive full-time terms, alternative schedules may be considered on an individual basis.
13. Once admitted, Act 33/34/168 (Criminal Record Check/Child Abuse History/Sexual Misconduct) Clearances and FBI fingerprinting will be required for clinical courses.

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**Approval & Revision History**

Reviewed: 08/09, 12/16, 20/21, 5/23
Revised: 10/08, 11/08, 12/16, 07/19, 02/21, 5/23
Revisions Approved by Total Faculty: 11/08, 06/24

# Acceptable Academic Status and Performance, Repeating Courses and Warning, Probation and Dismissal: Undergraduate Students

| | |
|---|---|
| **Date Effective** | June 1, 1994 |
| **Date Reviewed / Revised** | July 2025 |

**POLICY:**

Academic Status

Students should maintain a cumulative grade point average (GPA) of 2.00 ("C" average) or better throughout the program.

Assessment of acceptable academic status for students who transferred into the School of Nursing is based on credits which have been earned at the University of Pittsburgh and designated as counting towards the degree. All courses taken after enrollment in the School of Nursing will be considered as counting toward the degree and will be included in the calculation of the cumulative GPA.

When a student repeats a course at the University of Pittsburgh, the initial grade is crossed off on the transcript and Academic Record. Although the initial grade remains visible, the grade is no longer computed into the cumulative GPA. The new grade, even if it is lower, is recorded and used to compute the new cumulative GPA.

The term and cumulative GPAs will be reviewed at the end of each term for full-time students and at the end of each block of 12 credits for part time students. "G" grades will be counted in determining the number of credits attempted; "W" and "R" grades will not be counted. Acceptable Academic Achievement in Specific Courses A grade below “C” is not acceptable in all courses with the prefix NUR and the following courses:

Acceptable Academic Achievement in Specific Courses

A grade below “C” is not acceptable in all courses with the prefix NUR.

**Oakland Campus**
CHEM 0910 - Chemistry for the Health Professions

**Johnstown Campus**
BIO 0950 - Anatomy & Physiology 1
BIO 0970 - Anatomy & Physiology 2
BIO 0980 - Medical Microbiology Lecture
BIO 0981 - Medical Microbiology Laboratory
CHEM 0190 - Chemistry for Health Professionals Lecture

CHEM 0192 - Chemistry for Health Professionals Laboratory

**Greensburg Campus**
CHEM 0910 - Chemistry for the Health Professionals
BIOSC 0950/0951 - Anatomy and Physiology 1 and Lab
BIOSC 0970/0971 - Anatomy and Physiology 2 and Lab
BIOSC 0980/0981 - Medical Microbiology and Lab
If a grade earned is below “C”, the course must be repeated.

Course Repeat

A student who earns a non-passing grade in any required NUR course and any of the following courses for the second time will be dismissed from the School of Nursing:

**Oakland Campus**
CHEM 0910

**Johnstown Campus**
BIO 0950 - Anatomy & Physiology 1
BIO 0970 - Anatomy & Physiology 2
BIO 0980 - Medical Microbiology Lecture
BIO 0981 - Medical Microbiology Laboratory
CHEM 0190 - Chemistry for Health Professionals Lecture
CHEM 0192 - Chemistry for Health Professionals Laboratory

**Greensburg Campus**
CHEM 0910 - Chemistry for the Health Professionals
BIOSC 0950/0951 - Anatomy and Physiology 1 and Lab
BIOSC 0970/0971 - Anatomy and Physiology 2 and Lab
BIOSC 0980/0981 - Medical Microbiology and Lab

- A non-passing grade earned in any course in the School of Nursing may not be removed by re-examination or by writing a paper. A student may remove a non-passing grade from the transcript only by repeating the course at the University of Pittsburgh.
- A student who received a non-passing grade in a course that is prerequisite to other courses may not attend classes in subsequent courses until prerequisite requirements are met.
- The student may satisfy prerequisite requirements by achieving a B or better grade in an equivalent course from another college. If the equivalent course is to be taken at another college, it must be approved in advance by the appropriate faculty member and designee in the Center for Student Success.
- A student may elect to retake a course to increase knowledge, provided class space is available.

Warning

- A student whose term GPA is 2.0 will receive a letter of warning except when term GPA is below 1.5

(see second paragraph under Academic Probation).
- There may be an unlimited number of warnings for term GPAs. However, the cumulative must remain 2.0 or greater.

Academic Probation

- After attempting 12 credits, a student whose cumulative GPA falls below 2.0 will be placed on academic probation.
- Any student whose term GPA (for a full time term or block of 12 credits) falls below 1.5 will be placed on academic probation.
- A student may be on probation for no more than two terms throughout the academic program.
- To remove the student from probation, the cumulative GPA must be at least 2.0 after attempting 12 additional credits.

Dismissal

- After being on academic probation twice, a student whose cumulative GPA is not at least 2.0 will be dismissed.
- When an unacceptable grade is earned for a second time in a course specified above or in an equivalent course, the student will be dismissed.
- A student may not repeat more than two courses listed above. When an unacceptable grade is earned in a third course, the student will be dismissed.
- A student who exhibits a pattern of unsafe or incompetent clinical practice in more than one clinical course as identified by the clinical instructor may be dismissed from the School of Nursing.
- A student may be placed on probation or may be dismissed for illegal or unethical professional conduct. The student shall be referred to the University Guidelines on Academic Integrity for appropriate procedures for adjudication.

**Procedure**

1. Course grades and the term GPA will be reviewed at the end of each term by Associate Dean for Undergraduate Education or designee.
2. Students receiving an academic warning or notice of probation will be notified by Student Affairs with a recommendation that they seek guidance from their advisor. The letter, signed by the Associate Dean for Undergraduate Education, is copied to the student's academic advisor.
3. When a student is placed on probation, the advisor meets with the student to determine what courses the student may be allowed to enroll for or remain in if they are already enrolled. The decision must be made before the add/drop period in case the student needs to drop or add courses.
4. Students on academic probation who achieve a cumulative GPA of 2.0 or above after completion of twelve (12) additional credits will be removed from probation and will be notified by the Center for Student Success. A copy of the letter will also be sent to the Associate Dean for Undergraduate Education and the student's advisor.
5. A student who (1) has been on probation and subsequently does not maintain a cumulative GPA of 2.0 or above, (2) fails more than two courses (earning lower than a C in any required course or (3) fails

any course twice (earning lower than a C in any required course) will be notified of dismissal from the School by the Associate Dean for Undergraduate Education.

6. When extenuating circumstances exist the student may request permission to continue in the program by writing to the Associate Dean for Undergraduate Education with a copy to their academic advisor. The request must describe the extenuating circumstances and include a plan to address the reason(s) for dismissal.
    a. If the request is approved by the Associate Dean for Undergraduate Education, they submit the request with a supporting letter to the Dean. The Dean, in consultation with the Associate Dean for Undergraduate Education, determines the time period that the student will be given to demonstrate acceptable academic performance and the requirements that must be met and notifies the student in writing.
    b. If the request is not supported by the Associate Dean for Undergraduate Education, the student may appeal the decision by filing a written appeal to the Dean with a copy to the Associate Dean for Undergraduate Education.
    c. The Associate Dean for Undergraduate Education will convene an ad hoc committee comprised of members of the Academic Issues Hearing Board. The ad hoc committee will be comprised of 3 faculty members. The ad hoc committee will meet with the BSN Program Director and the student's advisor to discuss the basis for the dismissal. The committee may also elect to meet with the student.
    d. The ad hoc committee will send its recommendations to the School of Nursing Dean, who will approve or reverse the Associate Dean for Undergraduate Education's decision to dismiss the student. The School of Nursing Dean's decision is final and this appeal exhausts all appeals available to the student.

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**Approval & Revision History**

Approved by Undergraduate Faculty Organization: 5/90, 00-01
Revised 93-94, 00-01, 03-04, 07-08, 18-19, 07/25
Revisions Approved by Total Faculty Organization: 93-94, 00-01, 07-08, 09-10, 1/16, 2/19, 12/22, 07/25

# Admission: Master's Program

| | |
|---|---|
| **Date Effective** | September 1, 1994 |
| **Date Reviewed / Revised** | April 2026 |

**POLICY:**

Applicants to the master's program in nursing meet the following criteria (see Procedure for details):

1. A GPA of ≥ 0 from previous nursing degree.
2. A current RN license to practice nursing.
3. A pre-requisite statistics courses with a grade of B- or better
4. Additional criteria specified by the specialty, including acceptable application essay and interview scores.

Qualified applicants are admitted without regard to race, color, religion, national origin, ancestry, gender and gender identity, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era**.**

**PROCEDURE:**

If basic admission criteria are met, admission faculty will review the applicant's resume/CV, Transcript, Applicant Survey, Essay (using the scoring rubric to assign a score) and conduct an interview by Zoom (using the MSN Admission Interview Questions). Faculty uses the MSN Decision Rubric to obtain a final score and decision for admission. Admissions are based on a holistic admission process where the resume, essay, applicant survey, letters of reference, interview, and GPA are considered when assessing the student for appropriateness for graduate studies at Pitt School of Nursing.

Applications to the master's program in nursing are reviewed by the faculty in the applicant's specialty.

Applicants must be considered qualified for advanced study based upon supporting evidence as identified in this policy. The application is online on the School of Nursing website. The online application must include:

1. Completed online application
2. Non-refundable application fee
3. Submit official transcripts for all undergraduate and graduate work through online application
    3. BSN to MSN applicants must have a GPA of ≥ 0 in a baccalaureate degree in nursing from an ACEN (NLN), ACICS, or CCNE-accredited program.
    4. International applicants must provide evidence of a degree comparable to an American baccalaureate degree.
4. A copy of current RN license to practice nursing in the country, state or territory where clinical or practicum requirements will be completed.

5. Three letters of reference attesting to the applicant's capacity and potential for master's study from each of the areas noted (these can be uploaded into the online application):
    1. either the director or a faculty member from the most recent academic program attended (if applicant has been a nursing student in the last 5 years),
    2. a recent employer, and
    3. a person who can speak to the applicant's professional work.
6. A personal essay (limit to 2-3 pages) must address the elements evaluated by the MSN holistic admissions essay writing rubric.
7. Completed Applicant Survey
8. Current CV or resume

Completed applications in the online system are assigned by the Center for Student Success to the Area of Concentration Coordinator or Program Director for review and appropriate action.

The specialty coordinator completes the decision assignment in the online system and submits it to the Admissions Office with recommendations for the following:

1. full admit, provisional admit (for applicants who do not meet minimal criteria) with justification, or reject
2. term of admission
3. graduate status
4. full or part time study status

Applicants are notified by the Admissions Office of their admission status. Admission must be granted before registration is permitted.

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**Approval & Revision History**

Approved by Graduate Council
Revised 96-97, 99-00, 01-03, 7-18, 3-21, 8-23, 4-24
Revisions Approved by Total Faculty 5/94, 5/97, 2/00, 2/03, 10/03, 07/18, 04/24, 04/26

# Challenge Examinations/Credits by Course Examination

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|---|---|
| **Date Effective** | May 5, 1997 |
| **Date Reviewed / Revised** | February 2025 |

**POLICY:**

Graduate students who have been admitted and matriculated in the School of Nursing may take challenge examinations / credit by course examinations under the conditions noted below.

- Courses core to any graduate program (MSN, DNP, PhD) cannot be challenged.
- The option of allowing students to challenge a core course in a major/area of concentration is determined by the faculty member responsible for teaching the course and the major/area of concentration Coordinators.
- The faculty member teaching the course and major/area of concentration Coordinators will determine the options and criteria for the challenge of clinical courses. Students may challenge a clinical course one time only.
- Faculty responsible for teaching the course to be challenged will determine the content of the challenge examination.
- If a student fails that examination, the course must be taken.

**PROCEDURE:**

1. Students wishing to take a challenge exam should discuss the option with their major/area of concentration Coordinator/Director.
2. Students submit a completed Credit by Course Examination form:
    - The student completes top portion of the form
    - The faculty offering the course completes the course information section
    - The major/area of concentration Coordinator or designate signs and dates the form
    - The authorized individual in the Center for Student Success signs and dates the form
    - The student submits the completed authorized form to the Cashier's Office for payment
    - The student submits the form to the faculty member to arrange test date, time, and location
    - The faculty member submits the form to the Center for Student Success with passing test results only
    - The Center for Student Success will post the grade

**Approval & Revision History**

Approved by Graduate Council: 04/81, 2/90
Revised: 96-97, 03-04, 09-10, 18-19
Revisions Approved by Faculty 4/95, 5/97, 05/04, 10/10, 02/25

# Registration Process and Add/Drop

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|---|---|
| **Date Effective** | January 1981 |
| **Date Reviewed / Revised** | February 2026 |

**POLICY:**

Graduate students must be admitted or readmitted to the School of Nursing before they may register to take courses. Course Enrollment at the University of Pittsburgh takes place online through the my.pitt.edu portal, under the “Student Services” tab.

Enrollment Appointments:
Student registration accounts are placed on academic hold. The hold is lifted after an academic advisement meeting with the faculty advisor. The University assigns an enrollment appointment to each student, specifying the date and time when enrollment can begin. The student can register for classes on or after the assigned date.

Continuing students are expected to complete the course registration by the deadline dates to avoid the late registration fee. Registration and “Add/Drop” periods are established by the Office of the Registrar and published in the Academic Calendar.

After classes begin, registration is permitted only for new and continuing students, with permission from the faculty advisor and the Dean or designee, during the Add/Drop period for that term or session. A student who has registered in the School for any term and then been inactive for three consecutive terms must be readmitted (See Policy 216, Readmission).

No student is permitted to register for more than 15 graduate credits in one term without written permission from the respective Department Chair and the Dean or designee.

Students enrolled in the School of Nursing’s Non-Degree Seeking option are permitted to register for a maximum of 12 credits (See Policy 229).

Students may drop all classes on or before the last day of the add/drop period without tuition assessment or grade assignment. (See Policy 310, Termination of Registration.)

All students must meet the specified School of Nursing requirements before they are permitted to register (See Policy 364, Policy 369, Policy 370).

**PROCEDURE:**

An academic hold, which will prevent a student from registering, will be placed on the record of any graduate student who has not met the specified School of Nursing requirements.

**Approval & Revision History**

Revisions Approved by Total Faculty 1/99, 2/26
Approved by Graduate Council 1/81
Revised 98-99, 04-05, 19-20, 25-26
Reviewed 12/01, 12/07, 02-17, 02-20, 03-23

# Course Work Acceptable for Master's Degree

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|---|---|
| **Date Effective** | May 1990 |
| **Date Reviewed / Revised** | February 2023 |

**POLICY:**

To be eligible for the master's degree, a student must have completed at least 30 credits at the graduate level with at least an average grade of B (3.00).

No course numbered below 1000 may be applied toward graduate degree requirements.

**Approval & Revision History**

Approved by Graduate Council: 1/81
Revisions Approved by Faculty: 2/90, 6/08, 03/20, 3/23
Reviewed: 01-02, 04-05, 07-08, 02-17, 03/20, 3/23

# Change of Status from Provisional to Full Graduate Status

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|---|---|
| **Date Effective** | September 1993 |
| **Date Reviewed / Revised** | February 2023 |

**POLICY:**

Master's, PhD, or DNP students admitted with Provisional Status must achieve and maintain a cumulative GPA of 3.0 or above in courses required for the degree sought including those taken as a special non-degree seeking student. Students must be eligible for Full Graduate Status by the completion of 12 credits toward the degree (not including prerequisites) in order to remain in the program.

**PROCEDURE:**

All students admitted with Provisional Status are monitored each term by the Center for Student Success. At the completion of 12 credits toward the degree, the Center for Student Success initiates transfer from Provisional to Full Graduate Status and communicates change to student, Program Director/ Coordinator.

**Approval & Revision History**

Approved by Graduate Council: 1/81
Revised: 98-99, 04-05, 06-07, 07-08, 10-11
Revisions Approved by Faculty: 4/99, 11/07, 2/11
Reviewed: 12/01, 12/04, 05/07, 11/07, 02/11, 02/17, 3/20, 3/23

# Statute of Limitations/Leave of Absence

| | |
|---|---|
| **Date Effective** | September 1992 |
| **Date Reviewed / Revised** | February 2025 |

**POLICY:**

Requirements for the master's degree must be completed within a period of five consecutive calendar years from the student's first enrollment for courses required for the degree after admission to degree-seeking status.

Dual degrees and joint degrees that require course work in excess of 50 credit hours may be granted a longer statute of limitations by the University Council on Graduate Study.

Requirements for doctoral programs must be fulfilled within a period of ten (10) consecutive calendar years from the student's initial registration for graduate study; or, for those students holding a master's degree, within a period of eight consecutive calendar years from the first term of enrollment for credits that count for the doctoral degree after admission to degree-seeking status.

Under exceptional circumstances, a student may apply for an extension of the statute of limitations or a leave of absence.

Under special conditions, graduate degree students may be granted one leave of absence. A maximum leave of two years may be granted to doctoral candidates or one year to master's candidates.

**PROCEDURE:**

An application for an extension or leave of absence must state the reason for the delay, provide evidence of continuing progress toward completion, and include a plan and proposed completion date. The request must be approved by the Major/Area of Concentration Coordinator and submitted with a supporting letter to the appropriate Associate Dean or designee for final action, with a copy to the Center for Student Success for the student's file.

Each student requesting an extension or leave must be prepared to demonstrate proper preparation for the completion of all current degree requirements.

**Approval & Revision History**

Approved by Total Faculty Organization: 5/88, 5/04, 10/08, 01/10, 01/13, 02/16, 3/22, 2/25
Approved by Graduate Council: 1/81
Revised/Reviewed: 97-98, 03-04, 07-08, 09-10, 12-13, 15-16, 21-22, 02/25

# Grading Policy

| | |
|---|---|
| **Date Effective** | September 1, 1995 |
| **Date Reviewed / Revised** | March 2022 |

**POLICY:**

1. Grades for the School of Nursing Graduate Programs are reported on the following scale:

| | | |
|---|---|---|
| A+ | 4.00 | |
| A | 4.00 | Superior attainment |
| A- | 3.75 | |
| B+ | 3.25 | |
| B | 3.00 | |
| B- | 2.75 | Minimal attainment in a required course: core, cognate or course in the area of specialization; adequate attainment in an elective course. |
| C+ | 2.25 | |
| C | 2.00 | |
| C- | 1.75 | Minimal attainment in an elective course; inadequate attainment in a required course (see Policy 283). |
| D+ | 1.25 | Below minimal attainment |
| D | 1.00 | |
| D- | 0.75 | |
| F | 0.00 | Failure |

2. Grades carrying no quality points:
   G – Unfinished course work because of extenuating personal circumstances
   H – Exceptional completion of course requirements
   I – Ongoing study such as incomplete research, work in individual guidance courses, clinical work or seminars.
   N – Non-credit audit
   R – Resignation, when student resigns from University
   S – Satisfactory completion of course requirements
   U – Unsatisfactory completion of course requirements
   W – Withdrawal from a course
   Z – Invalid grade reported
   ** – No grade reported
3. Letter grades (A, B, C, D, F) will be used for the following types of courses: seminar, lecture, combination lecture and clinical, and Master's Research Practicum [except for the doctoral level research practicum course].

4. Letter grades (A, B, C, D, F) or H/S/U can be used for clinical courses depending on the discretion of the program.
5. The I/H/S/N/U grade is used for Thesis, Dissertation, DNP Project, DNP Clinical and any doctoral level research practicum.
6. A graduate student may audit a course upon the written approval of the specific course instructor and an undergraduate student may audit a graduate course but must complete the Grade Option form (see Policy 300). The course appears on the transcript with an "N" (non-credit audit) designation, or a "W" (withdrawal) designation.
7. At the instructor's discretion, H/S/U may be used as a grading option for graduate level courses taken by students as elective courses and for which students request an H/S/U grade.
8. Only letter grades carry grade points.

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**PROCEDURE:**

The following grading point scale is used for all graduate courses:

| Grade | Percentage |
|---|---|
| A+ | 97 to 100 |
| A | 94 to 96 |
| A- | 90 to 93 |
| B+ | 87 to 89 |
| B | 84 to 86 |
| B- | 80 to 83 |
| C+ | 77 to 79 |
| C | 74 to 76 |
| C- | 70 to 73 |
| D+ | 67 to 69 |
| D | 64 to 66 |
| D- | 60 to 63 |
| F | less than 59 |

**Approval & Revision History**

Revisions Approved by Total Faculty 4/99, 04/08, 01/10, 01/13, 3/16
Approved by Graduate Faculty Organization: 1/81
Revised 98-99, 10/03, 07-08
Reviewed 12/01, 01/08, 04/08, 01/10, 01/13, 3/16, 21-22

# Readmission/Deferral

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|---|---|
| **Date Effective** | September 1991 |
| **Date Reviewed / Revised** | April 2025 |

**POLICY:**

A new/readmitted student who did not register in the term of admission/readmission is considered inactive and must receive permission from the Area of Concentration Coordinator/Program Director to be readmitted and to register for a subsequent term.

A student who has not registered for three consecutive terms (one calendar year) will be transferred automatically to inactive status. The student must file an application for readmission to graduate study and may be required to pay the application fee before being permitted to register again. While on inactive status, a student is not eligible to use the University facilities and should not expect to receive counseling by the faculty or active supervision by their advisor or thesis, dissertation, or DNP project committee. Readmission is not automatic, nor does it necessarily reinstate the student in the status enjoyed prior to becoming inactive. Readmitted students must meet all current admission and degree requirements. A student may not be readmitted for the term in which they resigned.

**PROCEDURE:**

New/Readmitted Student

1. A new/readmitted student who does not register in the term of admission/readmission should contact the Area of Concentration Coordinator/Program Director about registering for a subsequent term.
2. If the Area of Concentration Coordinator/Program Director approves, a memo is sent to the Center for Student Success designating the new term of admission/readmission.

Student Who Has Not Registered for Three Terms

1. A student who has not registered for three terms but seeks readmission must inform the Area of Concentration Coordinator/Program Director that they wish to be readmitted.
2. They must re-apply using the online application.
3. Once the decision is made, the Admissions office sends a new admission/accept form.

**Approval & Revision History**

Revisions Approved by Total Faculty 11/97, 04/04, 01/10, 01/13, 03/16
Approved by Graduate Council: 1/81, 5/91
Revised: 97-98, 00-01, 03-04
Reviewed 94-95, 03-04, 09-10, 12-13, 21-22, 24-25

# Comprehensive Examination: Master's Program

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|---|---|
| **Date Effective** | January 1995 |
| **Date Reviewed / Revised** | April 2025 |

**POLICY:**

The comprehensive examination is a proctored examination that tests the student's ability to critically analyze, organize, and synthesize material learned over the total period of matriculation for the degree. The examination is comprised of questions that require application of core course material to the student's area of specialization. Students must successfully write the comprehensive examination to complete the course of study. Comprehensive examination must be taken at least one month prior to the last day of the term in which the degree is to be granted.

All master's degree seeking students must be enrolled in or complete the core and specialty courses prior to taking the comprehensive examination. Area of Concentration (ARCO)/major Coordinator will determine for their program the eligibility of students to sit for the Comprehensive Examination. A student's cumulative GPA must be 3.0 or higher to be eligible to sit for the examination.

The determination of whether the comprehensive examination must be taken by a second master's degree seeking and post-professional certificate program student is made by the ARCO/major Coordinator. The student may be exempted from the examination or be required to take the entire or a portion of the examination.

The comprehensive examination consists of 2 components that include research and clinical practice examinations; the research examination is developed by the MSN Council Comprehensive Examination Committee and the clinical examination is developed by the ARCO/major Coordinator in consultation with graduate faculty in the areas of concentration. Each ARCO/major Coordinator will submit their written examination for the clinical component along with a test plan that maps the content to show that the examination reflects the depth and breadth of knowledge, in their area of concentration, to the MSN Comprehensive Examination Committee for approval. This step must be done once and only again if the major components of the clinical examination change. Both research and clinical examinations are administered by the MSN Council Comprehensive Examination Committee.

Criteria used to review the research examination will be developed by the MSN Council Comprehensive Examination Committee; criteria used to review the clinical practice examination will be developed by the ARCO/major Coordinator in consultation with graduate faculty in the areas of specialization. A minimum grade of 80% is required on each component of the comprehensive examination. If a student fails to achieve an 80% on either component, the student will be required to retake that component of the examination. The advisor will develop a remediation plan that the student will complete prior to repeating the examination. The advisor's permission is required before the examination can be taken a second time. If a student fails to

pass either or both examinations on the second attempt, the ARCO/major Coordinator, in consultation with the student's advisor, will develop a comprehensive remediation plan that includes a substantial plan of study and/or additional coursework to address the student's deficits on previous attempts to pass the examination. The remediation plan will be signed by the ARCO/major Coordinator, the advisor, and the student. It is expected that remediation prior to taking the examination a third time will extend the student's program of study by at least one term. Failure to pass either or both components of the 1 examinations after the third attempt will result in the inability to complete the MSN degree. Should extenuating circumstances exist, they may be communicated by the student in writing to the Dean and MSN Comprehensive Examination Committee for review.

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**PROCEDURE:**

**Procedure for Administering MSN Comprehensive Examination Online for Onsite, Online, and Distance Education Students**

1. A comprehensive examination shall be offered three times per academic year, once per term; dates will be determined by MSN Council Comprehensive Examination Committee who will notify designated support staff. Designated support staff will notify ARCO Coordinators who will then notify students in the ARCO/major of the examination date via email 2 months prior to examination date.
2. Students are responsible for contacting their advisor to discuss eligibility for taking the examination. Graduate faculty advisors in each ARCO/major are responsible for approving the eligibility of their advisees to take the examination. Graduate advisors are also responsible for explaining the examination and preparing their advisees to take the examination.
3. Any student request for specific accommodations related to taking the comprehensive examination must be supported by documentation from Disability Resources and Services (DRS). The student should present the DRS documentation supporting the request to their advisor and ARCO/major Coordinator. If the requested accommodation(s) is(are) feasible, the ARCO/major Coordinator will communicate the accommodation(s) to the designate support staff at least 3 weeks in advance so that appropriate accommodations can be made.
4. Deadline for application to take the examination is one month prior to the date of administration. ARCO/major Coordinators will inform the designated support staff as to which students will be sitting for the examination and if they want to use a computer. The student Pitt ID card must be active. All students must provide Pitt ID card or government-issued photo ID upon taking the examination.
5. All students will sit for the MSN Comprehensive Examination on the same day using the online Learning Management System. The morning session consists of the clinical/practice component and the afternoon session consists of the research component. Morning session is 9:00 AM – 12:00 PM EST, and the afternoon session is 1:00 PM – 4:00 PM EST. If the examination is administered in a different time zone, then accommodations must be individualized based on time zone.
6. The completed examinations will be accessible to the respective ARCO/major Coordinators for distribution for grading. A review of each examination will be completed by graduate faculty within each ARCO/major. A second review will be completed of all examinations (clinical practice and

research) that do not meet passing criteria upon initial review. In the event of discordant evaluations between primary and secondary reviewers, a third and final review will be conducted. MSN Comprehensive Examination Committee will assist faculty in securing second or third reviewers with appropriate content area expertise upon the request from ARCO/major Coordinators.

7. Graduate faculty within ARCO/major will verify when students have satisfactorily completed both components of the comprehensive examination and will notify the ARCO/major Coordinator. Each ARCO/major Coordinator will report the results of both components of the comprehensive examination to the MSN Comprehensive Examination Committee no later than the last day of the term in which the examination was completed. The results will include a list of the students who completed each component of the examination and, for each student, whether they passed or failed on their first attempt. For students who failed either or both components of the examination on the first attempt, the document should indicate whether they completed the second attempt and, if so, whether they passed or failed the examination. For students who failed the examination on the second attempt, the remediation plan to be completed prior to the third attempt will be submitted to MSN Comprehensive Examination Committee for approval. The MSN Comprehensive Examination Committee will inform the Associate Dean for Graduate Clinical Education and the Assistant Dean for Data Analytics and Evaluation of the results of the examination.
8. Notification of pass/fail of the examination or any portion of the examination will be sent to the student, the MSN Comprehensive Examination Committee, and the student's advisor by the ARCO Coordinator. The 2 MSN Comprehensive Examination Committee will send Student Affairs and Assistant Dean for Data Analytics and Evaluation a list of students who took the examination and whether or not they passed the examination, and on which attempt.

**Approval & Revision History**

Approved by Total Faculty 01/81, 5/98, 4/00, 02-03, 4/04, 1/13
Reviewed 01-02, 03-04, 09-10, 12-13, 17-18, 18-19, 24-25

# Application for Graduation

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|---|---|
| **Date Effective** | September 1, 1995 |
| **Date Reviewed / Revised** | April 2025 |

**POLICY:**

An official Application for Graduation must be filed by each candidate for graduation by the deadline date of the term in which graduation is expected. The deadline dates are established by the Registrar's office. Students must be registered in the term in which they take their comprehensive examination. International students must be registered according to the conditions of their visa. Every student is required to be registered for at least one credit at the University in the 12-month period before graduation. PhD students who are registered for the full-time dissertation (FTD) study course (0 credits) will be considered as active status and eligible to apply for graduation.

**PROCEDURE:**

1. The student accesses the University registrar's Graduation website to complete the online graduation application.
2. The completed Application for Graduation must be submitted by the established deadline to avoid late fees assessed by the University Registrar.
3. Students are also expected to obtain the Previous Degrees Form from the School of Nursing website or from the Center for Student Success and email the completed form to the designated person. This form will ensure that graduate information is listed correctly in the School of Nursing's graduation ceremony program.
4. The student must contact their faculty advisor, area of concentration/major coordinator or program director for verification of completion of program requirements. The faculty advisor, area of concentration/major coordinator or program director may deny the student's graduation if all requirements are not met.
5. If for some reason the student will not graduate that term, it is the student's responsibility to inform the faculty advisor, area of concentration/major coordinator or program director, who then notifies the Center for Student Success in writing.
6. The student must then reapply for graduation in the appropriate term.

**Approval & Revision History**

Revisions Approved by Total Faculty 7/84, 97-98, 98-99, 00-01, 03-04, 07-08, 08-09, 15-16, 18-19
Reviewed: 97-98, 00-01, 03-04, 07-08, 09-10, 12-13, 15-16, 18-19, 21-22, 24-25

# Advanced Standing of Credits/Transfer Credits

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|---|---|
| **Date Effective** | September 1982 |
| **Date Reviewed / Revised** | December 2025 |

**POLICY:**

The School of Nursing adheres to the University of Pittsburgh Office of the Provost Academic Regulation on advanced standing credits.

**PROCEDURE:**

1. After meeting with a faculty advisor and/or Area of Concentration (ARCO) Coordinator or Program Director, the student initiates a request for transfer of credit.
    a. The student will provide the faculty advisor and/or ARCO Coordinator or Program Director with the proposed transfer course(s) description and outline, and a copy of their transcript (highlighting the course's term, title, credits & grade) for evaluation of equivalency to the targeted University of Pittsburgh course.
2. The faculty advisor and/or ARCO Coordinator or Program Director will complete and sign the Course Credits Accept Request Form with the identified targeted University of Pittsburgh course, attach the course description and transcript, and forward it to the Graduate Student Advisor in the Center for Student Success
    a. The Graduate Student Advisor will forward the form and attachments to the primary instructor of the targeted University of Pittsburgh course. The primary instructor may request additional information, including the entire course syllabus.
    b. The primary instructor of the targeted University of Pittsburgh course will complete the shaded area of this form, identifying the number of credits accepted.
    c. The Graduate Student Advisor will forward this form, signed and dated by the faculty advisor and primary instructor, to the Center for Student Success.
3. The Center for Student Success will process the completed request in PeopleSoft and email the student and advisor the outcome.
4. If the credit transfer request is approved, the student and faculty advisor will be notified of the decision to transfer full credit.
5. If the credit transfer request is partially approved, the student and faculty advisor will be advised of the decision to transfer partial credit. The process to fill the gap in course content will follow Policy 367, Independent Study.
6. If the credit transfer request is not approved, the student and Faculty Advisor will be notified so plans can be made to enroll in the targeted Pitt course.

**Approval & Revision History**

Approved by Graduate Faculty Organization 9/82, 2/02, 12/04
Revisions Approved by Total Faculty Organization: 3/21, 3/23
Reviewed: 07/08, 19-20, 20-21, 3/23, 07/25, 12/25
Revised: 12/07, 04/08, 02/17, 02/20, 3/21, 3/23, 07/25

# Credential Overlap

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|---|---|
| **Date Effective** | February 2003 |
| **Date Reviewed / Revised** | December 2025 |

**POLICY:**

The School of Nursing adheres to the University of Pittsburgh Office of the Provost Academic Regulation on credential overlap.

**PROCEDURE:**

1. After meeting with a faculty advisor and/or Area of Concentration (ARCO) Coordinator or Program Director, the student initiates a request for credential overlap by writing a letter or memo to the faculty advisor and the ARCO Coordinator or Program Director specifying the course number, course title, and number of credits requested for credential overlap.
2. The faculty advisor and/or ARCO Coordinator or Program Director reviews the student's transcript to determine that acceptable grades have been earned in the courses for which the student is requesting credential overlap and approves or disapproves the request. A representative of the Dean's Office and/or the Center for Student Success may be asked to consult on the credential overlap request.
3. If the request for credential overlap is approved, the faculty advisor and/or ARCO Coordinator or Program Director will notify the Center for Student Success by forwarding a copy of the student's transcript, with the courses to be accepted toward the current degree highlighted, and any equivalent courses in the current curriculum indicated, along with a memo of explanation. Student Affairs notifies the student of the outcome.
4. The Center for Student Success processes the request and completes the changes in the designated University system to indicate courses from previous graduate study being counted toward the current degree

**Approval & Revision History**

Reviewed: 02/06, 12/07, 04/08, 14-15, 17-18, 20-21, 23-24
Revised: 3/02, 04/08, 01/15, 03/21, 12/25
Approved by Total Faculty Organization: 02/03, 06/08, 03/21

# Dissertation Development and Completion

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|---|---|
| **Date Effective** | December 1983 |
| **Date Reviewed / Revised** | April 2024 |

**POLICY:**

PhD nursing students are expected to adhere to the University of Pittsburgh policy for developing and completing a dissertation according to the following. "The doctoral dissertation is the final and most important component of the series of academic experiences which culminate in the awarding of the Ph.D. degree. Three major functions are fulfilled by the dissertation experience: (1) It is a work of original research or scholarship which makes a contribution to existing knowledge; (2) It is an educational experience which demonstrates the candidate's mastery of research methods and tools of the specialized field; and (3) It demonstrates the student's ability to address a major intellectual problem and arrive at a successful conclusion." (Requirements for the Ph.D. A Policy Statement. (1979). Washington, DC: Council of Graduate Schools in the United States, pp.7-8)

“Characteristics which a dissertation should demonstrate are: the establishment of a historical context for the presentation of an innovative and creative approach to the problem analysis and solution; a clear understanding of the problem area as revealed by analysis and synthesis of a broad literature base; a welldefined research design; clarity in composition and careful documentation; results of sufficient merit to be published in refereed journals or to form the basis of a book or monograph; sufficient detail so that other scholars can build on it in subsequent work.” (Regulations Governing Graduate Study at the University of Pittsburgh)

If the dissertation is the result of a collaborative research effort, the project should be structured in such a way that the student's dissertation results from one clearly identified piece of work in which the student has supplied the unquestionably major effort. The contributions of the student and the other collaborators must be clearly identified.

The student may elect to write the dissertation using the traditional format or the manuscript format.

“Published articles authored by the student and based on research conducted for the dissertation study may be included in the dissertation, if the student’s department and school have a written policy that this is acceptable. In any case, the published work must be logically connected and integrated into the dissertation in a coherent manner, and sufficient detail must be presented to satisfy the characteristics of a dissertation. The student should be the sole or primary author of the published work. If the published articles were coauthored, the contribution of the student must be clearly delineated in the introduction so the committee can ascertain that the student’s own work satisfies the requirements of a dissertation.” (Regulations Governing Graduate Study at the University of Pittsburgh)

Requirements for admission to candidacy are in accordance with those established by the University

Council on Graduate Study. To qualify for admission to candidacy for the degree of Doctor of Philosophy, the student must have:

- satisfactorily completed the Preliminary Examination
- completed formal course work with a minimum grade point average of 3.0 on a 4.0 point scale
- passed the Comprehensive Examination
- received approval of the research proposal from the dissertation committee selected for this purpose (Overview)

The form and style of the dissertation must be in accord with the specifications outlined in the Electronic Thesis and Dissertations (ETD) Format Guidelines Manual and the most recent edition of the Publication Manual of the American Psychological Association (APA). If the content of the APA publication manual differs from the ETD Format Guidelines Manual, the latter shall take precedence.

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**PROCEDURE:**

1. 1 The student selects a qualified nursing faculty member with expertise in the area of research focus to guide the research and chair the dissertation committee.
2. During the research proposal development stage, the student may seek consultation from any member of the University faculty who he/she believes can be of help.
3. In consultation with the committee chair, the student selects a minimum of three faculty members in addition to the committee chair to serve as dissertation committee members. Three of the members including the chair must have a faculty appointment in the School of Nursing. One member must be from a school or department outside of the School of Nursing. The majority of the committee, including the chair, must be full or adjunct members of the Graduate Faculty of the University of Pittsburgh.
4. The committee chair submits the names of the committee member nominees to the PhD Program Director and the Dean for approval; when approval has been obtained the student contacts the nominees and asks them to serve on the committee. The Dissertation Committee Chair notifies the PhD Program Director of the student's dissertation focus by submitting the student's name, dissertation title, committee members, and an abstract of the dissertation for posting on Pitt OneDrive and for listing on the next PhD Council meetings' agenda.
5. If the student desires to use the manuscript format, the committee and student need to review the requirements and establish the approach for writing the specific dissertation. Refer to "Guidelines for Use of a Manuscript Format for Dissertation."
6. As the student proceeds with the research, the student has the privilege and responsibility to seek guidance from the committee members. The committee is responsible for:
    a. advising the student through the research development and completion process
    b. ensuring high quality research
    c. ensuring that the dissertation meets acceptable standards; committee members may request revision of any part of the dissertation at any stage
    d. meeting with the PhD student/candidate at least annually from the time the committee is

formed.

7. The committee chair informs the student when the chair is satisfied that the research proposal is ready for overview consideration by the committee.
8. The student is responsible for contacting committee members for feasible dates for the overview meeting and conveying the information to the committee chair who finalizes the date and time. The student then notifies the committee members.
9. The student must submit a copy of the dissertation proposal to each member of the committee at least two weeks prior to the scheduled date for the overview meeting.
10. At the overview meeting committee members have the opportunity and responsibility to obtain clarification as needed and recommend changes in the proposal as indicated.
11. At the conclusion of the overview meeting the committee chair is responsible for informing the student of the decision and recommendations of the committee, and for completing the "Record of Overview for Dissertation" and ensuring that it is signed by all committee members. The original form is given to the Administrative Assistant of the PhD Program who forwards a copy to the Center for Student Success for filing in the student's record (Policy 235). A copy of the form is also forwarded to the student's academic advisor. The dissertation committee must unanimously approve the dissertation topic and the research plan before the student may recommended for PhD candidacy.
12. The PhD Program Director or designee informs the Dean that the student is recommended for candidacy. Students are informed of admission to candidacy by written notification from the Dean (Policy 235).
13. If the dissertation proposal is approved and does not require human or animal subject clearance, the student can proceed with the research. If the proposed study involves use of human subjects, approval from the appropriate University IRB and the agency where the data will be gathered must be obtained prior to initiation of the study. If the research involves animals, IACUC approval must be obtained prior to initiation of the study. The student obtains the guidelines from the appropriate IRB and the agency where data will be collected or from IACUC and prepares andsubmits a proposal to them after obtaining the approval of the committee chair.
14. As the student proceeds with the research, the student is responsible for consulting with the chair and committee members. After completion of the research the student will submit a draft of the dissertation to the chair for review and approval.
15. When, in the opinion of the chair, the dissertation is ready for examination by the committee the student is responsible for contacting the committee members for feasible dates for the oral defense and conveying this information to the chair. The chair finalizes the date of the defense, and the student notifies the committee members.
16. The student submits a completed Announcement of Final Dissertation Defense form to the Administrative Assistant of the PhD Program who notifies the University Times and Pitt Chronicle and sends out announcements for the dissertation defense to faculty, staff and students of the School of Nursing through email.
17. The student must submit a copy of the dissertation to each member of the committee at least two weeks prior to the scheduled oral defense meeting.
18. The date, time, and place of the oral defense is published in the University Times and Pitt

Chronicle well in advance of the scheduled date. Any member of the University community and student-invited guests may attend the defense and participate in the question and answer session.

19. During the oral defense meeting, any member of the dissertation committee can request that the student revise any portion of the dissertation that does not meet with his/her approval.
20. If revisions are required, committee members may (a) request to again review the dissertation before signing the "Record of Defense for Dissertation" or (b) may sign the form and defer responsibility for the revisions to the committee chair. In either event, the dissertation committee chair has the responsibility for ensuring that the dissertation is in acceptable final form and that all signatures of committee members have been obtained on both the Record of Defense for Dissertation form and the Committee Signature Form before the student submits the electronic version of the dissertation to the Center for Student Success.
21. If the decision of the committee on passing the candidate is not unanimous, the case is referred to the Dean for resolution.
22. Upon completion of the dissertation, the student is responsible for submitting to the Center for Student Success
    a. one copy of the electronic dissertation via the ETD Online System.
    b. if material copyrighted by others is included in the dissertation, the copyright permission letter(s) from the copyright owner(s) must be attached.
    c. If the dissertation contains executable software owned by another party, the letter from the owner of the software license granting permission to use it must be attached.
    d. The doctoral candidate is required to execute an agreement with ProQuest Information and Learning/UMI for the publication of the dissertation abstract in Dissertation Abstracts. If the chair of the committee and the student agree, the dissertation can be indexed in CINAHL by submitting the student's name, dissertation title, degree, university name, and abstract to cinahl@cinahl.com.
    e. Completed "Survey of Earned Doctorate" form.
23. Following the dissertation defense, the committee chair is responsible for completing and sending the following to the Administrative Assistant of the PhD Program who will forward the documents to the Center for Student Success:
    a. Record of Defense for Dissertation
    b. Committee Signature Form/ETD Approval Form
    c. Change of Status form (for final oral defense)

**Approval & Revision History**

Approved by Graduate Faculty Organization: 12/83
Reviewed: 91-92, 04-05, 08-09, 11-12, 16-17, 17-18, 18-19, 19-20, 20-21, 23-24
Revisions Approved by Faculty: 5/92, 11/01, 02/09, 10/19

# Admission: Special Non-Degree Status

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|---|---|
| **Date Effective** | September 1989 |
| **Date Reviewed / Revised** | April 2025 |

**POLICY:**

Special Non-Degree Status (SNDS) is used for individuals who do not wish to seek a degree or who cannot yet complete the regular admission process but want to enroll in a specific course(s). The following guidelines apply to SNDS students:

1. Courses taken under this status are limited to prerequisites, required cognates or electives with faculty advisement, or core nursing courses, except those with clinical components, if space is available.
2. SNDS students who wish to apply to the master's, DNP, or PhD programs must follow the regular admission process and meet the regular admission criteria. Upon admission, a maximum twelve (12) graduate credits, including those taken as a SNDS student, may be transferred toward a master's, DNP, or PhD degree.

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**PROCEDURE:**

1. SNDS applicants are required to submit the online application form and fee prior to registration.
2. The applicant submits a copy of the signed Enrollment Form to the Center for Student Success where the registration form is processed according to the deadlines and procedures set by the University.
3. A student under SNDS status must submit a signed registration form to Student Affairs each term to receive approval and be enrolled. The Graduate Student Advisor is responsible for monitoring the credit accumulation of any SNDS student.

**Approval & Revision History**

Approved by Total Faculty Organization: 9/85, 07/89, 2/98, 1/00, 11/07, 01/10, 10/18
Revised: 97-98, 00-01, 06-07, 07-08, 15-16, 18-19, 24-25

# Preliminary Examination: PhD Program

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|---|---|
| **Date Effective** | March 2007 |
| **Date Reviewed / Revised** | October 2025 |

**POLICY:**

The PhD Preliminary Examination assesses the breadth of the student's knowledge of the discipline, the student's achievement during the first year of PhD program study, and the potential to apply research methods independently. Students must complete the Preliminary Examination to progress through the PhD Program. The PhD Preliminary Examination is to be taken upon completion of the first year of full-time PhD study, as scheduled by PhD Progression and Graduation (P&G) Committee. The following courses must be completed prior to taking the preliminary examination: Required courses for BSN to PhD students:

- NUR 3285: Philosophical Underpinnings of Nursing Research (3 credits)
- NUR 3286: Theoretical Foundations for Nursing Research (3 credits)
- NUR 3287: Research Design & Methods (3 credits)
- NUR 3071: Apprenticeship Practicum (2 credits)
- NUR 3112 Applied Parametric and Non-Parametric Statistics for the Health Sciences 1 (3 credits or equivalent)
- NUR 2113 or NUR 3113 Applied Parametric and Non-Parametric Statistics for the Health Sciences 2 (3 credits or equivalent)
- NUR 2114 or NUR 3114 Applied Regression for Health Science Research (3 credits or equivalent)
- NUR 3288 Research Measurement (3 credits or equivalent) Required courses for MSN to PhD program students:
- NUR 3285: Philosophical Underpinnings of Nursing Research (3 credits)
- NUR 3286: Theoretical Foundations for Nursing Research (3 credits)
- NUR 3071: Apprenticeship Practicum (2 credits)
- NUR 3112 Applied Parametric and Non-Parametric Statistics for the Health Sciences 1 (3 credits or equivalent)
- NUR 2113 or NUR 3113 Applied Parametric and Non-Parametric Statistics for the Health Sciences 2 (3 credits or equivalent)
- NUR 2114 or NUR 3114 Applied Regression for Health Science Research (3 credits or equivalent)
- NUR 3288 Research Measurement (3 credits or equivalent)

The PhD Preliminary Examination is a one-day, proctored, in-person exam. The exam tests the student's knowledge of theory and research methodology, as applied to the student's area of research emphasis.

Criteria used to review the PhD Preliminary Examination are identified by the PhD P&G Committee and by faculty who are members of the University Council of Graduate Faculty. Results of the examination are reported to the student's academic advisor, the PhD Program Director, and the Center for Student Success

no later than the last day of the term in which the examination occurs.

The examination is used to 1) identify those students who may be expected to complete a PhD program successfully and to 2) reveal areas of weakness in the student's preparation. Students identified as having specific areas of weakness will be required to engage in remediation activities (e.g., additional coursework, writing activities, directed readings, etc.) as recommended by the PhD P&G Committee and guided by the student's academic advisor, in consultation with the PhD Program Director.

Students must complete any remedial activities targeted to their identified weakness(es) by the end of the subsequent term, or, if additional course work is required, students must complete that course work in the first semester in which that course is offered following the Preliminary Examination. When extenuating circumstances exist, the student may request an extension in writing to the Dean. This request must be accompanied by a letter of support from the academic advisor and the PhD Program Director.

**EXAM COMPONENTS:**

Annually, the eligible students' advisor will select one research article related to their area of interest for Part I of the exam. The students are presented with the article on the day of the Preliminary Exam. The student will critique the article (Part I) and, based on research gaps identified within the article, develop a specific aims page (Part II). The PhD P&G Committee will select two graduate faculty members to serve as reviewers for each eligible student.

**Part I** consists of an article critique, completed as a proctored, in-person exam. Students have 3-4 hours to complete Part I of the exam. Students complete a structured critical appraisal form, not to exceed four double-spaced pages in length. Questions are related to the selected article's purpose, research questions/hypotheses, appropriateness of the literature review, design of the study, variables investigated, sampling methodology, internal validity, external validity, variable measurement, data analysis procedures, findings, conclusion, and research gaps. Questions on the structured critical appraisal form and an evaluation rubric are provided to students in advance of the exam.

**Part II** consists of drafting a one-page, National Institutes of Health style specific aims page, based on one of the research gaps identified from the critiqued article. Students will have 4-5 hours to complete Part II of the exam. The specific aims page should incorporate related literature to describe the significance of the problem, provide a central hypothesis, articulate testable aims, include a brief description of methods, and state the impact of the proposed work.

While use of web-based resources, e.g., PubMed, Centers for Disease Control and Prevention, U.S. Department of Health and Human Services, is permitted and encouraged, students are not permitted to use Generative AI (GenAI; e.g., ChatGPT) tools.

Students are also not permitted to discuss any portion of the exam until after the conclusion of the exam.

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**PROCEDURES:**

The Preliminary Examination occurs in the Fall of Year 2 of the PhD Program; exceptions for additional semester offerings will be considered upon advisor request to the PhD Program Director. The PhD P&G Committee will identify a date for the Preliminary Exam that accommodates student availability. The one-day exam will be scheduled from 9:00 am to 6:00 pm with an hour break between Part I and Part II and will be proctored by the P&G Committee or designated faculty.

Upon determining that the student is eligible and ready for Preliminary Examination, the student downloads the Preliminary Examination application form from the OneDrive shared folder PhD Program Information / PhD Program Forms and completes the application, which requires a brief description of the student's research area/topic.

The advisor or the PhD student sends the completed Preliminary Examination application form to the PhD Program Director, the PhD Program Manager, and the Chair of the PhD P&G Committee via Docusign no later than one month prior to the scheduled Preliminary Examination date. The PhD Program Manager, in consultation with the Chair of the PhD P&G Committee, provides information related to the day of the exam (e.g., room location, what is required/permissible to bring, etc.) via email. The PhD Program Manager also creates separate OneDrive folders for each part of the exam and uploads the Preliminary Examination instructions, evaluation rubric, and research articles as appropriate. The PhD Program Manager informs the student of the title of their folders and how to access the folders in OneDrive in advance of the exam.

The PhD P&G Committee members proctor or arrange for proctors for the exam.

On the day of the exam, the PhD Program Manager provides the student with access to their OneDrive folders. The student will complete Part I of the exam and upload to the OneDrive folder prior to moving on to Part II. When the second session is complete, the student will upload the completed Part II of the exam to their designated OneDrive folders. The PhD Program Manager removes access to the OneDrive folder at the conclusion of each session.

After the conclusion of the exam, the PhD Program Manager compiles and anonymizes student exams for review. The PhD Program Manager creates a OneDrive folder with the anonymized exams and shares access with the PhD P&G Committee and two designated graduate faculty reviewers for each student. The evaluation is guided by rubrics and completed evaluations are uploaded to the OneDrive folder. Evaluation is to be completed within a two-week period. Following reviews, the PhD P&G Committee meets to collectively evaluate all exams. Upon evaluation completion, the PhD Program Manager re-identifies student exams and notifies the PhD Program Director of the final decision. The PhD Program Manager, under direction of the PhD Program Director, distributes the decision via emailed letter to the student and their academic advisor.

The student's academic advisor will discuss the results of the examination with the student.

In case of remediation, it is the academic advisor's responsibility to provide evidence of completion of required activities to the PhD Progression and Graduation Committee.

Upon successful completion of the Preliminary Examination, the academic advisor will complete a Status Form for Graduate Programs (Milestones).

**Approval & Revision History**

Approved by Graduate Council: 2/86, 3/89, 6/92
Approved by PhD Council: 10/94, 3/95, 1/98, 3/2018
Reviewed: 06/07, 02/13, 02/17, 03/18, 24-25
Revised: 97-98, 00-01, 06/07, 02/17, 24-25
Approved by TFO: 3/98, 3/07, 10/08, 04/17, 10/25

# Admission: PhD Program

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|---|---|
| **Date Effective** | September 1993 |
| **Date Reviewed / Revised** | May 2026 |

**POLICY:**

Applications to the PhD program in nursing are reviewed by the PhD Program Director or designee and faculty members whose research interests are appropriate to the applicant's goals. Upon review of credentials and interviews, the PhD Program Director and faculty members decide upon an admission recommendation. The PhD Council then acts upon the recommendation.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran.

The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission.

This applies to admissions, employment, and access to and treatment in University programs and activities. Review additional information on the CS 07 Nondiscrimination, Equal Opportunity, and Affirmative Action policy.

Applicants to the PhD Program in nursing should meet all of the following criteria:

1. A baccalaureate or a master’s degree in nursing is preferred. Applicants who do not have a baccalaureate degree in nursing or a master’s degree in nursing as the first professional degree will be considered
2. Evidence of competence in scholarly research and the ability to communicate in writing as assessed by accomplishments, recommendations, and the personal statement of the applicant addressing the reasons for selecting the University of Pittsburgh School of Nursing; one’s long-term professional goals and how the PhD Program will facilitate goal achievement; one’s area of research interest; faculty who might be an appropriate match and why; and any professional experiences that have helped prepare the applicant for doctoral study.
3. Evidence of capacity and professional motivation for doctoral study as assessed by the personal statement, recommendations, and interviews with appropriate faculty.
4. Three letters of reference attesting to the applicant's capacity and potential for doctoral A minimum of two references should be from academic sources.

5. Evidence of a license to practice professional nursing if the student plans to be a TA/TF in a clinical course or if their planned area of research is based in a clinical area.
   **Note:** While a Pennsylvania RN license or license from a Nurse Licensure Compact (NLC) state is **not** required for admission to the PhD Program, students who have a PA or NLC multi-state license will have more opportunities for funding throughout their PhD Program.
6. For applicants whose native language is not English, successful achievement on the TOEFL, IELTS, or Duolingo (see Policy No. 201, International Student Admission).
   For admission to Full Graduate Status, in addition to meeting the above criteria, an applicant must have a cumulative grade point average of 3.0 or above on a 4.0 scale. For individuals who do not fully meet the admission criteria, Provisional Graduate status may be recommended.

Read additional information on this Nondiscrimination, Equal Opportunity, and Affirmative Action policy.

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**PROCEDURE:**

1. Application forms and materials are secured from NursingCAS.
2. Application materials for each applicant are reviewed by the Admissions Office to ensure all eligibility requirements are met and that applications are complete. Completed applications are reviewed by the PhD Program Director. If needed, additional information is obtained.
   a. A minimum of three faculty (chosen on the basis of the research fit with the candidate) will interview the candidate and make a recommendation regarding admission. Each interviewer submits their evaluation to the Doctoral Program Manager. One interviewer agrees to present the candidate at the PhD Council Admissions Retreat.
   b. Following interviews, all eligible candidates are presented at the PhD Council Admission Retreat. Council members vote on the recommendations put forward by interviewers.
   c. Applicants considered by the PhD Council are notified in writing by the SON Admissions Office of their admission status within one week of the vote.
   d. Funding offers are communicated separately from admission decisions.

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**Approval & Revision History**

Reviewed/Revised 05-02, 03-04, 12-06, 11-07, 08-09, 03-14, 03-18, 04-21, 6-22, 5/26
Revisions Approved by Total Faculty 3-99, 05-04, 07-08, 03/14, 6/22

# Comprehensive Examination & Overview – PhD Program

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| **Date Effective** | September 1995 |
| **Date Reviewed / Revised** | April 2024 |

**POLICY:**

The Comprehensive Examination occurs at the same time as the Overview. The Comprehensive Examination assesses the student's mastery of the general field of doctoral study, acquisition of depth and breadth of knowledge in a focused area of study or officially approved minor taken outside the School of Nursing, and the ability to use the research methods of the discipline. The Overview requires the student to carefully formulate a research plan and to justify the selected approach for studying the topic.

The Comprehensive Examination and Overview occur after successful completion of all required course work. The examination should be passed at least eight months before scheduling the final defense of the dissertation. Students may not take the comprehensive examination the same term in which the student graduate.

It is recommended that a student should plan to have completed 12 credits of dissertation (NUR3010) by the end of the semester in which they successfully complete the Comprehensive Examination and Overview. This enrollment plan will allow them to enroll in Full-Time Dissertation Study (0 credits) in the following semester. A student who is unsuccessful will be required to repeat the Comprehensive Examination and Overview.

The Comprehensive Examination and Overview may be retaken a maximum of one time. A student who does not pass after the second attempt will be dismissed from the program. When extenuating circumstances exist, the student may request in writing a review by the Dean. This request must be accompanied by a letter of support from the Dissertation Committee Chair and the PhD Program Director.

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**PROCEDURE:**

1. The student will contact the dissertation chair regarding plans for the Comprehensive Examination and Overview.
2. The Dissertation Committee Chair informs the student when the research proposal is sufficiently developed and ready for Examination and Overview consideration by dissertation committee members.
3. The student is responsible for contacting dissertation committee members for feasible dates for the comprehensive examination and overview and conveying the information to the dissertation committee chair. Once the date and time is finalized with the Chair, the student notifies the committee members.

4. Instructions and the application form for the Comprehensive Examination and Overview are available through the PhD Program Administrative Assistant or the PhD Program Director.
5. To schedule the Comprehensive Examination and Overview, the student sends the completed application form to the Administrative Assistant of the PhD Program who notifies the Chair of PhD Council Progression and Graduation Committee. The form must be received no later than one month prior to the date selected by the student and dissertation chair for the Comprehensive Examination and Overview.
6. The student must submit a copy of the dissertation proposal to each member of the committee at least two weeks prior to the scheduled date for the Comprehensive Examination and Overview.
7. For the Comprehensive Examination portion of this meeting, the committee members have the responsibility to ascertain that the student has sufficient mastery of the general field and depth and breadth in a focused area of study.
8. At the conclusion of the Comprehensive Examination and Overview, faculty participating in the review will determine if the student has passed or failed the comprehensive examination and overview.
9. Successful completion of the Comprehensive Examination and Overview requires unanimous agreement by the committee regarding responses to each of the questions. The committee must unanimously approve the dissertation research plan before the student may be recommended for candidacy for the doctoral degree.
10. At the conclusion of the Comprehensive Examination and Overview, the dissertation chair is responsible for informing the student of the decision and recommendations of the committee. The dissertation chair also will ensure that the “Comprehensive Examination and Overview for Dissertation" form is signed by all committee members, will complete the "Change of Status" form, and give the forms to the Administrative Assistant of the PhD Program who will forward the original copies of all forms to the Center for Student Success and will forward a copy of all documents to the Chair, PhD Council Progression and Graduation Committee and the PhD Program Director.
11. The PhD Program Director or designee informs the Dean that the student is recommended for candidacy. Students are informed of admission to candidacy by written notification from the Dean.
12. If the student does not demonstrate sufficient depth and mastery of knowledge based on responses during the examination and overview, the following procedure occurs:
    a. A student who does not pass will be allowed to repeat the examination and overview one time.
    b. A student who is unsuccessful in passing after the second attempt because of extenuating circumstances may seek permission from the Dean to take the examination and overview another time.

**Approval & Revision History**

Revisions Approved by TFO: 5/98, 2/09, 11/14
Reviewed: 99-00, 02-03, 05-06, 08-09, 13-14, 17-18, 20-21, 23-24
Revised: 2/06, 01/09, 10/14, 02/18

# Credits Taken for Doctoral Dissertation

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|---|---|
| **Date Effective** | September 1991 |
| **Date Reviewed / Revised** | June 2024 |

**POLICY:**

The course NUR 3010 is taken for dissertation credit. Each student must register for a minimum of 12 dissertation credits during their program of study.

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**PROCEDURE:**

1. Students register for the course NUR 3010 when developing their dissertation.
2. Students may register for additional credits of NUR 3010 until they have completed the dissertation.
3. Students who have completed all credit requirements for the degree, including the minimum 12 dissertation credits, and are working full time on their dissertation may register, with the permission of the Dean/designate, for the Full Time Dissertation Study Course, 0 credits.

**Approval & Revision History**

Approved by Graduate Faculty Organization: 02/90, 2/09
Revised: 97-98, 02-03, 08-09
Revisions Approved by PhD Council: 11/97
Reviewed: 05-06, 08-09, 14-15, 17-18, 20-21, 23-24

# Registration Status

| | |
|---|---|
| **Date Effective** | September 1994 |
| **Date Reviewed / Revised** | February 2026 |

**POLICY:**

A student is active when admitted and registered in the term of admission and when registered in subsequent terms. Registration for graduate students is determined according to:

1. The number of credits for which a student is registered during a term, e., full-time or part-time.
2. Whether or not a student has registered within a specific time frame, e., active or inactive.

Students are considered administratively inactive under the following circumstances:

1. A new or readmitted student did not register in the term of admission or readmission.
2. The student has not registered for at least one credit during a 12-month A rolling 12-month period measured from the end of the most recent registered term, excluding approved leaves of absence.
3. The student graduated.

Students who are administratively inactive are not permitted to use University facilities or receive counseling or active supervision by a faculty member, advisor, or committee. To regain active status after a student has been determined to be in administratively inactive status, the student must request readmission before registration.

Students must be registered for at least one credit at the University during the 12 months before graduation, and they must be registered for at least one credit in the term in which they take the preliminary and comprehensive examinations.

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**PROCEDURE:**

1. A student will register for nine or more credits to be considered full-time status in the Fall and Spring terms.
2. PhD students may register with the permission of the PhD Program Director for the full-time dissertation study course when they have completed all credit requirements for the degree, including minimum dissertation credit requirements, and are working full-time on a A student may enroll for this course more than once.
3. Students may register during the Fall and Spring terms for fewer than nine credits and be considered part-time.

**Approval & Revision History**

Reviewed/Revised: 12/04, 12/10, 13/14, 02/17, 11/18, 03/23, 2/26
Approved by Faculty: 02/95, 02/11, 02/14, 3/23, 2/26

# Admission: Doctor of Philosophy Nursing Minor

| | |
|---|---|
| **Date Effective** | September 1994 |
| **Date Reviewed / Revised** | June 2024 |

**POLICY:**

Students enrolled in any PhD program at the University of Pittsburgh may apply for a minor in the nursing PhD program. All courses in the nursing PhD program are open to students enrolled in other PhD programs at the University. Only one minor can be pursued for each degree. The completed minor appears on the official transcript when the degree is awarded.

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**PROCEDURE:**

1. Students wishing to enroll in a minor or in nursing PhD courses must contact the PhD Program Director, School of Nursing.
2. The minor in Nursing requires a minimum of 15 credits. Any combination of the following courses may be used toward the minor in Nursing:
   NUR 3285: Philosophical Underpinnings of Nursing Research – 3 cr.
   NUR 3286: Theoretical Foundations for Research of Nursing – 3 cr.
   NUR 3287: Research Design and Methods – 3 cr.
   NUR 3288: Research Measurement – 2 cr.
   NUR 3289: Intervention Development – 2 cr.
   NUR 3290: Advanced Quantitative Analytic Methods Seminar – 3 cr.
   NUR 3291: Responsibilities and Activities of Scientists 1 – 2 cr.
   NUR 3292: Responsibilities and Activities of Scientists 2 – 2 cr.
   NUR 3293: Art and Science of Teaching and Learning – 2 cr.
3. Prerequisite courses may be required.
4. School of Nursing faculty may offer an independent study (NUR 3060) as negotiated by the student/faculty.

**Approval & Revision History**

Revised: 00-01, 10/01, 03-04, 08-09, 17-18, 18-19
Revisions Approved by Faculty: 5/98, 4/00, 2/09
Revisions Approved by PhD Council: 9/00, 2/09
Reviewed: 2/03, 01/09, 14-15, 17-18, 20-21, 23-24

# Second Master's in Nursing Degree

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|---|---|
| **Date Effective** | September 1, 1995 |
| **Date Reviewed / Revised** | June 2024 |

**POLICY:**

An applicant who has a master's degree in nursing may elect to earn a second master's degree in nursing.

Applicants must follow the application processes and meet the admission criteria outlined in Policies 280 and 371.

A student's progression is governed by the academic requirements outlined in policy 206, and the health and liability requirements in Policies 364 and 370.

The second master's degree student may be required by their area of concentration to take all, or part of the master's comprehensive examination administered by the MSN or DNP Council.

The second master's degree student must complete a minimum of 30 credit hours in the master's program at the University of Pittsburgh and satisfy the core and specialty area of concentration course requirements for the second master's degree.

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**PROCEDURE:**

1. The academic advisor/area of concentration coordinator designates credits from the first master's degree that will be accepted for advance standing credits towards the second master's degree. (A ten-year restriction may not apply to core courses). This process should be done prior to the student registering as an admitted student for the first time. (Refer to Policy 224)
2. Students whose first master's is from another institution follow the procedure of Policy 224. A complete Course Credits Accept Form is submitted to the Center for Student Success. The Center for Student Success posts the approved transfer credits to the student's academic record.
3. Students whose first master's is from the University of Pittsburgh follow the procedure of Policy 225. The faculty advisor highlights the courses being accepted on the student's previous academic record and states the equivalent course name, numbers, and credit hours in the current program. This document is submitted to the Center for Student Success. The Center for Student Success notes the advanced standing credits for the registrar at the end of the student's program.

**Approval & Revision History**

Approved by Faculty: 4/95, 5/97, 3/00, 3/03, 2/09, 9/18

Revised: 96-97, 99-00, 02-03, 08-09, 17-18
Reviewed: 96-97, 99-00, 02-03, 08-09, 11-12, 23-24

# Assignment of the Academic Advisor and Selection of the Dissertation Chair

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|---|---|
| **Date Effective** | February 2008 |
| **Date Reviewed / Revised** | March 2023 |

**POLICY:**

Students in the PhD Program in Nursing will be assigned a Faculty Advisor based on an assessment of their research interest as conveyed in their application to the PhD Program and their application interview. Once assigned, the Faculty Advisor will be responsible for the PhD student's initial program planning and will provide guidance for the student's exploration of research opportunities in the School of Nursing and the University.

Faculty Advisors will also advise PhD students to meet with faculty with whom the students have common research interests with a goal of identifying a focused area of research for the dissertation and of identifying a faculty member who agrees to assume the role of the student's Dissertation Chair. Formal declaration of the student's Dissertation Chair should be submitted to the PhD Program Director at the time that the application form for the Preliminary Examination is completed.

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**PROCEDURE:**

1. Assignment of the Faculty Advisor will be documented on the Status Form for Graduate Programs under Doctoral-Milestones.
2. The PhD student will meet with faculty members with whom they share common research interests with a goal of identifying a focused area of research for the dissertation and of identifying a faculty member who agrees to assume the role of the student's Dissertation Chair.
3. The student will negotiate agreement with the faculty member who will become their Dissertation Chair.
4. The Dissertation Chair will notify the PhD Program Director on/or before the time the application form for the Preliminary Examination is submitted that they will serve as the Chair.

**Approval & Revision History**

Reviewed: 07-08, 10-11, 13-14, 02-17, 04-20, 3-23
Revisions Approved by Total Faculty: 07-08, 10-11, 02-14, 3-23

# Admission: Doctor of Nursing Practice Programs

| | |
|---|---|
| **Date Effective** | March 3, 2008 |
| **Date Reviewed / Revised** | December 2025 |

**POLICY:**

Applications to the Doctor of Nursing Practice (DNP) are screened by the Major/Area of Concentration faculty, who review credentials, interview the applicants, and DNP Admissions Committee makes admission decisions based on established School of Nursing holistic admissions criteria.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. Read additional information on the University CS 07 – Nondiscrimination, Equal Opportunity, and Affirmative Action policy.

Applicants to the Doctor of Nursing Practice should meet all of the following criteria:

1. A competitive GPA: A minimum grade point average of 3.0 on a 4.0 scale. On most recent degree (Bachelor of Science in Nursing [BSN] or Master's degree).
2. Hold a current license or be eligible to apply for a license to practice nursing in the Commonwealth of Pennsylvania or the state or U.S. territory where the student will complete the clinical practice requirements. International applicants should see the section below on Admission of Students from Other Countries and Policy 371.
3. A Pre-admission interview is required of all invited applicants. Interviews will be conducted virtually unless otherwise indicated.
4. Evidence of ability to communicate in writing through the required personal essay.
5. Applicants for the DNP program are required to satisfy a Statistics prerequisite. There two ways in which this requirement can be satisfied:
    - (1) Applicants who have completed a statistics course and earned a grade of B or higher within five (5) years of starting their program will be considered as having met the statistics prerequisite.
    - (2) Applicants who completed a statistics course more than five (5) years ago and/or earned below a B will be required to complete School of Nursing developed Statistics Modules prior to their program start. These modules cover essential foundational statistics concepts identified by our statistical faculty as critical for success in the program.

    - Separately, applicants who have met the statistics requirement but would like additional preparation may also opt to complete the Statistics Modules as a refresher.

6. Applicants to the BSN-DNP Program must have a BSN or an entry level MSN (that incorporated AACN BSN Essentials from an NLN-, CCNE-, or ACEN-accredited program in nursing).
7. Applicants to the Post-Master DNP Program must have a Master's degree in nursing (from an NLN-, CCNE, or ACEN-accredited program) or a Master's degree in a related field. Applicants who do not have a Master's degree in nursing must have a BSN from an NLN-, CCNE-, or ACEN-accredited program in nursing.
8. Specific Areas of Concentration/Majors may have additional eligibility criteria.
9. A DNP Area of Concentration Coordinator or Program Director may seek consultation from the DNP Admissions, Progression, and Graduation (APG) Committee when deciding upon a recommendation for admission.

Applicants to the Doctor of Nursing Practice (DNP) and Doctor of Philosophy (PhD) Dual Program must also meet the admission criteria for the PhD program – see Policy 231.

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**PROCEDURE:**

Applications may be completed online on the School of Nursing website. Each applicant should then submit the following:

1. Completed application form.
2. A non-refundable application fee.
3. Complete official transcripts of all undergraduate and graduate education.
4. Admission test scores if applicable.
5. Three letters of professional recommendation indicating the reviewer's support of the student's ability to successfully complete a demanding graduate level academic and clinical program. At least one recommendation should come from a current or recent direct supervisor. These letters will be submitted by the reviewer through NursingCAS.
6. Personal essay addressing the questions identified on the essay rubric in NursingCAS.
7. Completion of the Experience Survey.
8. Current CV or resume.

All completed applications are to be submitted to the Center for Student Success who will forward them to the Area of Concentration Coordinator or Program Director for review and appropriate action. DNP admission decisions are the responsibility of the DNP Admissions Committee.

DNP Admissions Committee chair presents a summary of admission decisions to the DNP Council including number and status of students offered admission.

The Center for Student Success will notify applicants of the admission decision. Applicants who do not

qualify for admission to full graduate status may be considered for provisional status except for international applicants.

**Provisional Admission**

Applicants may be admitted provisionally based upon the evidence obtained from the review of the application materials regarding experiences, attributes, and the identified metrics for admission. If the applicant's admission score indicates provisional admit, the student must meet with the academic advisor to determine courses to take, resources to use, and/or services to access to promote successful progression in the program, The student must maintain a cumulative GPA of 3.0 or above for the first 12 credits of the program. At completion of 12 credits, Student Affairs office transfers the student from Provisional to Full Graduate Status and communicates the change to the student and Program Director/Coordinator (Policy 206). The advisor will develop strategies for academic success for the student to reach Full Graduate Status.

**Admission of International Students**

Application is made through the Student Affairs office, School of Nursing, University of Pittsburgh, 239 Victoria Building, Pittsburgh, PA 15261, USA. Applications from international students are reviewed according to the DNP programs admission criteria stated above and are admitted as stated above. The application must be completed in English and accompanied by official academic credentials with notarized English translations. Applicants to the Post-Master's DNP Program must have a degree comparable to the U.S. Master's degree in nursing. Applicants to the BSN to DNP Program must have a degree comparable to the U.S. baccalaureate degree in nursing or entry-level Master's degree in nursing. The official transcripts must show all high school and post-high school work, including grades in each course, examination grades and standing in examinations and classes, and whatever other credentials are available to give a clear description of the student's academic accomplishments. "Applicants to the DNP Programs from other countries should review Policy 371 International Student Admission for additional admission criteria for international students."

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**Approval & Revision History**

Approved by MSN Council: 9/2008, 2/2014
Approved by Total Faculty: 11/2008, 1/2009, 2/2009, 3/2014, 08/2022
Revised: 3/2008, 9/2008, 10/2008, 2/09, 3/14, 4/16, 11/19, 10/20, 06/21, 10/21, 08/22, 3/23, 2/24, 9/24, 12/25

# Attendance

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|---|---|
| **Date Effective** | April 7, 2008 |
| **Date Reviewed / Revised** | March 2021 |

## POLICY:

Attendance requirements are specified in course syllabi.

**Approval & Revision History**

Approved by Total Faculty Organization: 10/08, 01/19
Approved by MSN Council: 09/08
Reviewed: 07-08, 08-09, 17-18, 20-21

# Doctor of Nursing Practice Project Development and Completion

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|---|---|
| **Date Effective** | July 2009 |
| **Date Reviewed / Revised** | October 2024 |

**POLICY:**

Doctoral education is distinguished by the completion of a specific project that demonstrates synthesis of the student's acquired knowledge and lays the groundwork for future scholarship. For the DNP Program the scholarly work is the DNP Project. The DNP degree includes mastery of an advanced specialty area of concentration within nursing practice. The DNP Project topic is consistent with the student's area of concentration.

**PROCEDURE:**

1. Details of the requirements for DNP Project development and completion are provided in the DNP Project Guidelines.
2. DNP students and faculty have continuous access to the latest version of the DNP Project Guidelines, which are posted in the learning management system .
3. DNP Project Guidelines are reviewed annually by the Chair of the DNP Council and substantive changes are approved by DNP Council. Editorial changes may be made at any time and do not require Council approval.

**Approval & Revision History**

Reviewed: 09-10, 18-19, 20-21, 24-25
Revised: 11/09, 11/18, 10/24
Revisions Approved by Total Faculty: 11/09

# Acceptable Academic Performance, Warning, Probation & Dismissal: Graduate Students

| | |
|---|---|
| **Date Effective** | December 2018 |
| **Date Reviewed / Revised** | August 2025 |

**POLICY:**

Acceptable Academic Status

- Students must maintain a cumulative grade point average (GPA) of 3.00 or better throughout the program.
- Students must earn a grade of B- or better in all required courses and a C- or better in any elective courses.
- To sit for comprehensive exams and to graduate, students must have a cumulative GPA of at least 3.0 and a grade of B- or better in all required courses.

Course Repeat

- With permission of the area of concentration coordinator / program director up to 2 courses may be repeated throughout the entire program of study. No course may be repeated more than once.
- The repeated course (s) must be the same as the one(s) in which the original grade was earned. In extenuating circumstances, a major/area of concentration coordinator, with the Dean's approval, may substitute another course of similar content. If another course is substituted, the grade in the original course is not removed and continues to be included in calculation of the GPA.
- If the same course is repeated, the original course and grade remain on the transcript (identified by a statement below the course “Repeated: Excluded from GPA); however, the grade and credits originally earned are not counted in the calculation of the GPA.
- A "W", "R", or "N" grade reported for the repeated course will not be identified as a course repeat, and the original grade earned will continue to be counted in the GPA. Incomplete ("G" or "I") grades will not be identified as repeated courses until the course work is completed.
- The repeated course does not increase the number of credits counted toward meeting the degree requirements unless an "F" is replaced by a passing grade.

Warning

Full status students shall receive an academic warning if they have completed less than nine (9) credits and achieves a term GPA below 3.0 or if they earn a grade lower than a B- in a required course or lower than a C- in an elective course.

Academic Probation

- Full status students shall be placed on academic probation if they have completed nine (9) credit hours or more and achieves a cumulative GPA below 3.0.
- Only letter grades with GPA values will be used to compute the GPA and to determine academic warning or probation.
- To be removed from probation, a student must have achieved a cumulative GPA of 3.0 or above after completion of nine (9) additional credits, the equivalent of one full-time term.
- A student can be on probation only once during the program of study.

Dismissal

- A student who (1) has been on probation and subsequently does not maintain a cumulative GPA of 3.0 or above, (2) fails more than two courses (earning lower than a B- in any required course or C- in any elective course), or (3) fails any course (earning lower than a B- in any required course or C- in any elective course) twice will be dismissed from the School of Nursing. Accommodation to continue in the program may be offered, if extenuating circumstances exist and a recommendation for program continuation is made by the department chair (or designate) and the academic advisor or the School of Nursing Academic Issues Hearing Board and approved by the Dean.
- A student who exhibits a pattern of unsafe or incompetent clinical practice in any clinical course as identified by the clinical instructor may be dismissed from the School of Nursing (Policy 305: Unsafe Student Clinical Performance).
- A student may be placed on probation or dismissed for illegal or unethical professional conduct. The student shall be referred to the School of Nursing Policy 307: Academic Integrity: Student Obligations and the University Guidelines on Academic Integrity for appropriate procedures for adjudication.

**PROCEDURE:**

1. Course grades and the term GPA will be reviewed at the end of each term by Associate Dean for Graduate Clinical Education or designee for MSN and DNP students and the Associate Dean for Research and Scholarship or designee for PhD students. The cumulative GPA will be reviewed at the end of each term for full-time students and at the completion of each block of nine (9) credits for part-time students.
2. Students receiving an academic warning or notice of probation will be notified by the Center for Student Success with a recommendation that they seek guidance from their academic advisor. The letter, signed by the Associate Dean for Graduate Clinical Education for MSN and DNP students and the Associate Dean for Research and Scholarship for PhD students, is copied to the area of concentration/major coordinator for MSN and DNP students and the PhD Program Director for PhD students and the student's academic advisor.
3. When students are placed on probation, the academic advisor meets with the students to determine what courses the students may be allowed to enroll for or remain in if they are already enrolled. The decision must be made before the add/drop period in case the students need to drop or add courses. If the course to be repeated is a prerequisite course or foundational to subsequent courses, students will need to attain an acceptable grade before attending classes in subsequent courses.
4. Students on academic probation who achieve a cumulative GPA of 3.0 or above after completion of

nine (9) additional credits will be removed from probation and will be notified by the Center for Student Success. A copy of the letter will also be sent to the Associate Dean for Graduate Clinical Education and the area of concentration/major coordinator for MSN and DNP students, Associate Dean for Research and Scholarhship and the PhD Program Director for PhD students, and the student's academic advisor.

5. A student who (1) has been on probation and subsequently does not maintain a cumulative GPA of 3.0 or above, (2) fails more than two courses (earning lower than a B- in any required course or C- in any elective course), or (3) fails any course (earning lower than a B- in any required course) twice will be notified of dismissal from the School of Nursing by the Associate Dean for Graduate Clinical Education for MSN and DNP students and by the Associate Dean for Research and Scholarship for PhD students.
6. When extenuating circumstances exist the student may request permission to continue in the program by writing to the department chair of the department where the student's major or area of concentration is located with a copy to the Associate Dean for Graduate Clinical Education for MSN and DNP students, the Associate Dean for Research and Scholarship for PhD students and their academic advisor. The request must describe the extenuating circumstances and include a plan to address the reason(s) for dismissal.

a. If the request is approved by the department chair, they submit the request with a supporting letter to the Associate Dean for Graduate Clinical Education for MSN and DNP students and to the Associate Dean for Research and Scholarship for PhD students. The Associate Dean for Graduate Clinical Education for MSN and DNP students or the Associate Dean for Research and Scholarship for PhD students, in consultation with the Department Chair, determines the time period that the student will be given to demonstrate acceptable academic performance and the requirements that must be met and notifies (in writing) the student, the major/area of concentration coordinator for MSN and DNP students, the PhD Program Director for PhD students, and the department chair.
b. If the request is not supported by the department chair, the student may appeal the decision by filing a written appeal to the Associate Dean for Graduate Clinical Education for MSN and DNP students or Associate Dean for Research and Scholarship for PhD students, with a copy to department chair.
c. The Associate Dean for Graduate Clinical Education for MSN and DNP students or Associate Dean for Research and Scholarship for PhD students will convene an ad hoc committee comprised of members of the Academic Issues Hearing Board. The ad hoc committee will be comprised of 3 faculty members (none of the faculty members will be from the major/area of concentration in which the student is enrolled). The ad hoc committee will meet with major/area of concentration coordinator and the student's advisor to discuss the basis for the dismissal. The committee may also elect to meet with the student.
d. The ad hoc committee will send its recommendations to the School of Nursing Dean, who will approve or reverse the department chair's decision to dismiss the student. The School of Nursing Dean's decision is final and this appeal exhausts all appeals available to the student.

**Approval & Revision History**

Approved by Total Faculty Organization: 10/08, 01/19

Reviewed: 07-08, 08-09, 17-18, 23-24, 08/25

# Doctor of Nursing Practice (DNP) Comprehensive Examination

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|---|---|
| **Date Effective** | April 2019 |
| **Date Reviewed / Revised** | September 2024 |

**POLICY:**

The Doctor of Nursing Practice (DNP) comprehensive examination is designed to assess the student's mastery of the general field of doctoral study, attainment of AACN Advanced-Level Nursing competencies, the depth and breadth of knowledge in their area of concentration (ARCO), and the ability to critically synthesize and apply the best available evidence to improve clinical outcomes.

**The DNP comprehensive examination consists of two components:**

**Component One (DNP Scholarly Project):** Students will complete the DNP culminating scholarly project (hereafter "DNP Project"). The DNP Project will include planning, implementation, evaluation, and dissemination and will demonstrate scholarship, mastery of the subject matter, and a high level of communication skills. See School of Nursing Policy 282 for the policy and DNP Project Guidelines for the procedure for the DNP Project.

**Component Two (Clinical Comprehensive Exam)**: Students will complete an exam to assess mastery of the substantial and complex body of knowledge in their program major/ARCO.

In order to complete their course of study and graduate from the DNP Program:

- BSN to DNP students must successfully complete both components of the DNP comprehensive examination.
- MSN to DNP students pursuing a DNP in the same ARCO as their master's degree must successfully complete Component One.
- MSN to DNP students pursuing the DNP in a different major/ARCO from their MSN, and master's to DNP students who entered the DNP program with a masters in a related field or who do not hold required national certification in the major/ARCO must successfully complete both components of the DNP Comprehensive Examination.

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**PROCEDURE:**

*Component One*

Detailed procedures for Component One can be found in the DNP Guidelines.

*Component Two*

A cumulative GPA of 3.0 or higher and permission of the student's academic advisor is required to be eligible to sit for Component Two of the comprehensive examination. Students must also have competed all required specialty course work or be in their last term of study.

The deadline for students to apply to take the Component Two of the examination is set by the Admission, Progression, and Graduation (APG) Committee. Major/ARCO Coordinators are responsible for notifying their students of the date for Component Two of the comprehensive examination at least two months prior to the examination date. DNP APG committee will assist with scheduling if needed.

Major/ARCO directors/coordinators will inform the DNP APG Committee which students will be taking Component Two of the examination. The information submitted to the Committee will include the names and contact information for the students.

Any student request for specific accommodations related to taking the comprehensive examination must be supported by documentation from Disability Resources and Services (DRS). The student should present the DRS documentation supporting the request to their advisor and major/ARCO Director/Coordinator. The major/ARCO Director/Coordinator will communicate the accommodation(s) when registering the student for the exam.

Component Two of the comprehensive examination and the criteria used to review it will be developed by the major/ARCO faculty and approved by the DNP APG Committee. Any significant revisions to the format of the examination (e.g., simulation-based exam) must be preapproved prior to implementation.

A minimum grade of 80% is required on Component Two of the examination. The major/ARCO coordinator will send notification of pass/fail of Component Two to the student and the student's advisor. Each major/ARCO director/coordinator will report the results of Component Two to the DNP APG Committee no later than the last day of the term in which the examination was completed. The results will include a list of the students and, for each student, whether they passed or failed on their first, second or third attempt. The DNP APG Committee will inform necessary stakeholders of the results of the examination.

**Failure to Successfully Complete Any Component of the DNP Comprehensive Examination**

Students must successfully complete each component of the DNP Comprehensive Examination to be eligible to graduate from the DNP Program. The student's DNP Project Committee will determine when Component One is successfully passed.A minimum grade of 80% is required on Component Two of the examination. If a student fails to achieve at 80% on the first attempt, the advisor will develop a remediation plan that the student must complete prior to repeating the examination. The advisor's permission is required before the examination can be administered a second time. If a student fails to pass Component Two on the second attempt, the major/ARCO coordinator/director, in consultation with the student's advisor, will develop a comprehensive remediation plan that includes a substantial plan of study and/or additional coursework to address the student's deficits on previous attempts to pass the examination. It is expected that remediation prior to taking the examination a third time will usually extend the student's program of study by at least one term. A copy of the remediation plan should be submitted to the DNP APG Committee within 5 business days of meeting with the student. Failure to pass Component Two of the examination after the third attempt

will result in the inability to complete the DNP degree.

### Administration of the DNP Comprehensive Examination to Online and Distance Education students

Online and Distance Education students who have major/ARCO director/coordinator permission to take the examination remotely will coordinate examination details with their major/ARCO director/coordinator.

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**Approval & Revision History**

Reviewed: 4/23, 09/24
Revised: 4/23, 09/24
Approved by TFO: 4/19, 4/23, 09/24

# Admission: Post-Professional Certificates

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|---|---|
| **Date Effective** | January 16, 2020 |
| **Date Reviewed / Revised** | January 2025 |

**POLICY:**

Applicants to a post-professional certificate in nursing must have:

1. A GPA of 3.0 or higher in the degree that individual certificate program requires for admission.
2. Current Registered Nurse Licensure (except applicants for Certificate in Health Care Genetics) in US/Territory or location where student expects to complete clinical requirements
3. A complete online application
4. Pre-admission interview
5. Additional application requirements are listed on individual certificate program pages.

Qualified applicants are admitted without regard to race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era.

**PROCEDURE:**

Applications to the post professional certificates in nursing are reviewed by the respective coordinators to which the applicant is applying. Applicants must be considered qualified for admission based upon supporting evidence as identified in this policy and the detailed requirements on the webpage. Applications are available online on the School of Nursing website.

The application package must include:

- Completed online application.
- Non-refundable application fee.
- Complete official transcripts for all undergraduate and graduate work.
- International applicants must provide evidence of a degree comparable to the American degree required by the certificate program.
- If required, the applicant will need to provide a copy of current license to practice nursing in the country, a state or territory where clinical or practicum requirements will be completed.

Completed applications are submitted online, reviewed by the Admissions Office, and forwarded to the respective certificate coordinator for review and appropriate action.

A pre-admission interview may be required.

Applicants are notified by the Admission Office of their admission status. Admission must be granted before

registration is permitted.

**Approval & Revision History**

Revisions Approved by Total Faculty Organization: 1/20
Reviewed by Total Faculty Organization: 1/25

# Guidelines for Writing Papers

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|---|---|
| **Date Effective** | September 1, 1989 |
| **Date Reviewed / Revised** | March 2025 |

**POLICY:**

In preparation of graduate theses and dissertations, the student must also refer to the latest edition of the Electronic Theses and Dissertations at the University of Pittsburgh. In preparation of manuscripts for publication, the student should refer to the manuscript style required by the journal. The faculty of record may choose the most appropriate style for written assignments in their courses.

**Approval & Revision History**

Approved by Graduate Council: 1/81
Approved by Total Faculty Organization: 12/88, 04/08
Revised: 11/01, 2/08, 04/20, 4/23, 3/25

# Health Incidents: Students

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|---|---|
| **Date Effective** | May 1992 |
| **Date Reviewed / Revised** | February 2026 |

**POLICY:**

Any health incident, defined as any actual or potential injury or health risk, that occurs to a student anywhere on university property during working hours, at any University or School of Nursing sponsored activity, or in any School of Nursing (SON) affiliated clinical agencies must be documented and reported by the injured students.

All students are required to carry health insurance for the entire duration of their program of study and as verified by the student on their initial and annual health form, that insurance will cover the initial treatment and follow-up of any health incidents occurring while in the program. Students will be responsible for all out-of-pocket expenses not covered by their health insurance. It is important for students to understand the terms of their insurance coverages and what their potential out of pocket expenses will be, as the University will not cover any portion of these expenses. Out of pocket expenses include, but are not limited to, deductibles, coinsurance, co-payments, and fees for non-covered services.

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**PROCEDURE:**

**If the health incident occurs on University property or at a University or School of Nursing sponsored activity:**

1. Complete the School of Nursing Health Incident Report Form (available in the Center for Student Success) in each SON Department and submit it to the Office of the Dean by the end of the next business day.
2. The Office of the Dean will send a copy to the Center for Student Success, a copy to University Environmental Health and Safety, and place a copy in the Incident Report File.
3. If the student requires medical care for the incident, they must submit the bill to their health insurance carrier for The student will be responsible for any out-of-pocket expenses associated with the care.

**If the injury or exposure occurs in clinical agencies:**

1. If the incident occurs in a clinical agency, notify the clinical facility supervisor or administrator on call that the incident has occurred and complete the documentation required by the facility.
2. Complete the School of Nursing Health Incident Report Form and submit it to the Office of the Dean by the end of the next business day. The Health Incident report should include a clear statement of

the incident that occurred, who was involved, action that was taken, and any plan for follow-up. The description should be factual in nature and free of interpretation and impressions. If the injured or exposed student is unavailable to sign the School of Nursing Health Incident Report Form by the end of the next business day, the Nursing faculty should indicate this on the form and obtain the student's signature as soon as possible.

3. For incidents involving exposure to blood/body fluids, the student should report immediately to the facility Employee Health site. If the incident occurred during hours other than when Employee Health is open the student should report to the Emergency Department of the facility or the nearest Emergency Department. The student should follow the agency's policies and procedures, in line with the agency's respective exposure control plan.
4. Bills associated with treatment of injuries should be submitted to the student's health insurance carrier. The student will be responsible for any out-of-pocket expenses associated with the care.
5. The faculty member must be aware of the contractual (affiliation) agreement between the School of Nursing and the clinical agency regarding student access to treatment in an emergency and should facilitate that process in either case
6. When treatment is not accessible in the clinical agency, the faculty member should refer the student to Student Health Services or the emergency room, as applicable.
7. In the event of an incident involving a student, payment all follow-up care is the responsibility of the student through their primary health care provider or the student, as applicable.
8. School of Nursing Health Incident Report Forms are available in the Center for Student Success and in each SON Department. The report should be completed as soon as possible after the incident occurs.
9. The faculty member should forward the completed report to the Office of the Dean by the end of the next business The Office of the Dean will send a copy to the Center for Student Success, University Environmental Health and Safety, and place a copy in the Incident Report File.

Please refer to the University of Pittsburgh Guidelines for Faculty and Staff Response to Student Injury.

For bodily injury or property damage incidents involving any non-employee of the University that occurs on University property, please go to the University Risk Management website for more information on accident reporting.

a. *Exposure* means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of clinical duties.
*Other Potentially Infectious Materials means:* (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
*Source: Occupational Safety and Health Standards 1910.1030 (1910.1030 - Bloodborne pathogens. | Occupational Safety and Health Administration (osha.gov)*

**Approval & Revision History**

Approved by Total Faculty Organization: 05/92, 4/99, 11/01, 02/04, 06/08, 04/12, 01/19, 10/20, 4/23

Reviewed 03-04, 07-08, 10-11, 11-12, 16-17, 18-19, 19-20, 20-21, 22-23, 25-26
Revised 98-99, 03-04, 07-08, 11-12, 16-17, 18-19, 19-20, 20-21, 25-26

# HIV/HBV: Faculty and Students

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| **Date Effective** | September 1993 |
| **Date Reviewed / Revised** | March 2026 |

**INTRODUCTION:**

Following the recommendation of the American Association of Colleges of Nursing and the University of Pittsburgh Bloodborne Pathogen Exposure Control Plan (updated January 2025), this policy has been developed regarding responsibilities for adherence to the Centers for Disease Control and Prevention (CDC) guidelines for prevention of transmission, the Occupational Safety and Health Administration (OSHA) Standard's 29 CPR 1910,1030, as well as recognition of individual rights, voluntary testing, and confidentiality of test results and health records for both faculty and students and for those for whom they provide care.

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**POLICY:**

**Education**

Faculty need to be educated according to current OSHA guidelines. The Administration/Faculty in the School of Nursing are responsible for disseminating information about bloodborne pathogens and their transmission and educating students about the hazards involved in contact with a diverse population in which these diseases may be present. The curriculum must reflect content related to bloodborne pathogens and the practice of "transmission-based precautions". Faculty and students are required to complete online bloodborne pathogen training through The Collaborative Institutional Training Initiative (CITI Program) via Pitt's CITI access portal.

PREVENTION OF TRANSMISSION

Faculty and students are to follow universal precautions at all times, as well as facility-directed isolation policies.

HBV VACCINATION

Faculty members who might be exposed to blood during clinical supervision of students or during clinical practice will be required to receive HBV vaccination unless they have documented evidence of immunity to the disease or are medically at risk from the vaccine or have signed an informed consent waiver. Faculty members who do not have serologic evidence of their immunity to HBV from vaccination or previous exposure should know their hepatitis B surface antigen (HBsAg) status and if positive their hepatitis Be antigen (HBeAg) status.

All School of Nursing students must present evidence of a completed series of HBV immunization within six months of admission to the program or prior to contact with patients unless they have documented evidence of immunity to the disease, are medically at risk from the vaccine or have signed an informed consent waiver. If students do not have evidence of immunity, placement for clinical practice could be affected.

Faculty/students who refuse to obtain immunization must sign the appropriate waiver stating that they have received information regarding the seriousness of hepatitis B and the recommended virus options but have decided not to obtain the hepatitis B vaccine.

The School of Nursing will not be responsible for student costs of the HBV vaccine. The School of Nursing may cover the costs for students who demonstrate that such an expense would create undue financial hardship.

MANAGEMENT OF FACULTY OR STUDENTS INFECTED WITH POTENTIAL BLOODBORNE PATHOGENS

Decisions regarding faculty/students who are infectious with a bloodborne pathogen will be made on a case-by-case basis considering compliance with transmission-based precautions, health status, CDC recommendations for preventing transmission, and University policy.

EXPOSURE TO BLOODBORNE PATHOGENS

Refer to bloodborne pathogens exposure plan (January 2025)

Faculty/students responsibility: Guidelines for follow-up evaluation and documentation of the exposure should be in accordance to the SON Policy 302, Health Incidents.

Any questions should be directed to the University of Pittsburgh, Environmental Health and Safety Office, 412-624-9505.

Related Policies:

- Policy 302 - Health Incidents
- University BBP Policy "Exposure Control Plan"

**Approval & Revision History**

Reviewed/Revised: 95-96, 07-08, 10-11, 03-14, 16-17, 19-20, 22-23, 25-26
Approved by TFO: 2/02, 04/08, 04/11, 4/23, 3/26

# Unsafe Student Clinical Performance

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| **Date Effective** | May 1, 1995 |
| **Date Reviewed / Revised** | April 2025 |

**POLICY:**

Students whose clinical practice is determined to be dangerous or potentially dangerous to patients or others will be dismissed from the School of Nursing.

**BACKGROUND:**

A major aspect of student learning in this School of Nursing occurs in clinical settings with direct student/patient contact. While in clinical courses, students are acquiring knowledge and cognitive and psychomotor skills. In addition, they are developing judgment. Students are expected to perform at the level identified in the curricular level learning outcomes. Safety is a critical component of each clinical course.

Faculty members, the School, and the University have a responsibility to patients, the public, and the staff of clinical settings to protect them from unnecessary exposure to dangerous situations. The right of patients and the public to safety is paramount and supersedes students' learning and skill acquisition needs. The American Nurses Association Code of Ethics for Nurses requires that "The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care." Nursing faculty have this independent obligation as nurses and as faculty members.

Unsatisfactory clinical performance by students is not necessarily dangerous requiring immediate faculty intervention to protect patients or others. Unsafe behavior, however, is always unsatisfactory and requires immediate intervention to protect patients and the public from unnecessary exposure to dangerous, or potentially dangerous, situations. Examples of unsafe behavior include:

a. medication errors (administrating, ordering, or prescribing) that could result in serious injury or death, and
b. performing any procedure or administering any medication without direct faculty supervision after specific instruction by the clinical faculty member that this level of supervision is required.

**PROCEDURE:**

*When faculty makes a professional judgment* that a student's behavior is dangerous, or potentially dangerous, to patients or others the faculty should initiate the procedure outlined below. This procedure is intended to review the specific judgment. It is not a substitute for ongoing formative evaluation of student performance by faculty, ongoing communication between clinical faculty and student, or documentation of the evaluation process. **A student's prior performance (clinical or didactic)** may, however, be taken

into consideration when determining the response to the unsafe behavior.

1. When the faculty member makes a professional judgment that the student's behavior is dangerous or potentially dangerous to patients or others, the faculty member relieves the student immediately of direct patient care responsibilities and communicates concerns to the primary teacher and the appropriate Associate Dean. The faculty member also maintains written anecdotal notes andwritten clinical evaluation forms to provide the Associate Dean an objective, detailed description of the events or behavior in writing.
2. On the day notified by the faculty member the Associate Dean suspends the student from all clinical activities pending the assessment of the faculty member's concern(s). The Associate Dean communicates this suspension in writing to the student, the faculty member, primary teacher, department chair, and Dean.
3. Within two (2) academic working days of the suspension if the Associate Dean does not concur with the faculty member's judgment that the student's behavior in clinical is dangerous, or potentially dangerous to patients or others then the Associate Dean lifts the suspension, makes recommendations to the faculty member and the primary teacher and communicates these recommendations to the department chair and provides the student with written notice of the findings, expectations, outcome measures, and plans for future monitoring of performance.

   Within two (2) academic working days of the suspension, if the Associate Dean concurs with the faculty member's judgment that the student behavior in clinical is dangerous or potentially dangerous to patients or others, and finds mitigating circumstances, then the Associate Dean, along with the faculty member, the primary teacher, and the department chair, determines the conditions under which the suspension will be lifted. They will then provide the student with written notice of the findings, expectations, outcome measures, and plans for future monitoring of the student's clinical performance.

   Within two (2) academic working days of the suspension if the Associate concurs with the faculty member's judgment that the student’s behavior in clinical is dangerous or potentially dangerous to patients or others and does not identify mitigating circumstances, then the Associate Dean requests a review of the judgment by a faculty panel.
4. Within five (5) academic working days of the request by the Associate Dean, the Faculty Review Panel reviews the judgment that the student’s behavior in clinical is dangerous or potentially dangerous to patients or others and provides a written opinion to the Associate Dean.
5. If the Faculty Review Panel does not concur that the behavior is dangerous or potentially dangerous to patients or others then the Associate Dean along with the clinical faculty member, the primary teacher, and the department chair, determines the conditions under which the suspension will be lifted and provides the student with written notice of the findings, expectations, outcome measures, and plans for future monitoring of clinical performance.

   If the Faculty Review Panel concurs that the behavior is dangerous or potentially dangerous to patients or others, then the Faculty Review Panel recommends to the Associate Dean that the student be dismissed from the School on safety grounds. The Associate Dean then recommends to the Dean

that the student be dismissed from the School on safety grounds.

6. Within five (5) academic working days of receiving the recommendation from the Associate Dean, if the Dean does not concur that the student's behavior in clinical is dangerous or potentially dangerous to patients or others then the Dean along with the faculty member, the primary teacher, the department chair, and the Associate Dean determines the conditions under which the suspension will be lifted and provides the student with written notice of the findings expectations, outcome measures, and plans for future monitoring of clinical performance.

   Within five (5) academic working days of receiving the recommendation from the Associate Dean, if the Dean concurs that the student's behavior in clinical is dangerous or potentially dangerous to patients or others, then the Dean communicates the dismissal from the School in writing to the student, the faculty member, the primary teacher, the department chair, the Associate Dean and the Center for Student Success that the student has been dismissed.

Faculty Review Panels

Since there is a difference in the level of practice between undergraduate students and graduate students (in advanced practice curricula), there will be a separate review panel for undergraduate and graduate students. All full-time faculty in the School of Nursing who are professional nurses licensed in the Commonwealth of Pennsylvania are eligible to sit on the faculty review panels (FRPs). Specific criteria for membership for each FRP are listed below. Each FRP will consist of three faculty members, selected by the Associate Dean. The faculty member initiating this process cannot participate as a member of the FRP for the specific review.

FRP for Undergraduate Students

The FRP for Undergraduate Students will consist of three members. Members of this panel will be tenured, tenure stream, or appointment stream faculty who teach primarily at the undergraduate level.

FRP for Graduate Students

The FRP for Graduate Students will consist of three members. If the unsafe practice occurred during direct patient contact, members of this panel will be certified as advanced practice nurses (clinical nurse specialist, nurse anesthetist, nurse midwife, or nurse practitioner) by the appropriate credentialing body. If the unsafe practice occurred during indirect care (e.g., Failure to protect the privacy or confidentiality of patient data or to address a patient safety issue at the system level), the FRP will include faculty with system level expertise.

**Footnote: The appropriate Associate Dean will follow the administrator for the day procedure as determined by the Dean's Office.**

Reference:
Policy 366: Student Impaired Clinical Performance
Policy 368: Student Performance Improvement Plan

**Approval & Revision History**

Approved by Total Faculty: 03/95, 12/10, 10/11
Reviewed: 9/01, 03-04, 09-10, 10-11, 03-13, 03-15, 18-19, 10/22, 04/25
Revised: 4/04, 12/10, 10/11, 05/15, 04/25

# Academic Integrity: Faculty Obligations

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| **Date Effective** | September 1991 |
| **Date Reviewed / Revised** | April 2025 |

**POLICY:**

A faculty member accepts an obligation, in relation to their students, to discharge their duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community as well as those of the nursing profession. This policy aligns with the University's Academic Integrity policy in the Faculty Handbook.

Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstances) to conduct themselves in a professional manner, including the following:

1. To meet their class when scheduled.
2. To be available at reasonable times for appointments with students, and to keep such appointments.
3. To make appropriate preparation for classes and other meetings.
4. To perform their grading duties and other academic evaluations in a timely manner.
5. To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and learning outcomes of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation. If a course is deemed experimental in content, evaluation techniques or grading practices, the students should be so advised.
6. To base all academic evaluations upon good-faith professional judgment.
7. Academic evaluations will not consider ethnicity, race, religion, culture, country of origin, age, disability, the full spectrum of gender expression, gender identities, and sexual orientation or behavior outside the classroom unrelated to academic achievement.
8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be permitted by law. References or recommendations may be given in good faith by a faculty member without documentation of a student's consent if it may be reasonably perceived that the student initiated the request for a recommendation, in response to apparent bona fide inquires.
9. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.
10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.

11. To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.

Any member of the University community having evidence may bring to the attention of the Dean, appropriate Associate Dean, or Department Chair a complaint that a faculty member has failed, in one or more respects, to meet faithfully the obligations set forth above.

The Dean, appropriate Associate Dean, or Department Chair, at his or her discretion, will take such action by way of investigation, counseling, or action (in accordance with applicable University procedures) as may appear to be proper under the circumstances. The faculty member's and student's interest in confidentiality, academic freedom, and professional integrity in such matters will be respected.

In order to provide a means for students to seek and obtain redress for grievances affecting themselves individually, the following procedures should be followed. These are not intended and shall not be used to provide sanctions against faculty members.

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**PROCEDURE:**

Where an individual student alleges with particularity that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall (if requested by the student) be presented to the Academic Integrity Hearing Board for adjudication. Serious academic injury includes, but is not necessarily limited to, the awarding of a lower course grade than that which the student has earned, or suspension from a class. However, this is not intended to address normal grading decisions of faculty in exercising good-faith professional judgment in evaluating student work.

It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conference with the faculty member concerned.

If such attempts are unavailing, the aggrieved student may present the matter in writing to the Department Chair for consideration and adjustment by informal means. This informal process shall take no longer than five (5) academic working days. If a matter remains unresolved after such efforts have been made, the following grievance procedures shall be employed:

**All communications between the student and the school must be via certified mail. The beginning of all time frames stated in the procedure will be the date of delivery.**

1. The aggrieved student will file a written statement of charges with the appropriate Associate Dean or designate, with a copy to the Department Chair, no later than ten (10) academic working days after the beginning of the subsequent academic term.
2. If the appropriate Associate Dean or designate determines that the charges are subject to

adjudication under the terms of Academic Integrity Guidelines, they will transmit the charges within the next ten (10) academic working days to the faculty member together with a copy of this policy.

A request will be made at that time by the appropriate Associate Dean or designate that the faculty member submit five (5) names of faculty who are willing to serve on a committee for informal inquiry into the charge. This list of names must be submitted to the appropriate Associate Dean or designate within the next ten (10) academic work days.

Within the next five (5) academic working days after receiving the faculty member's list of faculty names, the appropriate Associate Dean or designate will then form a committee composed of two (2) faculty members and one student chosen from the names submitted by the aggrieving student. One of the two faculty members who is appointed will be from the list of names submitted by the faculty member involved. The committee chairperson will be appointed by the appropriate Associate Dean or designate.

3. Within the next five (5) academic working days the appropriate Associate Dean or designate will address a letter of transmittal to the faculty member, a copy of which shall also be sent to the student. The letter will state the composition of the committee that has been named to meet with the involved parties to make an informal inquiry into the charge. The purpose of this committee is to provide a last effort at informal resolution of the matter between the student and the faculty member.
4. The committee will meet within the next ten (10) academic working days with the faculty member, the student, and others as appropriate, to review the nature of the problem in an attempt to reach a settlement of the differences. This is not a formal hearing and formal procedural rules do not apply. On completion of these meetings, if no mutually agreeable resolution results, the committee may produce its own recommendation for a solution to the conflict.
5. Should the committee recommend that the faculty member take some corrective action on behalf of the student, its recommendations shall be provided to the faculty member within the next five (5) academic working days. As promptly as is reasonable and at least within the next five (5) academic working days after the faculty member receives the recommendations of the committee, the faculty member shall privately take that action which they elect. The action will be presented in writing to the student, chairperson of the committee, and the Appropriate Associate Dean or designate.
6. Should the committee conclude that the faculty member need take no corrective action on behalf of the student, this finding shall be forwarded within the next two (2) academic working days to the faculty member and the student.
7. If the student elects to pursue the matter further, either because the student is dissatisfied with the resulting action of the faculty member, or the conclusion of the committee, the student should discuss this intent with the chair of the committee within the next five (5) academic working days. The chair should review the procedures to be followed with the student. If the student wishes to proceed with a formal hearing, the chair of the committee shall advise the Dean within the next five (5) academic working days that the formal hearing procedure must be initiated.
8. The formal hearing shall provide a fair inquiry into the truth or falsity of the charges, with the faculty member and student afforded the right to cross-examine. The faculty member and the student will both be afforded the right to submit supporting evidence and to call witnesses to support their case in a closed hearing. At the level of the School of Nursing Academic Integrity Hearing Board, legal

counsel shall not be permitted, but a representative from within the University community shall be permitted for both faculty and students.

9. Within the next ten (10) academic working days, the School of Nursing Academic Integrity Hearing Board will be selected by the Dean from those individuals elected by the faculty and student organizations. Eight (8) faculty members shall be elected at the September Total Faculty Meeting to serve a two (2) year term. Four (4) shall be faculty members who teach primarily at the undergraduate level and four (4) shall be faculty members who teach primarily at the graduate level. The Nursing Student Association and the Graduate Nursing Students Organization shall also elect four (4) members per group.

   The Hearing Board shall consist of three (3) faculty members and two (2) students. The criteria utilized in the selection process for the hearing board will be:

   a. the same faculty members and students may not be named to the informal committee and to the School Academic Integrity Hearing Board reviewing the same grievance.
   b. faculty membership will be comprised of faculty members who teach primarily at the undergraduate level and those who teach primarily at the graduate level.
   c. students selected should be enrolled in the same program (baccalaureate, masters, DNP, or PhD) as the aggrieving student.

   The Dean shall appoint the chairperson of the Hearing Board.
10. Within the next ten (10) academic working days after the Hearing Board is selected, the formal hearing will begin.
11. An audio recording shall be made of the proceedings, exclusive of deliberations to arrive at a decision. This recording shall then be transcribed by a secretary appointed by the Dean.
12. The transcription of the proceedings may be reviewed by the chairperson of the Hearing Board, the faculty member, and the aggrieving student.
13. If the decision of the Hearing Board is unanimous, the chairperson will write the report within the next five (5) academic working days of the transcription being completed. The report will include a determination whether the charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the report shall state the particular remedial action to be taken. If the opinion of the Hearing Board was arrived at by majority rule, then the chairperson shall appoint one Hearing Board member to write the majority report and one Hearing Board member to write the minority report. These individuals may also review the transcription of the proceedings.
14. The proposed decision shall be submitted to the Dean, who will make an independent review of the hearing proceedings. The Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever they deem this to be necessary. The Dean may limit the scope of any further proceedings or require that part or all of the original proceedings be reconvened. Upon completion of such additional proceedings, if any, the Dean shall issue a decision. The Dean may reject any findings made by the School of Nursing Academic Integrity Board, may dismiss the charges or reduce the extent of the remedial action to be taken. If the Dean believes the remedial action to be taken may infringe upon the exercise of academic freedom, they will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom before issuing their own decision. The decision of the dean shall be in writing, shall set forth with particularity any new

findings of fact or remedies, and shall include a statement of the reasons underlying such action.

15. The Dean shall then transmit to the faculty member and to the student copies of all actions affecting them taken by the Hearing Board and the Dean. Suitable records shall be maintained as confidential and retained in the Office of the Dean for four (4) years.

Note: If the faculty member involved in the dispute has an administrative role in the academic integrity procedure, then the administrator at the next higher level will assume the administrative responsibilities in the academic integrity procedure.

**REMEDIAL ACTION:**

Remedies in a student's behalf should usually be those agreed to willingly by the faculty member. Other remedial action to benefit a student may be authorized by the Dean only upon recommendation of the Academic Integrity Hearing Board and limited to: allowing a student to repeat an examination; allowing a student to be evaluated for work that would otherwise be too late to be considered; directing that additional opportunities be afforded for consultation or instruction; elimination of a grade that had been assigned by a faculty member from the transcript; changing of a failing letter or numerical grade to a "pass" or "satisfactory" grade, so as not to adversely affect a student's grade point average; allowing a student to repeat a course without paying tuition or any other penalty, schedule and program permitting.

If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the Dean will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF). In such cases, the Senate TAF may identify other acceptable remedies or render such advice as may be appropriate in the particular situation.

No action detrimental to the faculty member will be taken, except as in strict accordance with established University procedures. An adjustment here under in the student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

**REVIEW AND APPEAL:**

A student or faculty member may seek to have the Dean's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.

If any such determination may be deemed to have a possible adverse effect upon the faculty member's professional situation, the faculty member may seek the assistance of the Tenure and Academic Freedom Committee of the University Senate.

Parties have the right to seek review of the Provost or to petition the University Review Board for an appeal from a decision of the Academic Integrity Hearing Board or investigatory committee within five (5) academic working days of the date of the decision letter.

**GRIEVANCE PROCEDURE AGAINST SENIOR ADMINISTRATOR:**

A student complaint of arbitrary or unfair treatment against the Dean of the School of Nursing should be made to the Provost or appropriate Senior Vice President. There must be a prompt review and decision on the grievance. Members of the faculty who may be called upon to review and advise on the grievance should be drawn from outside the jurisdiction of the administrator against whom the charge is made.

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**Approval & Revision History**

Approved by Total Faculty: 5/89, 10/11
Reviewed 97-98, 04-05, 11-12, 16-17, 18-19, 04/25
Revised 5/90, 4/91, 12/16, 10/22, 04/25

# Academic Integrity: Student Obligations

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| **Date Effective** | September 1, 1991 |
| **Date Reviewed / Revised** | April 2023 |

**POLICY:**

This policy establishes each student's obligations for academic integrity and includes procedures regarding adjudication for alleged breach of these obligations by students.

A student has the obligation to exhibit honesty, and to respect the ethical standards of the nursing profession in carrying out their academic assignments. A student may be found to have violated this obligation if they: *see note

1. Utilizes during an academic evaluation materials, sources, devices, or generative artificial intelligence tools not authorized by the instructor.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
4. Engages in unauthorized possession, buying, selling, obtaining, or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation process.
6. Utilizes a substitute in any academic evaluation procedures.
7. Practices any form of deceit in an academic evaluation proceeding.
8. Depends on the aid of others or generative artificial intelligence tools in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
9. Provides aid to another person, knowing such aid is expressly prohibited by the instructor in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
10. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgement of sources. Students are not allowed to use generative artificial intelligence tools on their assignments unless authorized by the instructor. If used, the generative artificial intelligence tools should be cited. Students are expected to complete their assignments without substantive assistance from others unless authorized by the instructor.
11. Submits the work of another person or generative artificial intelligence tools in a manner which represents the work to be one's own.
12. Knowingly permits one's work to be submitted by another person without the instructor's authorization.

13. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
14. Indulges, during a class (or examination) session in which one is a student, in conduct which is so disruptive as to infringe upon the rights of the instructor or fellow students.
15. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to another student, or any other breach of a student's obligation to exhibit honesty.
16. Violates the ANA Code for Nurses, while a nursing student.

*NOTE: There may be instances where the charging party appropriately invokes the University of Pittsburgh Student Code of Conduct and Judicial Procedures. This may occur where the alleged wrong mainly involves factual determinations and not academic issues.

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**PROCEDURE:**

No student should be subject to an adverse finding that they committed an offense related to academic integrity, and no sanction should be imposed relating thereto, except in accordance with procedures appropriate for disposition of the particular matter involved. The degree of formality of proceedings, the identity of the decision maker or decision makers, and other related aspects properly reflect such considerations as the severity of the potential sanction, its probable impact upon the student, and the extent to which matters of professional judgment are essential in arriving at an informed decision. In all cases, however, the objective is to provide fundamental fairness to the student as well as an orderly means for arriving at a decision, starting first with the individual instructor and then designated administrative officers or bodies.

These Guidelines are not meant to address differences of opinion over grades issued by faculty in exercising good faith professional judgments of student work. They are meant to address ways in which a faculty member deals with a student regarding an alleged breach of academic integrity. In matters of academic integrity, the succeeding procedural steps must be followed:

1. A student may report to an instructor or any member of the University community evidence that another student has failed to meet the student’s obligation of academic integrity as described in this Policy. The report should be submitted within five (5) academic days of the alleged violation. An instructor is obligated to investigate an alleged academic violation by a student(s). If an instructor is unable to resolve the violation, a written report of the investigation and the failure to resolve is submitted to the instructor’s department chair for review and possible resolution. For the purpose of the reporting steps, the student who committed the alleged violation should be named. The student reporting the violation will in writing describe the alleged offenses that are the basis of the charge, including a factual narrative of events and the dates and times of occurrences. The statement should also include a description of all evidence, the information and signature (including electronically via email) of the charging party.
2. The student who committed the alleged violation will be afforded an opportunity to respond within five (5) academic working days. If the accused student and the instructor accept a specific resolution

offered by either of them, the matter shall be considered closed if both parties sign a written agreement to that effect and submit it to the Dean's Office. The Dean's office will maintain a written record of the agreement, signed by the student and the instructor. These records are not to be added to the student's individual file and they are to be destroyed after a period of three (3) years, or longer, depending on when the student graduates or permanently terminates registration. The Dean's Office may provide such information identifying an individual student for the following uses:

   a. to an instructor who is involved with a student integrity violation at the initial stage and who wishes to use this previous record in determining whether a resolution between the faculty member and the student or an academic integrity board hearing may be most appropriate, especially in the case of repeat offenders; and,
   b. to the School of Nursing Academic Integrity Hearing Board after a decision of guilt or innocence has been made in a case, but before a sanction has been recommended.

3. If an agreed upon resolution between the faculty member and the student cannot be reached, the faculty member will file a written statement of charges within the next five (5) academic working days with the appropriate Associate Dean of the School of Nursing. Such statement should set forth the alleged offenses which are the basis of the charges, including a factual narrative of events and the dates and times of occurrences. The statement should also include the names of persons having personal knowledge of circumstances or events, the general nature and description of all evidence, and the signature of the charging party. If this occurs at the end of a term, and/or the last term of enrollment, the "G" grade should be issued for the course until the matter is decided. In situations involving the student's last term before graduation, degree certifications can be withheld, pending the outcome of the hearing which should be expedited as quickly as possible.
4. The Associate Dean for Graduate Clinical Education or the Associate Dean for Undergraduate Education will transmit within the next ten (10) academic working days the written statement of charges to the student, as well as the instructor or charging party, together with a copy of this policy.
5. Within the next five (5) academic working days, the School of Nursing Academic Integrity Hearing Board will be selected by the Dean from those individuals elected by the faculty and student organizations. The Dean shall appoint the chairperson of the Hearing Board. (Refer to Policy 306 for election of persons to serve on the Hearing Board).
6. The Hearing Board shall consist of three (3) faculty members and two (2) students. The criteria utilized in the selection process for the hearing board will be:
   1. a. faculty membership will be comprised of both undergraduate and graduate faculty members.
   2. b. students selected should be enrolled in the same program (baccalaureate, masters, doctoral) as the aggrieving student.
7. The chairperson of the Hearing Board will send a letter to the student, a copy of which shall also be sent to the instructor or charging party, which will state the time and place when a hearing on the charges will be held. The hearing must be held within the next ten (10) academic working days after the Academic Integrity Hearing Board was appointed.
8. In proceedings before the School of Nursing Academic Integrity Hearing Board, the student has the right to:
   a. be considered innocent until found guilty by clear and convincing evidence of a violation of the student obligations of academic integrity;
   b. have a fair disposition of all matters as promptly as possible under the circumstances;

c. elect to have a private or public hearing;
d. be informed of the general nature of the evidence to be presented;
e. confront and question all parties and witnesses except when extraordinary circumstances make this impossible;
f. present a factual defense through witnesses, personal testimony and other relevant evidence;
g. decline to testify against himself or herself;
h. have only relevant evidence considered by the Academic Integrity Hearing Board; and,
i. a record of the hearing, at his or her own expense, upon request (audio tape).

9. The hearing should provide a fair inquiry into the truth or falsity of the charges, with the charged party and the instructor or charging party afforded the right to cross-examine all opposing witnesses. At the level of the School of Nursing Academic Integrity Hearing Board, legal counsel shall not be permitted, but a non-attorney representative from within the University community shall be permitted for both faculty and student. A law student can not be used as a representative at the Academic Integrity Hearing Board.
10. Any member of the University community may, upon showing of relevancy and necessity, request witnesses to appear at the hearing. Witnesses who are members of the University community shall be required to appear and other witnesses may be requested to appear at a hearing. When necessitated by fairness or extraordinary circumstances, the Chairperson of the Academic Integrity Hearing Board may make arrangements for recorded or written testimony for use in a proceeding.

**HEARING PROCEDURE:**

The hearing will be conducted as follows:

a. the Chair of the Academic Integrity Hearing Board will not apply technical exclusionary rules of evidence followed in judicial proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Chair of the Academic Integrity Hearing Board in ruling on the admissibility of evidence. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced;
b. the alleged offense or offenses upon which the complaint is based shall be read by the Chair of the Academic Integrity Hearing Board;
c. objections to procedure shall be entered on the record, and the Chair of the Academic Integrity Hearing Board shall make any necessary rulings regarding the validity of such objections;
d. the charging party shall state his or her case and shall offer evidence in support thereof;
e. the accused or representative(s) for the accused shall have the opportunity to question the charging party;
f. the charging party shall be given the opportunity to call witnesses;
g. the accused or representative(s) for the accused shall be given the opportunity to question each witness of the charging party after they testify;
h. the charging party shall inform the Chair of the Academic Integrity Hearing Board when his or her presentation is completed, at which time the Academic Integrity Hearing Board members shall be given an opportunity to ask questions of the persons participating in the hearing;
i. the Academic Integrity Hearing Board shall recess, and the Chair of the Academic Integrity Hearing Board shall make a determination as to whether the charging party has presented

sufficient evidence to support a finding against the accused, if such evidence is uncontroverted. The parties may be required to remain in the hearing room during the recess or may be excused for a time period set by the Chair of the Academic Integrity Hearing Board;

j. depending upon the determination of the Chair of the Academic Integrity Hearing Board, the matter shall be dismissed or the accused shall be called upon to present his or her case and offer evidence in support thereof
k. the accused may testify or not as they choose;
l. the charging party shall have the opportunity to question the accused if the accused voluntarily chooses to testify;
m. the accused or representative(s) for the accused shall have the opportunity to call witnesses;
n. the charging party shall have the opportunity to question each witness of the accused after they testify;
o. the accused shall inform the Chair of the Academic Integrity Hearing Board when his or her presentation is complete, and the Academic Integrity Hearing Board members shall have an opportunity to ask questions of the accused as well as the accused's witnesses;
p. the Chair of the Academic Integrity Hearing Board shall have an opportunity to address the hearing board on university regulations or procedure in the presence of all parties, but shall not offer other comments without the consent of all parties; and,
q. the hearing shall be continued, and the members of the Hearing Board shall deliberate in private until a decision is reached and recorded.

11. An audio recording shall be made of the proceedings, exclusive of deliberations to arrive at a decision. If necessary, this recording shall then be transcribed by a secretary appointed by the Dean.
12. The proposed decision, which shall be written, shall include a determination whether the charges have been proven by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the proposed decision shall state the particular sanction or sanctions to be imposed. Prior violations or informal resolutions of violations may be considered only in recommending sanctions, not in determining guilt or innocence. Once a determination of guilt has been made, and before determining sanctions, the Chairperson of the Academic Integrity Hearing Board should find out from the Dean whether prior offenses and sanctions imposed have occurred.
13. The proposed decision shall be submitted to the Dean within the next five (5) academic working days, who will make an independent review of the hearing proceedings. The Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever they deem this to be necessary. Upon completion of such additional proceedings, if any, and within a reasonable time the Dean shall issue a final decision. The Dean may reject any findings made by the Academic Integrity Hearing Board adverse to the student and may dismiss the charges or reduce the severity of any sanction imposed, but the Dean may not make new findings adverse to the student or increase the severity of a sanction, except in the case of repeating offenders of Academic Integrity Guidelines.
14. The Chair of the Academic Integrity Hearing Board shall then transmit to the charged party and the instructor copies of all actions taken by the hearing authority and the Dean. If a sanction is imposed, the notice to the student will make reference to the student's opportunity, by petition filed with the Provost, to appeal to the University Review Board.
15. Suitable records shall be maintained as confidential and retained in the Office of the Dean for four (4)

years.

Note: If the faculty member involved in the dispute has an administrative role in the academic integrity procedure, then the administrator at the next higher level will assume the administrative responsibilities in the academic integrity procedure.

**TIMELINESS:**

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure of the instructor to utilize these procedures diligently may constitute grounds for dismissal of charges. Parties have the right to seek review of the Provost or to petition the University Review Board for an appeal from a decision of an academic integrity hearing board or investigatory committee within five (5) academic working days of the date of the decision letter.

**SANCTIONS:**

The alternative sanctions which may be imposed upon a finding that an offense related to academic integrity has been committed are the following:

a. Dismissal from the School of Nursing without expectation of readmission.
b. Suspension from the School of Nursing for a specific period of time.
c. Dismissal from the course in which the offense occurred, with the opportunity to be enrolled therein at a future date.
d. Reduction in grade, or assignment of a failing grade, in the course in which the offending paper or examination was submitted.
e. Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.

In administrative sanctions, the School of Nursing must strive to achieve consistency in their application. That is, within the School of Nursing, the same sanctions should be applied for the same offenses, unless extenuating circumstances can be documented, e.g. the student is a repeat offender.

The imposition of such sanctions may be considered by the School of Nursing in the preparation of any report concerning a student, submitted to a government agency, accrediting body, or other person or institution in accordance with the requirements of law or the written consent of the student.

**REVIEW AND APPEAL:**

A student or faculty member may seek to have the Dean's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The University Review Board and its jurisdiction are described in the University of Pittsburgh Guidelines on Academic Integrity-Student and Faculty Organization and Hearing Procedures, September, 2005. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.

**Approval & Revision History**

Approved by Total Faculty 5/91, 4/15
Reviewed 94-95, 9/01, 5/03, 4/12, 4/15, 12/16, 3/18, 4/21, 12/22, 4/23
Revised 3/04, 2/05, 3/06, 4/12, 4/15, 12/16, 4/21, 12/22, 4/23

# Termination of Registration/Resignation

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|---|---|
| **Date Effective** | September 1994 |
| **Date Reviewed / Revised** | October 2022 |

**POLICY:**

Oakland Campus: AC 67 Termination of Registration Policy (formerly 09-05-08)
Greensburg Campus: Withdrawal, Resignation, or Appeals Policy
Johnstown Campus:

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**PROCEDURE:**

1. Students are encouraged to meet with their instructor and academic advisor to discuss an alternative to resigning.
2. For first-time students up to the 60 percent point in time of the term or session and for continuing students through the 14th day of the term and the 7th day of the session, the student initiates the official resignation process in accordance with the following:
    a. Notification to Student Accounts by one of the following methods:
        - In person
        - Telephone or message on Student Accounts' answering machine or voicemail
        - Mail
        - Student email account
    b. The effective date of resignation is determined by whichever is earliest:
        - The date the student notifies Student Accounts in person, by telephone, or by tape, or email of the intent to resign under this procedure
        - The date of the postmark of the letter of intent to resign, or the date of receipt by Student Accounts if no postmark exists.
        - Notification to any other office of the University during this time period is not considered an official resignation.
3. After the 60th calendar day of the term or 30th calendar day of the session students must process a Monitored Withdrawal Request Form through the School of Nursing Center for Student Success (See Policy 311).

**Approval & Revision History**

Approved by Total Faculty Organization: 05/91, 1/99, 7/10, 03/13
Revised 98-99, 09-10, 10/22
Reviewed 10/04, 03/10, 12-13, 15-16, 18-19, 10/22

# Course Withdrawal

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|---|---|
| **Date Effective** | September 1995 |
| **Date Reviewed / Revised** | April 2025 |

**POLICY:**

See the University's Academic Regulation on Course Withdrawal.

**PROCEDURE:**

1. Students are encouraged to meet with their instructor and academic advisor to discuss an alternative to withdrawal.
2. When a decision has been made to withdraw from a course(s), after the add/drop period and prior to the end of the ninth week of the term (fourth week of the session), the student completes a Monitored Withdrawal Request Form from the School of Nursing Center for Student Success for each course, obtains the instructor's signature, and submits the completed form(s) to the Center for Student Success for nursing courses or to the dean's office of the school offering the course.
3. Students are to be reminded that there is no financial adjustment associated with this procedure.
4. The Center for Student Success or the dean's office of the school offering the course will forward the original form to the Office of the Registrar and retain a copy for the student's file. This procedure permits the Registrar's Office to assign the W grade to the appropriate course.
5. After the deadline for submitting a Monitored Withdrawal Request Form has passed, a student who needs to withdraw from an individual course or from all courses due to extraordinary circumstances must submit an appeal for Late Withdrawal Form to the Center for Student Success. A student may be asked to submit documents to verify the circumstances of the late withdrawal. Approval must be given by the Dean or Designee.
   Instructors will not have the option to issue a W grade, nor will the W grade appear as a grade selection on grade rosters. The Instructor Verification Report will identify students with W grades as submitted by the School.

**Approval & Revision History**

Approved by Total Faculty: 05/91
Revisions Approved by Faculty 98-99, 1/99, 12-13, 03/13
Reviewed: 10/04, 12-13, 18-19, 10/22, 04/25

# Retention of Course Materials and Examination Papers

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|---|---|
| **Date Effective** | December 1996 |
| **Date Reviewed / Revised** | May 2025 |

**POLICY:**

Examination papers are retained for a designated period of time to meet relevant requirements.

**PROCEDURE:**

All unit, mid-term and final exams shall be retained by faculty for a period of one full year or longer for any accreditation or certification requirements following a student's completion of the course (electronic or paper copy). At the end of that year, all relevant materials such as answer sheets may be destroyed.

At their discretion and for any accreditation or certification requirements, faculty may retain other course materials for a period of one full year or longer following a student’s completion of the course. At the end of that year, exemplar materials should be kept for evaluative purposes; other materials may be destroyed.

**Approval & Revision History**

Reviewed/Revised: 10/04, 12/04, 12/13, 03/16, 10/22, 05/25
Approved by Faculty: 2/73

# Nomination of Faculty for Regular Membership in the Graduate Faculty of the University of Pittsburgh

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|---|---|
| **Date Effective** | March 1990 |
| **Date Reviewed / Revised** | October 2024 |

**POLICY:**

Faculty members who meet the following criteria may be nominated for regular membership in the Graduate Faculty of the University of Pittsburgh:

1. Nominee is a full-time faculty member of the University of Pittsburgh - School of Nursing.
2. Nominee has (a) successfully completed a doctoral dissertation and has an earned doctorate; or (b) exceptional qualifications in research as evidenced by prior experience and accomplishments in this field.
3. Nominee's primary appointment is (a) as a graduate faculty member and the individual has assumed primary responsibility or has shared responsibility for teaching of a masters' or doctoral level course; or (b) as an undergraduate faculty member and has participated in the educational experience of graduate students including but not limited to serving as a master teacher, directing the alternate research requirement experience, lecturing, and serving as a member of a committee for the purpose of planning educational experiences for graduate students.
4. Nominee has participated as a committee member on a dissertation committee(s).
5. Nominee has expertise in a specified area of the discipline of nursing as demonstrated by research, scholarly publications, presentations, consultations, or honors related to the identified area.

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**PROCEDURE:**

1. TThe nominee prepares the curriculum vitae with the assistance of the Department Chair.
2. The nominee submits the curriculum vitae to the Department Chair, who submits it with a letter of support to the Chair of Ph.D. Council. The CV needs to include evidence of graduate courses taught, membership on a dissertation committee, research supervised and scholarly publications. The Chair of Ph.D. Council distributes copies to Council members.
3. Ph.D. Council reviews the nominee's materials and votes on the recommendation at a Council meeting. The nomination requires approval by a majority of the members of Ph.D. Council.
4. The Chair of Ph.D. Council forwards the nomination to the Dean.
5. The Dean reviews the nomination. If approved, the nomination form is forwarded to the Provost with the required signatures. If disapproved, the nominee is notified.
6. The Provost notifies the nominee of approval or disapproval with a copy of the letter of notification to the Dean.

7. The Dean informs the Department Chair and the Chair of Ph.D. Council.

**Approval & Revision History**

Revised 2/90, 11/12, 10/24
Reviewed 97-98, 00-01, 02-03, 05-06, 11-12, 17-18, 20-21, 24-25
Approved by Total Faculty: 11/88, 04/12, 10/24

# Peer Evaluation of Teaching/Reappointment

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|---|---|
| **Date Effective** | September 1, 1995 |
| **Date Reviewed / Revised** | November 2022 |

**POLICY:**

All full-time faculty are required to submit to peer evaluation of teaching.

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**PROCEDURE:**

The department chair notifies the faculty during the first week of the spring term of the due date for material to be prepared and submitted if their reappointment or promotion is due during the next academic year. They will also notify the faculty that they will be contacted to arrange for a teaching observation during the next three terms. Material to be submitted is detailed in the Teaching Portfolio Guidelines for review and evaluation.

Full-time faculty holding the rank of instructor are required annually to submit to their department chair material for peer evaluation of teaching during the first two years of their employment in the School of Nursing. During the third year and every third year thereafter at this rank, instructors are to submit a Teaching Portfolio for review by the department chair (See Policy 361). Faculty holding contracts longer than 3 years will be reviewed in concert with the end of the contract date. The chairperson will contact the faculty member to arrange for a classroom observation (or other type of teaching observation as required). This will be done in the Spring Term prior to the year of review.

Full-time faculty, appointment stream, holding the rank of assistant professor or higher are required to submit to their department chair a Teaching Portfolio for review prior to the renewal of their contract as specified in Policy 361 or when applying for promotion/tenure as specified in Policy 362. The chairperson will contact the faculty member to arrange for a classroom observation (or other type of teaching observation as required). The arrangements will be made in the Spring Term prior to the year of review.

Full-time tenure track faculty are required to submit to their department chair a Teaching Portfolio for review by the ARPT Committee prior to the renewal of their contract as specified in Policy 361 or when applying for promotion/tenure as specified in Policy 362. A member of the ARPT Committee will contact the faculty member to arrange for a classroom observation (or other type of teaching observation as required). This will be done in the Spring Term prior to the year of review.

Full-time tenured faculty are required to submit a teaching portfolio to be reviewed by a committee of tenured faculty every three years if the yearly merit evaluation has been unsatisfactory (See Policy 361) and when applying for promotion from the rank of associate professor to professor (See Policy 362). The ARPT

Committee will serve as the peer reviewers for the evaluation of the faculty's teaching.

Note: Suggested forms for reviewing teaching dossier or evaluating clinical/classroom teaching are attached.
**Classroom Peer Observation Form** (PDF)

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**Approval & Revision History**

Reviewed: 05/06, 11/22
Revisions Approved by Total Faculty: 05/95, 05/06, 11/22

# Appointment, Reappointment including Track Change and Placement Outside of the Tenure Stream

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|---|---|
| **Date Effective** | January 1990 |
| **Date Reviewed / Revised** | October 2022 |

**APPOINTMENT, REAPPOINTMENT, AND PLACEMENT OUTSIDE OF THE TENURE STREAM**

**POLICY:**

Initial appointment to a particular rank shall be based upon the "Minimum Qualifications for Faculty Appointment by Rank" contained in the School of Nursing Guidelines for Faculty Appointment and Promotion.

The dean will determine rank for appointments to the rank of Instructor or Assistant Professor, with recommendation from the department chair. The dean will determine rank for appointments to the rank of Associate Professor or Professor, appointment stream, with recommendation from the Appointment, Reappointment, Promotion and Tenure (ARPT) committee and department chair. The Provost will approve appointments for faculty in the tenure stream at the rank of Assistant Professor as well as all appointment stream appointments with the recommendation of the Dean and Senior Vice Chancellor. The Chancellor will approve appointments at the rank of Associate Professor or Professor, tenure stream or tenured, with recommendation by the Provost, Senior Vice Chancellor for Health Sciences, dean, department chair, and the School of Nursing ad hoc promotion and tenure committees.

The dean will determine reappointment of:

1. Appointment Stream track faculty, with the recommendation of the department chair.
2. Tenure track faculty, with the recommendation of the ARPT committee.

Notification of non-renewal shall follow the timetable set forth in the January 1998 Appointment, Reappointment, Nonrenewals, Promotions and Conferral of Tenure guidelines from the Office of the Provost. Tenure stream faculty whose notification does not meet the required deadline (e.g., 1 year prior to end of 3 year appointment) when tenure or reappointment is not recommended will be issued a oneyear terminal contract.

The Provost will approve placement of faculty out of the tenure stream, with the recommendation of the Senior Vice Chancellor for Health Sciences, the dean, the department chair and the ARPT committee.

Instructors seeking a multiple year contract should address the criteria for Assistant Professor in the appointment stream when submitting their reappointment materials. These faculty members should be actively pursuing doctoral education and have been employed by the School of Nursing for at least five years.

**PROCEDURE:**

1. Notification and Department Review
   Faculty will be notified by the department during the first month of the spring term if their reappointment is due during the next academic year. They will be given notification by their department chairs of the date their materials must be prepared for submission and guidance regarding the materials necessary, as well as the style, format, and presentation of materials. The department chair completes the evaluation.

   Faculty who hold positions with an administrative component: the administrative portion of the positionmust be evaluated by the immediate supervisor (using the Administrative and Leadership Criteria). The supervisor should receive a copy of the faculty notification cited above so that they may comply with the appropriate deadlines when submitting this evaluation to the appropriate department chair.

   Faculty members requesting an extension to the materials submission date must waive their right to be informed of reappointment decisions by the required notification date. Requests must be made through the department chair, and will be granted only in exceptional circumstances, provided the extension does not extend past the contract end date.

2. Committee
   The procedure for tenure track faculty actions will follow the route of review by the ARPT committee, as outlined in the School of Nursing Bylaws Article VI Section 4, D. The procedure for appointment stream faculty actions will follow the route of review by the department chairperson, utilizing the teaching portfolio and submitted merit evaluations for the period of review.

   The dean will appoint the ARPT committee in the spring term of the prior academic year. The committee will evaluate the performance of the faculty according to the Guidelines for Faculty Appointment and Promotion.

3. Presentation of Dossier
   A. Materials necessary for reappointment review by committee at current rank include:
      1. Updated curriculum vitae prepared according to the approved School of Nursing format.
      2. Evaluation
         a. Merit evaluations for the last three years.
         b. Teaching Portfolio
         c. Letter of support from the faculty member's department chair for the same period of time addressed to the dean.
   B. Faculty are reviewed in-depth every three years, however for the faculty on 1 or 2 year contracts, materials required for reappointment review in the middle years are as follows: only the updated CV, prepared according to the approved School of Nursing format and a letter of support from the faculty member’s department chair. However, if a faculty member’s most recent evaluation was not at the level of merit or above, an updated merit evaluation form must

also be submitted.

C. Materials necessary for the placement of faculty out of the tenure stream.
    1. Letter from the faculty member requesting transfer out of the tenure stream, the type of transfer (A or B) and the rationale for the request.
    2. Updated curriculum vitae prepared according to the approved School of Nursing format.
    3. Merit evaluations for the last three years.
    4. Teaching portfolio.
    5. Letter of support from the faculty member's department chair for the same period as the self evaluation addressed to the dean. The letter must include the recommendation of the change of status and the rationale

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**Approval & Revision History**

Reviewed: 05/06, 03/13
Revised: 01/05, 03/13
Revisions Approved by Total Faculty: 01/90, 05/95, 05/98, 04/00, 04/01, 04/02, 05/06, 03/13, 10/22

# Promotion and Conferral of Tenure

| Date Effective | April 2016 |
|---|---|

**POLICY:**

Faculty will be reviewed by two committees (department and school) when the recommendation is for the promotion to Associate Professor or Professor and/or for conferral of tenure. (Refer to School of Nursing Bylaws Article VI. Section 3, E2 for the two committees.)

Faculty will be reviewed by the Appointment, Reappointment, Promotion and Tenure (ARPT) Committee, when the recommendation is for promotion to Assistant Professor. (Refer to School of Nursing Bylaws Article VI. Section 3,E2.)

All other promotion decisions will be made by the dean, with recommendation from the department chair.

**PROCEDURE:**

Any faculty member has the right to initiate the process for promotion review. Faculty who are coming up for promotion will be notified by May 1st. They will be given notification by their department chairs of the date their materials must be prepared for submission and guidance regarding the materials necessary, as well as the style, format, and presentation of materials.

The following materials are necessary prior to the review by the promotion committees:

1. Updated curriculum vitae prepared according to the School of Nursing approved format, which includes evidence of research and publications in refereed journals and incorporates recommendations from the Provost's guidelines of January 1998.
2. 
    a. Self-evaluation, including short and long term goals, from the time of appointment to the current rank.
    b. Brief career synopsis
    c. Evaluation of teaching by students
    d. Teaching dossier
    e. Evaluation by the faculty member's department chair for the same period of time as the selfevaluation, to be submitted after review by the department committee.
3. Refereed letters
   The dean will request letters of support from suggestions given by the candidate, from suggestions from other faculty members, and from nationally recognized individuals who are familiar with the candidate's area of expertise. The letters will include a question as to whether or not the candidate would be recommended for promotion and/or tenure at the referee's own institution. Refer to the Provost's guidelines of January 1998 for details.

4. In addition to items 1, 2 & 3, documents to be reviewed by the two committees should include:
    a. Copies of 3 published articles and articles accepted for publication, abstract pages of funded or submitted research proposals and copies of published book chapters and books.
    b. Copies of teaching material
    c. Any other documentation to support excellence in teaching, clinical practice, scholarship and service

Materials necessary for the promotion of an Associate Professor to Professor are the same materials as required for promotion to Associate Professor, except the self-evaluation and evaluation from the faculty member's department chair should only cover the period of time since the individual's promotion to an Associate Professor.

Additional information, including the timetable to be followed can be found in the Supplemental Procedure for Review, available in the faculty member's department.

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**Approval & Revision History**

Approved by Faculty 1/90, 5/95, 4/00, 3/13
Revised 3/98, 00/01, 03/13
Reviewed: 03/13, 10/22

# Liability Insurance for Undergraduate and Graduate Studies

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|---|---|
| **Date Effective** | February 1997 |
| **Date Reviewed / Revised** | April 2023 |

**POLICY:**

All students are automatically enrolled in a blanket professional liability insurance policy offered through the University. This policy covers a student acting within the scope of his/her duties as a student in the School of Nursing. Coverage for actions outside of the student role will need to be obtained through a separate professional liability insurance policy and will be the responsibility of the individual student.

**Approval & Revision History**

Approved by Faculty: 2/97, 1/99, 4/08, 4/12, 4/23
Reviewed: 11-12, 16-17, 17-18, 19-20, 22-23
Revised: 98-99, 07-08, 10-11, 11-12, 17-18, 22-23

# Verification of English Language Proficiency for Students Classified as Foreign Students

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|---|---|
| **Date Effective** | May 4, 1998 |
| **Date Reviewed / Revised** | August 2025 |

**POLICY:**

All students admitted to the School of Nursing not only must possess the required proficiency in English (as per Exhibit B—see URL below) to successfully undertake the course of study but also are required to verify their English language proficiency. Applicants who do not meet the set required standards may not be offered admission. The assessment that an applicant possesses the minimum English language proficiency required for study are based on one of the following:

- The applicant has provided a minimum composite score of 100 on the Test of English as a Foreign Language (TOEFL), with sub scores of 21 or higher.
- The applicant has provided a minimum overall band score of 7.5 on the International English Language Testing System (IELTS), with a speaking band score of 7.0 or higher and other band scores of 6.0 or higher.
- The applicant has provided a minimum score of 140 on the Duolingo English Test (DET).

Please refer to the University guidance on the English Language Proficiency Test and recommended English as a second language course placements based on TOEFL/IELTS/DET scores.

*Graduate students*. If an admitted international graduate student applicant—who is not a native speaker of English—is offered a Teaching Assistant (TA) or Teaching Fellow (TF) position, then the student also shall take the *English Language Comprehensibility Test*, which is an interview-based test that includes a teaching role-play.

All international students, undergraduate and graduate, may be required by their academic department or school to complete any remedial work in English as recommended by the Department of Linguistics and English Language Institute (e.g., *Linguistics 7, 8, 9, 10,* and *English Composition 152, 200*), based on TOEFL/IELTS/DET scores. The School of Nursing reserves the right, even after arrival, enrollment, and matriculation, to make individual curricular adjustments whenever particular deficiencies or student needs are identified (e.g., communication difficulties in the clinical setting). In such instances, students may be required to take, at their own expense and without receiving credit, courses in English as a second language or course prerequisite to their course of study to ameliorate any deficiencies.

Any exceptions to this policy must be approved by the Provost or Provost’s delegate after review of the entire record and consultation with the Office of International Services. See University of Pittsburgh policy AC 07 Assessment of English Language Proficiency for Admission (formerly 09-02-01) for more details.

**PROCEDURE:**

For clarification of the six points below, please see the following URLs:
Assessment of English Language Proficiency for Admission Procedure
ITA/ITF English Language Comprehensibility Test

1. Undergraduate Program: International applicants to the pre-licensure program apply through the Office of International Services using the International Undergraduate Application.
2. Accelerated Second-Degree BSN Program, RN Options Program, and Graduate Programs: The School of Nursing will provide information about the English language proficiency requirements in the application materials.
3. No admission decisions will be made until the required test results are submitted and/or the applicant is exempted from that requirement. Visit the Provost's website for the Assessment of English Language Proficiency for Admission form.
4. After an international applicant meets admission criteria and accepts an admission offer, the Office of International Studies, upon receipt of an Assessment of English Language Proficiency with the signature of the admissions officer, will certify to the U.S. Bureau of Citizenship and Immigration Services, as part of the certification process for the Eligibility for Nonimmigrant Student Visa (Form I-20) or Exchange-Visitor Visa (Form DS-2019), that the international applicant possesses the required level of English language proficiency for study. A representative of the School of Nursing Student Affairs Office will send the required admission information to the Office of International Studies.
5. Upon arrival to campus at the beginning of the term in which they matriculate, (a) all undergraduate international students, regardless of TOEFL and/or IELTS score *and* (b) any graduate international students whose TOEFL scores are below 100 and/or IELTS band scores are below 7.5 will be directed to the University guidance on the English Language Proficiency Test and recommended English as a second language course placements based on TOEFL/IELTS/DET scores.

   Scores for the TOEFL/IELTS/DET and their associated course recommendations for language remediation are posted in PeopleSoft for the reference of academic departments and advisors. The recommendations appear in PeopleSoft as REC1, REC2, and REC3, and the scores indicate which language support class(es) are recommended for the student. If no classes are recommended for the student, the REC fields will be blank. The possible courses recommended by the Department of Linguistics and their matching PeopleSoft codes are presented in the second table.

   If a graduate international student is offered a TA and/or TF position, then they shall take the English Language Comprehensibility Test. Only a faculty or staff member from the host department may schedule an appointment for this test; moreover, a faculty member from the host department must accompany the student during the test. For a complete description of the test and instructions for scheduling an appointment for the test.
6. Each international student should meet with their academic advisor to discuss the scores for the

TOEFL/IELTS/DET and the associated recommendations of ELI, which comprise four general types: (a) no additional study of English is required; (b) support workshops and services that do not grant academic credit are required; (c) academic courses offered by the Linguistics Department that target specific skills in English (e.g., Linguistics 8: Advanced ESL Writing) are required as part of the student's registration; (d) the student will not be permitted to take any academic courses until an intensive program in requisite English language skills is completed successfully. In the event that the scores for the TOEFL/IELTS/DET require an international student to complete academic courses, those courses will be required in addition to, or instead of, courses in the student's curriculum of study at the School of Nursing. International students who require no additional study of English still may choose to incorporate any English language support workshops or courses offered by the Department of Linguistics or ELI into their course schedules if they so desire.

**Approval & Revision History**

Reviewed: 03-04, 08-09, 17-18, 20-21, 23-24
Revised: 02/04, 3/06, 3/09, 3/12, 3/15, 02/20, 06/24
Revisions Approved by Total Faculty: 02/04, 03/09, 02/20, 06/24, 08/25

# Student Impaired Clinical Performance

| | |
|---|---|
| **Date Effective** | August 1999 |
| **Date Reviewed / Revised** | October 2025 |

**POLICY:**

A major aspect of student learning in this School of Nursing occurs in clinical settings with direct student-patient contact. While in clinical courses, students are acquiring knowledge, cognitive, and psychomotor skills. In addition, they are developing judgment. Students are expected to perform at the level indicated in the curricular objectives. Safety is a critical component of each clinical course. The right of patients and the public to safe professional practice supersedes students' learning and skill acquisition needs. The responsibility of the University, the School, and the faculty to protect patients, the public, and the staff of clinical settings from unnecessary exposure to dangerous situations is paramount. Faculty have the obligation to assess and make professional judgment with respect to each student's fitness for safe practice during clinical hours.

Students have the responsibility to practice without undue risk to themselves or others, and to maintain fitness for duty throughout all clinical hours. When a faculty member makes a professional judgment that a student's psychological and/or physical condition has impaired their ability to perform in accordance with course-specific clinical behaviors, the student will be asked to leave the clinical area. The student will be given the opportunity to hear the reasons for the suspension and to discuss the incident with a representative from the School.

When the clinical agency has a policy regarding fitness for duty, the agency's policy will be followed, unless it is less restrictive than this policy 366. Students who are currently licensed by the Commonwealth of Pennsylvania must follow the procedures specified by the State Nurse Practice Act and the State Board of Nursing. Students licensed in another state will be expected to follow procedures specified by the Nurse Practice Act in the state where they are licensed. Any evidence of impaired practice which falls under regulations of the Pennsylvania State Board of Nursing must be reported. The School of Nursing will comply with this regulation. The State Board may suspend the RN's license to practice, but stay further disciplinary action if the RN agrees to participate, and is eligible to participate, in the Voluntary Recovery Program. The School of Nursing will follow the policies and procedures of that program regarding assessment, treatment, and return-to-work or school monitoring.

Any expenses incurred as a result of assessment, treatment, transportation, and monitoring are solely the responsibility of the student.

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**PROCEDURE:**

1. **Initial Identification**
    a. When there is concern that a student poses a risk of harm to self or patients, the faculty member may remove the student from the clinical area. The School reserves the right to request a drug screen if there is concern for substance-related impairment. If the clinical agency is unable to obtain a drug screen, the student will be directed to report to an outside lab facility (e.g., Quest Diagnostics, Concentra, LabCorp) within 24 business hours. Students will be responsible for any laboratory fees or costs incurred. Failure to provide a drug screen within the required timeframe may be treated as equivalent to a positive test result, as unwillingness to provide a valid specimen prevents confirmation of a negative result.
    b. The student is informed of temporary suspension from clinical practice and is sent to the School of Nursing for an immediate meeting with a representative of the School. If warranted by the student's condition, the clinical instructor, campus security, or a representative from the School may accompany the student to the nearest healthcare facility for emergency treatment.
    c. The documented evidence of impaired clinical performance is reviewed with the student and the student has an opportunity to provide an explanation.
    d. When the cause of the impaired performance has been addressed satisfactorily, the student will be permitted to return to the clinical area.
    e. If the student requests a formal hearing, one will be conducted in accordance with the University's judicial procedures, and the student has the right to representation.
2. **Referral and Treatment**
    a. Before being permitted to return to the clinical area, the student may be mandated to obtain a health assessment. This assessment may be done at the University Health Center, the Emergency Department of the nearest hospital, or any healthcare facility authorized by the student's health insurance carrier, at the student's expense.
    b. The student has the right to refuse this assessment, treatment, and further monitoring. However, the School of Nursing may tell the student that they are not permitted to return to clinical practice without certification from a recognized healthcare provider that they are either undergoing treatment or do not need treatment and are fit for duty.
3. **Return to Clinical Practice**
    a. If the student has been referred for treatment, the student will be permitted to return to clinical practice only on the specific recommendation of an appropriate treatment provider that the student is capable of safe and skilled clinical performance without restrictions.
    b. Confidential medical information will be maintained in a restricted file in the Center for Student Success.
    c. Information will be shared with treatment providers and others designated by the student, with the student's written consent. The student may also be asked to give written permission for treatment providers and others to share information with a representative of the School as needed.
    d. No information will be shared with other members of the School of Nursing unless there is a clear and direct need to know. If the student will be absent from clinical or class for a period of time, the appropriate Associate Dean will notify relevant course instructors and advisors of the student's anticipated absence, but will not otherwise disclose health information.
    e. The student and a representative of the school will sign a return to school agreement,

individualized according to the student's needs. This agreement will delineate the terms of the student's return to clinical practice.

f. The School of Nursing has the right to impose conditions on the student's return to clinical practice as necessary following treatment.
g. The School of Nursing will provide direct supervision of the student following return to school and clinical practice, and the appropriate Associate Dean will monitor the satisfactory achievement of the student.
h. Any subsequent behaviors that indicate unsafe clinical performance may be cause for dismissal from the School (See Policy 305).

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**Approval & Revision History**

Approved by Faculty 4/99, 10/11, 3/13
Reviewed 2/05, 10/11, 12-13, 15-16, 18-19, 10/22, 10/25

# Independent Study

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|---|---|
| **Date Effective** | May 2000 |
| **Date Reviewed / Revised** | May 2025 |

**POLICY:**

Both undergraduate and graduate students who have been admitted to and matriculated at the School of Nursing may earn independent study credits. An independent study is a student-initiated experience planned to permit students to pursue an area of interest in nursing under the guidance and supervision of a faculty member. Independent study courses do not replace required or core courses for the major.

**PROCEDURE:**

1. The student interested in registering for an independent study must initiate contact with a faculty member to discuss the feasibility of the independent study. The student should contact the prospective faculty member during the term preceding the term for the desired independent study course.
2. If the student cannot identify a potential faculty member to supervise the independent study, the student should contact his or her respective academic advisor for suggestions.
3. Special permission is required to register for an independent study, by completing the Admission to Closed or Restricted Class Request Form, which is submitted to the Center for Student Success. The Course Subtitle For Directed/Independent Study Form is submitted, also. The request must be accompanied by a written learning contract signed by the student and faculty member offering the independent study, as per the Independent Study Guidelines for Nursing Students. The learning contract should include the following:
    - Subtitle of the independent study
    - Purpose of the independent study
    - Independent study objectives
    - Contact time
    - Requirements of the study that also include deadlines
    - Evaluation methods
    - Credit allotment
    - Signatures of student and faculty supervisor
4. A copy of the learning contract will be placed in the student's academic record.

**Approval & Revision History**

Approved by Total Faculty Organization 4/00, 7/10, 03/13, 4/16, 01/19, 2/25
Reviewed 03/10, 12-13, 4/16, 12/18, 10/22, 02/25, 05/25

# Student Performance Improvement Plan

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|---|---|
| **Date Effective** | April 12, 2010 |
| **Date Reviewed / Revised** | April 2023 |

**POLICY:**

The Performance Improvement Plan (PIP) process is intended to increase the likelihood that students will succeed in meeting course or SON level learning outcomes and comply with established academic and professional standards. A PIP can be initiated for any of the following:

a. The student is not progressing toward achievement of one or more course or SON level learning outcomes,
b. The student is likely to benefit from enhanced or remedial learning activities to meet one or more course or SON level learning outcomes,
c. The student has failed to meet one or more course or SON level learning outcomes,
d. The student demonstrates behaviors that violate the student code of conduct and or academic integrity.

**PROCEDURE:**

1. At any time during a student's experience, the faculty member responsible for coordinating the course can initiate a PIP as per the items outlined in the policy above.
2. Prior to meeting with the student, the faculty member responsible for coordinating the course will inform the a) student's advisor and b) Program Director / Area of Concentration Coordinator of the need to initiate a PIP.
3. The faculty member may request consultation or review by the Department Chair and/or the appropriate Associate Deans of the need to initiate a PIP.
4. The PIP form will contain:
    a. a list of the learning outcome(s) not met or behaviors that require remediation.
    b. a detailed description of the of how the student is not currently meeting the listed learning outcomes/behaviors.
    c. a plan of action to remedy the issue(s)/behavior(s)
    d. an evaluation plan which includes future meetings.
5. At the time of the initial meeting and all subsequent meetings with the student, the student and faculty member will both sign and date the form, including any student comments.
6. After each meeting, one copy of the PIP will be given to the student and one copy retained by the faculty member.
7. At such time that the faculty member documents that the student has met the learning outcomes or remediated the behavior(s) that have been identified- they will notify the student, program coordinator and department chair in writing that the student has satisfactorily met the PIP

conditions.

8. Resolution of the behavior(s) must be evaluated and resolved no later than the end of the term in which it was initiated, or within a designated timeline as agreed upon by all associated faculty. Failure to meet course or SON level learning outcomes or resolve the identified behaviors by the end of the term in which the PIP was initiated within a designated timeline as agreed upon by all associated faculty will result in failure of the course. If the student remedies the behavior(s) and meets course or SON level learning outcomes by the end of the course, this outcome will be noted on the PIP and all documentation related to the PIP will be forwarded to the Office of the Dean for secure storage. They will be retained until graduation and destroyed unless there are legal/accreditation requirements to retain the documentation.

Reference:
Policy 305: Unsafe Student Clinical Performance
Policy 307: Academic Integrity: Student Obligations
Policy 366: Student Impaired Clinical Performance
Policy 437: Student Code of Conduct

**Approval & Revision History**

Reviewed: 10-11, 13-14
Revised: 12/10, 2/14, 04/20, 4/23
Revisions Approved by Total Faculty: 01/11

# Required Student Documents for Clinical Experiences

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|---|---|
| **Date Effective** | October 2007 |
| **Date Reviewed / Revised** | October 2024 |

**POLICY:**

All students participating in clinical experiences are required to complete the following and upload into the compliance documentation software:

1. RN license, if graduate student.
2. Completed ACTS 33, 34 and 73 clearances for placements in Pennsylvania and relevant requirements for other placements.
3. Initial Health Form plus the Annual TB Screening Form as required by clinical agency.
4. Documentation of annual influenza vaccination or completion of exemption request form.
5. Documentation of Covid-19 vaccination or completion of exemption request form.
6. Urine drug screening as required by the clinical agency.
7. Documentation of health insurance attestation form.

Student completing clinical or practicum experiences or with clinical teaching assistant positions must also complete the following and upload into the clinical management system:

1. Documentation of current certification in American Heart Association Basic Life Support (CPR) for Health Care Providers.
2. Documentation of any additional health screenings required by the clinical agency.
3. Documentation of any additional clearances required by the clinical agency.
4. Documentation of completion of HIPAA module.
5. Documentation of completion of University of Pittsburgh Bloodborne Pathogens module.
6. Documentation of completion of any required agency-specific education modules (Certificates of Completion).
7. Faculty responsible for teaching clinical courses will notify students if there are additional clinical agency requirements.

Students are not permitted to participate in clinical or practicum activities until all requirements are met. Failure to produce the required documents when requested to do so may result in the student being required to withdraw from clinical or practicum courses.

**PROCEDURE:**

1. Traditional BSN students must submit ACTS 33, 34, and 73 clearances prior to the start of the second year. ACT 168 clearance must be submitted prior to start of fourth year. **These documents are uploaded into the current clinical management system for the upcoming academic year by**

**July 1.**

2. Accelerated 2nd Degree BSN students must submit all clearances by the due date communicated by the academic advisor, prior to the start of the program.
3. Graduate students must submit all clearances prior to the term they begin their clinical courses. Graduate students who are appointed as a Teaching Assistant/Teaching Fellow (TA/TF) must submit all clearances prior to the term they begin their TA/TF appointment.
4. The Initial Health Form and Annual TB Screening Form can be downloaded from the current clinical management system.
5. Students must upload the completed forms into the current clinical management system. on or before August 1.
6. Face-to-Face American Heart Association Basic Life Support CPR certification must include 1– and 2–person, as well as adult/infant CPR and use of an automatic defibrillator. The School of Nursing will NOT accept CPR certifications from the American Heart Association – Heart Saver Certification. The School of Nursing will accept American Red Cross Basic Life Support, which is required for military personnel.
7. Students should keep current documents in a safe place and make copies as needed.
8. Students are responsible for uploading required documents to the current clinical management system.

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**Approval & Revision History**

Approved by Total Faculty: 1/08, 12/07, 2/11, 10/11, 02/20, 06/24, 10/24
Reviewed: 07-08, 10-11, 11-12, 14-15, 17-18, 19-20, 20-21, 24-25

# Health Evaluations

| | |
|---|---|
| **Date Effective** | September 1990 |
| **Date Reviewed / Revised** | June 2026 |

**POLICY:**

To be eligible for registration, all students admitted with full or provisional status and attending full-time or part-time must have a Health Evaluation submitted completely initially, then annually as required by the clinical agency.

Students must meet health requirements prior to enrollment in clinical activities.

**PROCEDURE:**

OCEDURE:

Students are responsible for arranging and paying for required Health Evaluation and for submitting the forms on time. In addition, students are responsible for meeting any additional health requirements of individual clinical agencies. When a student is readmitted after inactive status, a new Health Evaluation must be performed.

1. 1. The initial and annual Health Evaluation forms are available to students in the Clinical Management System. Directions for accessing the health forms are in the Clinical Management System. Each Student is responsible for uploading completed forms into the Clinical Management System before the due date.
2. Directions for uploading the forms are in the Clinical Management System.
    - Each Student is required to upload verification of their initial and annual (as required by the clinical agency) TB test in the Clinical Management System. If the student has had the BCG vaccination, the QuantiFERON-TB Gold blood test is recommended as the screening test for TB. If the student has a history of a positive TB test, the student must submit documentation of a negative chest X-ray following the positive TB test and complete the Medical TB Questionnaire as part of the initial and annual Health Evaluation.
    - Approved TB tests include:
      Initial test - the 2 step PPD or QuantiFERON-TB Gold blood test.
      Annually - PPD test or QuantiFERON-TB Gold, as required by the clinical agency.
3. The Clinical Management Office is responsible for monitoring the health requirements of all students. Any incomplete forms will be returned to the students and must be completed. If complete documentation of requirements is not submitted by the due date, the student will be removed from clinical.

4. When health requirements of a clinical agency exceed those of the School of Nursing, the student is responsible for demonstrating that the additional requirements have been met before beginning the clinical practicum.

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**Approval & Revision History**

Reviewed/Revised: 1/96, 3/99, 4/03, 12/07, 2/11, 02/14, 02/16, 11/17, 03/19, 04/21, 10/24, 6/26
Approved by Total Faculty Organization: 7/84, 2/14, 2/16, 10/24, 07/26

# International Student Admission

| | |
|---|---|
| **Date Effective** | September 1, 1995 |
| **Date Reviewed / Revised** | April 2021 |

**POLICY:**

International student applications to the accelerated 2nd degree BSN, master's or doctoral programs in nursing are reviewed according to the criteria and procedures in Policy 152 (Admission: requirements for accelerated 2nd degree BSN applicants), Policy 280 (Admission: Master's and Doctoral Program) and Policy 231 (admission to the PhD program)

Applicants classified as Non-immigrant Student (F-1)/Exchange Visitor (J- 1) are international students, regardless of where they studied. Students who have F-1 or J-1 status may not register for courses until they have provided the Office of International Services (OIS) with all of the information required to create their I-20 or DS-2019. The applicant with education outside the United States is required to seek an official third party transcript evaluation.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission.

This applies to admissions, employment, and access to and treatment in University programs and activities. Read additional information on this Nondiscrimination policy.

The School of Nursing reserves the right, even after arrival and enrollment, to require, at the student's expense if necessary, individual curricular adjustments whenever particular deficiencies or needs are found. This could include enrollment in courses prerequisite to the regular course of study or additional course work in English as a second language. See Policy 365.

In addition to the criteria stated in Policies 152, 280 and 231, international student applicants to the programs in nursing must also meet the following criteria:

Meet the minimum scores set by the University and School of Nursing for Proficiency in English as per SON Policy No. 365; University Policy 09-02-01 which may include Official TOEFL, IELTS (The International English Language Tests), or DET (Duo Lingo) scores.

Licensed to practice nursing in their state/territory of the United States or Geographical area where clinical practicum will be completed. (MSN/DNP applicants)

For prelicensure applicants: After admission to a graduate program has been granted, actual enrollment in courses with a clinical component is contingent upon successful completion of the NCLEX examination and licensure as a registered nurse in Pennsylvania. To be eligible to take the NCLEX in Pennsylvania, you must have passing scores on the Commission on Graduates of Foreign Nursing Schools (CGFNS) examination.

**PROCEDURE:**

1. Inquiries are directed by the applicant or OIS to the Center for Student Success.
2. All correspondence to foreign applicants will be sent by email
3. Application materials are returned to the Center for Student Success and should be received six (6) months prior to beginning of term seeking admission.
4. The coordinator will evaluate the applicant's career goals to determine whether or not these goals can be met by the program. If possible or necessary, an interview by telephone will be conducted.
5. Following the procedures delineated in Policies 152, 200, 280 and 231, the coordinator makes an admission recommendation.
6. If the applicant meets the criteria as stated in Policies 152, 200, 280, 231, the Center for Student Success sends a letter of admission to the applicant. If not, a rejection letter is sent to the applicant.
7. Letters of admission will instruct the applicant to take the following actions to the Center for Student Success:
    a. Submit signed Accept/Decline form that the offer of admission is accepted or rejected.
    b. Make an appointment with an OIS immigration specialist.
8. Upon receipt of communication from the student that the offer of admission is accepted, the Center for Student Success will provide the following information to OIS via My OIS (my.ois.pitt.edu)
    a. A digital version of the student’s admission letter.
    b. A digital version of the student’s academic funding letter, if applicable.
    c. Online form that confirms that the student has met the University’s requirements for English Language Proficiency (TOEFL, IELTS, DET etc.).
    d. Online form to confirm delivery of immigration document (I-20 or DS-2019) sent by OIS by express mail using an account number supplied by the School of Nursing.
9. After receiving the information above, OIS will contact the admitted student to collect biographical information, and financial documentation, if applicable. If appropriate and acceptable biographical information and financial documentation has been submitted, an I-20 or DS-2019 document is issued to the student. OIS will remove the “OIS Missing Data” hold from the student’s record in PeopleSoft, and the student may register for courses. OIS will send specific instructions to incoming students about the steps that they need to take with OIS after arriving on campus. If the student does not provide adequate biographical information or financial documentation, OIS will correspond with the applicant, stating what is required.
10. The Student must attend a mandatory Welcome Session and In-Person Appointment with OIS.
11. If the student’s primary language is not English, student will be required to take the Michigan Test of English Language Proficiency prior to being permitted to register for course work. Following

administration of the additional test of English language proficiency, the English Language Institute (ELI) will send the scores and ELI recommendation to the academic unit.

a. Student will be instructed to meet with their academic advisors to begin the registration process and may be required by their academic department or school to complete all remedial work recommended by ELI.

**Approval & Revision History**

Revised 97-98, 99-00, 03-04, 12-13, 15-16, 16-17, 20-21
Revisions Approved by Faculty 12/85, 5/98, 2/00, 02/04, 04/16

# Admission to Closed or Restricted Class Requested Form

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|---|---|
| **Date Effective** | October 2021 |
| **Date Reviewed / Revised** | October 2021 |

**POLICY:**

When a course is marked with restrictions in the enrollment system and does not allow self-enrollment, it is the student's responsibility to obtain permission from faculty prior to the Center for Student Success providing a permission number for self-enrollment.

**PROCEDURE:**

Students should request a permission number if they are unable to self-enroll due to course restrictions for:

- Instructor Consent
- Department Consent
- Closed Class
- Requisites
- Time Conflict
- Unit Load
- Career Restriction

Students requiring a permission number to proceed with self-enrollment should complete the Admission to Closed or Restricted Class Request form.

**Undergraduate students** should share with their academic advisor the completed Admission to Closed or Restricted Class Request form. The advisor will issue a permission number to the student for self-enrollment.

**Graduate students** should share the completed Admission to Closed or Restricted Class Request form with their faculty advisor or the course instructor, as appropriate, for signature prior to sharing the form with the Center for Student Success. The graduate advisor will issue a permission number to the student for self-enrollment.

An instructor may opt to submit a single Admission to Closed or Restricted Class Request form for an entire list of students requiring permissions. This list with all required fields should be sent to the Center for Student Success by the instructor. The Center for Student Successwill issue permission numbers to the students for self-enrollment.

**Approval & Revision History**

Approved by Total Faculty Organization: 11/21
Reviewed:
Revised:

# Photocopy Service

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|---|---|
| **Date Effective** | December 1996 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

The School of Nursing photocopy and duplicating equipment is to be used only for school purposes. Faculty are encouraged to use textbooks, library resources, and reprinted services rather than attempting to duplicate multiple materials for student or faculty use.

**Approval & Revision History**

Approved by Administration: 5/81, 1/02, 04/05, 11/07, 01/17
Reviewed: 5/81, 1/02, 04/05, 11/07, 02/24

# Replacement of Equipment, Furnishings, and Supplies

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|---|---|
| **Date Effective** | September 1993 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

Furnishings will be purchased, repaired or replaced depending upon the need and relative costs, at the discretion of the Dean. Requests are to be made to the Senior Building Operations Manager, through the online Help Ticket System.

**Approval & Revision History**

Approved by Administration: 10/87, 5/93, 11/95, 06/16
Reviewed 95-96, 00-01, 15-16, 02/24

# Approval of Faculty, Post-Doctoral Fellow and Student Research Studies/IRB

| | |
|---|---|
| **Date Effective** | September 1, 1995 |
| **Date Reviewed / Revised** | October 2023 |

**POLICY:**

Research studies proposed by faculty, post-doctoral fellows or students in the University of Pittsburgh School of Nursing (SON) must be reviewed and approved following appropriate scientific review and approved by the department Vice Chair for Research (VCR) in conjunction with the Office of Research and Scholarship [ORS] prior to submission to the Human Research Protection Office (HRPO) for review by the Institutional Review Board (IRB).

All research conducted by faculty, post-doctoral fellows, students, or employees of the University of Pittsburgh must be approved by the IRB before data collection is begun.

The IRB is under federal and University mandate to review, require modification, approve or disapprove, and monitor all research involving human subjects.

The study must be reviewed and approved by the appropriate facilities where subjects may be recruited or research conducted. Verification of this approval must be submitted to the IRB.

The principal investigator (PI) must report immediately any adverse reaction or unexpected side effect to the University of Pittsburgh IRB.

**PROCEDURE:**

Faculty Research

1. The PI obtains the HRPO Policies and Procedures which are available on the University of Pittsburgh HRPO website.
2. The PI follows the procedures for preparation of the required materials as indicated in the guidelines of the HRPO.
3. The PI obtains review via a scientific review process and receives a notice of review from the department VCR prior to submission to the HRPO.
    a. If a PI already has approval for a grant submission to a funding agency (refer to Policy 408A on Research Proposal Reviews) and their grant application has been scientifically reviewed and approved at the funding agency, the PI should obtain a Proposal Review Verification Form signed by their department VCR to include with the IRB submission through OSIRIS.
    b. If a PI is requesting IRB approval for a protocol that has not been submitted to a funding agency or for a new aspect of a currently approved study, and therefore has not received

scientific review, the PI submits the protocol via OSIRIS to the ORS staff administrator who will obtain scientific reviews from two members of the SON research faculty. Upon approval by the reviewers (i.e., no major revisions required), the department VCR will approve the submission to the IRB via OSIRIS. If major revisions are indicated, a re-review of the protocol by the scientific reviewer will be required. The department VCR has the authority to request reviews from research faculty outside SON, if necessary.

4. The PI maintains a copy of the IRB approval for their records and provides the Department Grant Analyst with a copy of the IRB approval letter for funded research to share with the Office of Research.
5. The PI submits a renewal application if data collection extends for more than one year. The protocols for renewal are included in the HRPO Policies and Procedures.
6. The PI submits to the HRPO a request for modification at any time the study and/or the procedures are modified.
7. The PI submits a report to the HRPO upon completion of the research as requested in HRPO Policies and Procedures.

Post-Doctoral Fellow and Student Research

1. The student or post-doctoral fellow obtains the HRPO Policies and Procedures which are available from the University of Pittsburgh HRPO website.
2. The student or post-doctoral fellow follows the procedures for preparation of the required materials for HRPO submission as indicated in the policies of the HRPO.
3. The student or post-doctoral fellow obtains the scientific review forms from the ORS staff administrator.
4. If the research to be conducted by the student is a thesis or dissertation, the student obtains reviews of their IRB protocol from their research advisor and one other member from their thesis or dissertation committee. If the research to be conducted is by a post-doctoral fellow, the post-doctoral fellow obtains reviews of their IRB protocol from their research mentor and one other member from their mentoring or research team. Otherwise, the student or post-doctoral fellow submits the IRB protocol through the HRPO review process for faculty research.
    a. Upon approval by the reviewers and the department VCR, the ORS staff administrator will indicate the approval of the submission via OSIRIS.
5. The student or post-doctoral fellow maintains the IRB approval letter for their records and provides copy of the letter to their research advisor or mentor. If research is funded, the PI also provides their departmental grants analyst with a copy of the IRB approval letter to share with the Office of Research.
6. The student or post-doctoral fellow submits a renewal application if data collection extends for more than one year. Protocols for renewal are included in the HRPO policies.
7. The student or post-doctoral fellow submits to the HRPO a request for modification at any time the study and/or the procedures are modified.
8. The student or post-doctoral fellow submits a report upon completion of the research as requested in HRPO policies.

**Approval & Revision History**

Approved by Graduate Council: 10/85
Approved by Administration: 10/85; 11/04. 08/16
Revised by Administration: 9/89; 7/91; 5/93; 4/94; 4/95; 5/98; 10/99, 3/00; 4/04; 11/04, 08/16, 10/23

# Faculty Research Proposal Reviews

| | |
|---|---|
| **Date Effective** | February 11, 2014 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

All faculty research proposals planned for submission to any funding agency (internal or external) must receive both scientific review and budget approval. Proposals that do not follow this policy are at risk of not being submitted to the funding agency. The purpose of this policy is to ensure the quality of research proposals submitted by faculty researchers from the School of Nursing.

**PROCEDURE:**

Core elements of procedures for submitting research grants are presented below.

1. 1. The Principal Investigator (PI) meets with the department Vice Chair for Research (VCR) preferably at least 2-3 months prior to the submission deadline to discuss the proposal, departmental processes of submission, required documents, development of the budget, and development of a timeline. The department grants analyst is notified of the planned submission. If the application is for an educational training grant (e.g. HRSA, ACIE, etc.), the Associate Dean for Clinical Education is notified and Policy 408B should be followed. If the application is being submitted by a student or postdoctoral fellow, Policy 408C should be followed.
2. The PI schedules an appointment with the department grants analyst to meet and discuss the submission process and begin development of the budget.
3. The PI and VCR will meet throughout the submission process.
4. The PI and VCR discuss the review process and the PI is responsible for identifying at least two reviewers who are then approved by the VCR. The reviewers should always be external to the project and for external submissions (external to the SON) the reviewers should always be external to the SON. If a reviewer will be external to Pitt, the PI and VCR should discuss the utility of a Confidential Disclosure Agreement (CDA) with the reviewer. Find more information about initiating a CDA.
5. The PI emails the proposal for review to the VCR, the proposal and SON Scientific Review Form (or alternative review form) is emailed to reviewers who are asked to complete and return the review form and comments to the PI and VCR within an agreed upon timeframe.
6. Mock Reviews: an NIH style mock review is required for all Early Stage Investigators submitting an R-level or equivalent application. For all other investigators and application types, the mock review is optional. The reviewers identified and utilized in #4 and #5 above can serve as the reviewers for the mock review.
7. The VCR will discuss reviews with the PI and will
    a. If minor or no revisions are suggested by reviewers: provide scientific approval or
    b. If major revisions are suggested by a reviewer: Inform the PI that the application may require

substantial revision and re-review.

8. The department chair where the PI resides is responsible for providing final approval of the budget and budget justification, with particular attention paid to the efforts proposed. The Associate Dean for Research and Scholarship will also review all budgets prior to submission.
9. Grants analysts should be 1) notified in writing that scientific and budget approval have been granted, and 2) receive final proposal documents from the PI at least 5 business days prior to the funding agency deadline. Proposals that do not meet this deadline are at risk of not being submitted by the funding agency deadline.

Attachments:
Scientific Review Form (PDF)
Proposal Acceptability Form (PDF)

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**Approval & Revision History**

Approved by Administration: 05/08, 02/14
Reviewed: 01/97, 03/99, 12/01; 03/04, 04/08, 02/14, 2/24
Revised by Administration: 04/04; 11/04, 05/08, 02/14, 03/19

# Guidelines for Submitting Training Proposals

| | |
|---|---|
| **Date Effective** | April 22, 2014 |
| **Date Reviewed / Revised** | April 2, 2025 |

## REVIEW OF EDUCATION-RELATED PROPOSALS PRIOR TO SUBMISSION

**POLICY:**

Any proposal that has potential to impact the School of Nursing's education-related activities that will be submitted to any funding agency (internal or external) by any individual regardless of their affiliation with the School of Nursing must receive both scientific and budget approval. All education-related proposals that will impact the School of Nursing's education-related activities must have a School of Nursing faculty member as key personnel*. Proposals that do not follow this policy are at risk of not being submitted to the funding agency, at risk of being withdrawn from the funding agency, or not being accepted by the University upon award. The purpose of this policy is to ensure the quality of educational proposals submitted that could have an impact on the education provided by the School of Nursing and potentially accreditation of its educational programs.

*Key personnel exemplars include Principal Investigator, Multiple Principal Investigator, CoInvestigator, Consultant.

**PROCEDURE:**

Core procedures for submitting educational proposals are presented below:

1. Submit a brief abstract to the Associate Dean for Graduate Clinical Education along with the funding opportunity. When the call for proposals only permits one submission, the determination about submission will be made based on (1) School of Nursing needs and (2) the match between the proposed project and the funding opportunity. Abstracts will be reviewed by the School of Nursing (SON) administration and individuals will be notified to move forward or not to do so.
2. If the proposal is approved to move forward, the School of Nursing key personnel's department chair needs to approve submitting it and needs to approve involvement in the proposed project and the percent effort proposed.
3. Once department chair(s) or supervisor's permission is obtained, follow proposal submission procedures set forth by the Office of Research and Scholarship.
4. One month prior to the due date, a draft of the grant needs to be submitted for scientific review. The School of Nursing key personnel will email a copy of the draft proposal to the Associate Dean for Graduate Clinical Education who will email the proposal along with the SON Scientific Review Form to two reviewers who will be asked to complete and return the review form and comments within the agreed upon timeframe. The reviewers for these grants may be individuals outside the University of

Pittsburgh, inside the University but external to the SON or in the SON. The SON faculty member may be asked to identify individuals with the requisite expertise to review the proposal.

5. The Associate Dean for Graduate Clinical Education will meet with the PI to discuss the reviews. If minor or no revisions are required, the proposal will be approved for submission to the Office of Sponsored Projects if required or, if not required, to the funding agency. If major revisions are necessary, the SON faculty member will be informed that the application requires substantial revision and re-review prior to submission.
6. The Associate Dean for Graduate Clinical Education will notify the Office of Grants Management when the proposal has been reviewed scientifically and approved for submission.
7. The department chair where the PI resides is responsible for providing written final approval of the budget and budget justification.
8. Grants analysts should 1) receive the signed proposal tracking form (see below), and 2) receive final proposal documents at least 5 business days prior to the funding agency deadline. Proposals that do not meet this deadline are at risk of not being submitted by the funding agency deadline.

Attachments:
Grant Proposal Tracking Form (PDF)

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**Approval & Revision History**

Approved by Administration 4/14, 4/25
Revised 1/15, 4/25

# Student and Post-Doctoral Fellow Research Proposal Reviews

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|---|---|
| **Date Effective** | November 15, 2016 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

All student and post-doctoral research proposals planned for submission to any funding agency (internal or external) must receive scientific review by the student's or post-doctoral fellow's mentoring or research team, and budget approval by the relevant department chairs and Associate Dean for Research and Scholarhsip. Proposals that do not follow this policy are at risk of not being submitted to the funding agency or not being accepted by the University upon award. The purpose of this policy is to ensure the quality of research proposals submitted by student and post-doctoral fellow researchers from the School of Nursing.

**PROCEDURE:**

Core elements of procedures for submitting grants are presented below.

1. The student and faculty sponsor, or post-doctoral fellow principal investigator (PI) meets with the department Vice Chair for Research (VCR) of research mentor/faculty sponsor at least 2-3 months prior to the SON Office of Grants Management submission deadline to discuss the proposal, departmental processes of submission, required documents, timeline, and development of the budget. The Grant Submission Timeline is given to the PI and reviewed with particular attention to the information needed to begin development of the budget. The department grants analyst is notified of the planned submission.
2. The student/fellow and their faculty sponsor schedules an appointment with the department grants analyst to meet and discuss the submission process and begin development of the budget.
3. The student/fellow and their faculty sponsor will meet throughout the submission process.
4. The faculty sponsor alerts the VCR that the application has been reviewed and approved by the students dissertation committee or the postdoctoral fellow's mentoring committee and the VCR will provide scientific review approval to the grants analyst.
5. Grants analysts should receive final proposal documents from the student/fellow and their faculty sponsor at least 5 business days prior to the funding agency deadline. Proposals that do not meet this deadline are at risk of not being submitted by the funding agency deadline.
6. Once a research proposal has undergone budget and scientific review, components of the original approved proposal may be submitted to other funding sources without undergoing additional scientific and/or budget reviews at the discretion of the VCR.

**Approval & Revision History**

Approved by Dean's Council: 11/15/2016

Reviewed: 11/15/2016, 2/2024

# International Visiting Scholars: Participating in a Mentored Research Experience

| | |
|---|---|
| **Date Effective** | June 1, 1997 |
| **Date Reviewed / Revised** | March 2025 |

## International Visiting Scholars Participating in a Mentored Research, Clinical and/or Teaching Experience

**POLICY:**

International visiting scholars are those who wish to pursue an individually-designed, mentored program to enhance their research, teaching, and/or clinical skills. Potential international visiting scholars must be matched with a faculty member in the School of Nursing (SON) and the scholar and faculty member must go through an approval process that is provided in the procedure below. International visiting scholars, who collaborate with this member of the Pitt SON faculty for research and/or educational purposes, are required to provide a recent score from a recognized English language competency test that meets prescribed standards stated in the procedure section of this policy. Moreover, they will remit a fee to the Pitt SON for resources provided by the Pitt SON. International visiting scholars may attend courses but will not have access to any course materials unless auditing or enrolled as a student in the course. Pitt SON will comply with all federal and university policies and regulations regarding international visitors.

**PROCEDURE:**

**Requests and Approvals**

- Potential international visiting scholar identifies a faculty member or members that align with their area of interest. Faculty who would like to host a visiting scholar should inform that potential scholar of the next step that involves filling out a form initiating the process.
- Potential international visiting scholars initiate the request to study with a faculty member of the Pitt SON by completing the **International Visiting Scholar Form**.
- The Director for International Affairs alerts the faculty member(s) designated on the form that a potential international visiting scholar has applied to work with them.
    - If the faculty member and scholar have previously discussed this collaboration, the faculty member confirms their willingness to host the scholar.
    - If they have not previously communicated with this individual, then arrangements should be made for the faculty member to meet via zoom with this individual before confirming their willingness.
    - If the listed faculty member(s) are not interested, the information will be passed on to the Senior Associate Dean for Research and Scholarship to determine if there are any other faculty

to consider as a host for this potential scholar.

- The faculty mentor attains approval from their Chair, Senior Associate Dean for Research and Scholarship, Associate Dean for Administration, and Dean through a form available on the Office of Research and Scholarship Intranet site that is filled out and circulated for signatures via Docusign.
- Dean provides a letter of invitation to the international visiting scholar.
- Faculty member and scholar develop a plan together that includes training, education, research, clinical, and other experiences with as much detail as possible.
- The Director for International Affairs works with the scholar and the Office of International Services to ensure that all federal and university policies and regulations regarding international visitors is being followed.
    - The international vising scholar shall provide, ideally 4 months prior to the proposed arrival date, the following items to the Pitt SON Director for International Affairs and/or ROC:
    - Current curriculum vitae or resume in English
    - A statement in English of the goals to be achieved during the proposed period of residence and study o Inclusive dates for the proposed program of study, noting that one change in dates is allowed without incurring a fee.
    - o Documentation of English language proficiency (i.e., one of the following):
        - Proof of citizenship in and degree of higher education from a country in which English is the national or official language
        - Results of a recognized test of English language competence taken within the previous 2 years: a TOEFL iBT score of 100 or higher, and/or an IELTS score of 7.0 or higher, and/or a Duolingo (DET) score of 125 or higher
        - An official transcript or diploma that certifies the completion of a degree program at an institution of higher education for which the language of instruction is English
        - Official certification of the completion of an English language program within the previous 2 years that clearly indicates the level of language proficiency attained
        - An interview with an appropriate Pitt SON faculty member and the Director for International Affairs to confirm competence in spoken English and evaluate the goals to be achieved during the visit
    - To be provided securely to the Office of International Services: Proof of financial support (e.g., a bank statement that indicates immediately available liquid assets, converted to U.S. dollars) in English and issued within the previous 6 months
    - Any other items required according to federal and/or university policies and regulations

Notes: 1) The length of stay for an international visiting scholar will be based on visa requirements and the plan developed. This is typically a minimum of 6 months and a maximum of 2 years. 2) The number of international visiting scholars that can be accommodated by the School of Nursing will be taken into consideration during the approval process and could be limited to space and faculty availability.

**Courses**

- International visiting scholars who elect to either audit or take courses for credit while in residence at Pitt will register through the Pitt SON as a special non-degree-seeking student. The international

visiting scholar will be charged Pitt's out- of-state tuition rate, and he or she will be entitled to receive and/or have access to all course materials (e.g., syllabus, assignments, handouts, etc.) that are typically provided as part of the course for registered students. In contrast, international visiting scholars who elect to attend (i.e., *observe*) a course while in residence at Pitt (i.e., *not* pay tuition) will not be entitled to receive and/or have access to the materials of the given course; moreover, the international visiting scholar will need to be granted permission to attend the course by the instructor of the course.
- The faculty mentor needs to be involved in this process. International visiting scholars do not necessarily have access to course information that would allow them to make educated decisions about coursework. Faculty should work with this scholar the way they would work with a PhD student or Postdoctoral Scholar when finding courses that are appropriate and if necessary, obtaining permission from the instructor to observe a course if the scholar will not be registering for the course.

**Fees, Documentation, and Processing**

- The Director for International Affairs will provide the international visiting scholar with an invoice prior to arrival.
- The international visiting scholar will be asked to remit payment prior to arrival, which includes the visa processing fee levied by the Pitt Office of International Services (OIS). This fee will defray costs related to administrative/faculty/staff resources and the use of office space, e-mail account, Wi-Fi access, copier/printer, and office supplies. If an international visiting scholar wishes to incorporate a clinical component into their stay, then the Pitt SON Director for International Affairs must seek approval from the clinical site, which may charge an additional fee.

**Collaboration, Responsibilities, and Support**

- Prior to the arrival of the international visiting scholar in Pittsburgh, the Director for International Affairs will make arrangements (e.g., for office space, e-mail account, Wi-Fi access, copier/printer, and office supplies) with the appropriate individuals and units (e.g., Pitt SON Department Administrator, Pitt SON Building Operations Manager, Associate Dean for Strategy, SON Personnel Department, SON Financial Coordinator, and Pitt SON Health Sciences Information Technology [HSIT]). In addition, the Director for International Affairs can assist the international visiting scholar with suggesting housing, if necessary; however, securing housing is the responsibility of the international visiting scholar.
- The scholar will be responsible for all costs associated with participating in the international visiting scholar program (e.g., Pitt SON fee, accommodation, international insurance, food, transportation, etc.).
- Once the international visiting scholar arrives, the Director for International Affairs will acclimate the international vising scholar to their assigned office space and acquaint them with Pittsburgh, Pitt, and Pitt SON.
- The Director for International Affairs will provide an orientation. A long-term international visiting scholar (i.e., staying more than 6 months) can obtain a Pitt Visitor ID card. Should a long-term international visiting scholar wish to obtain this card, they can meet with the Director for

International Affairs, who will advise on the process and required documentation. Throughout the remainder of their tenure at Pitt, the international visiting scholar will collaborate with their respective Pitt SON faculty member mentor in achieving the agreed-upon goals of the experience. The Director for International Affairs will remain a point-of-contact for the international visiting scholar to assist with administrative, academic, or logistical issues.

Notes: The nature of the collaboration (e.g., research projects, manuscript development, capacity building, etc.) and effort of the faculty mentor will vary, depending on not only the goals of each international visiting scholar, but also expertise and availability of the faculty mentor. If an international visiting scholar's proficiency in English is limited, they can (1) enroll in one or more of the Linguistics courses offered to international students at Pitt at the established Pitt per-credit rate, or (2) enroll in one of the language programs offered by the Pitt English Language Institute (ELI) at the established tuition of ELI. Throughout the international visiting scholar's tenure at the Pitt SON, the associated Pitt SON faculty member mentor will monitor the degree to which the international visiting scholar is meeting their identified goals, in collaboration with the Director for International Affairs.

*Attachment: Signature Approval Form (found on the SON Intranet under "ORS").*

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**Approval & Revision History**

Approved by Administration 5/97
Reviewed 00-01; Revised 8/03, 8/11, 8/12, 11/17, 4/18, 6/18, 11/18, 2/20, 3/25

# Clinical Hours for Prelicensure Courses

| | |
|---|---|
| **Date Effective** | May 2000 |
| **Date Reviewed / Revised** | August 2025 |

**POLICY:**

Faculty will schedule students for the number of clinical hours **required as determined by the number of clinical credits**. If students are absent on these days, refer to Policy 45, Attendance.

**PROCEDURE:**

Faculty will schedule a maximum of one (1) clinical day for end-of-rotation evaluations.

Faculty will schedule a maximum of one (1) clinical day for orientation to the clinical unit unless there are circumstances that require a longer orientation period. When these circumstances exist, faculty will notify the Department Chair in writing of the total amount of time to be used for orientation and rationale for this need.

The total number of required clinical hours will be designated on the course syllabus. See below:

### Traditional Prelicensure *class 2021 and after

| Course | Clinical Hours | Credits |
|---|---|---|
| NUR 0090 Foundations of Nursing Practice 1 Clinical | 45 | 1.0 |
| NUR 0092 Nur Mgt Adult w/Acute/Chronic Illness Clin | 157.5 | 3.5 |
| NUR 1057 Nur Care of Mothers, Newborns & Fam Clin | 90 | 2.0 |
| NUR 1042 Nursing Care of Children & Families Clin | 90 | 2.0 |
| NUR 1066 Nursing Care of Clients w/Psych MH Clin | 90 | 2.0 |
| NUR 1020 Adv Nur Mgt Adult w/Acute Complex Clin | 90 | 2.0 |
| NUR 1121C Adv Clinical Problem Solving Clinical | 90 | 2.0 |
| NUR 1138 Community Health Nursing Clinical | 90 | 2.0 |
| NUR 1135 Transitions into Prof Nursing Clinical | 202.5 | 4.5 |
| **TOTAL** | **945** | |

### Accelerated 2nd Degree BSN Program *beginning term 2197

| Course | Clinical Hours | Credits |
|---|---|---|
| NUR 1282C Nur Mgt Adult w/Acute/Chronic Clinical | 210 | 3.5 |
| NUR 1250C Nur Care of Mothers, Newborns & Fam Clin | 60 | 1.0 |
| NUR 1252C Nur Care of Children & Families Clinical | 60 | 1.0 |
| NUR 1260C Nur Care of Clients w/Psych MH Clinical | 90 | 1.5 |

| Course | Clinical Hours | Credits |
|---|---|---|
| NUR 1020C Adv Nur Mgt Adult w/Acute/Complex Clin | 120 | 2.0 |
| NUR 1221C Adv Clinical Problem Solving Clinical | 60 | 1.0 |
| NUR 1228C Community Health Nursing Clinical | 30 | 0.5 |
| NUR 1234C Transition into Prof Nursing Practice Clinical | 180 | 3.0 |
| **TOTAL** | **810** | |

The number of required clinical hours is calculated as follows:
No. of clinical credits x ratio x 15 = total required hours. This number is then divided by the number of clinical weeks that will be scheduled during the term. The ratio is 1:3 for students in the Traditional Prelicensure Program and 1:4 for students in the Accelerated 2nd Degree BSN Program.

For example:
Traditional Prelicensure: the calculation for NUR 1057 - 2 clinical credits, would be:
(2 credits x 3 (ratio) x 15 weeks) = 90 / 14 weeks = 6.4 hrs/day over 14 weeks

Accelerated 2nd Degree: the calculation for NUR 1260C - 1.5 clinical credits, would be:
(1.5 credits x 4 (ratio) x 15 weeks) = 90 / 14 weeks = 6.4 hrs/day over 14 weeks

The number of weeks each term that are available for clinical will vary depending on the University calendar. Faculty will account for variability in term length by adjusting the number of hours assigned each day to achieve the total number of hours designated in the above table.

Simulation: Traditional clinical can be substituted by 30% of simulation per course:

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**Approval & Revision History**

Approved by Dean's Council 3/28/00
Revised: 04/05, 07/08, 01/18, 5/19, 2/24, 08/25

# Research Laboratories Policy

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|---|---|
| **Date Effective** | April 2002 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

In order to maintain the integrity of all labs used for research purposes and to continually meet state regulations, OSHA guidelines, and Pitt's Environmental and Health Safety guidelines, users of the research laboratories must adhere to the following procedure.

**PROCEDURE:**

1. The Associate Dean for Research and Scholarship will oversee the research laboratory spaces [5th floor biobank, 4th floor laboratory spaces, 1st floor clinical research spaces] in collaboration with Principal Investigators conducting research within the laboratories.
2. **All** individuals utilizing the laboratory must maintain proper training, including all required CITI research-training modules, the University of Pittsburgh Blood Borne Pathogens training, and the University of Pittsburgh Chemical Hygiene training. Additional training and documentation for specific projects may also be required. Documentation of up to date training compliance must be provided to the Associate Dean for Research and Scholarship.
3. The Associate Dean for Research and Scholarship must be aware of all who have access to the laboratories. Only persons with up to date documentation (see #2) are allowed to work in the laboratory. Those providing access to the lab to unauthorized people will lose laboratory privileges.
4. The purchase and placement of major laboratory equipment must be approved by the Associate Dean for Research and Scholarship, including financial responsibility for the maintenance of the equipment. This approval and discussion should occur prior to grant submission or purchase of equipment.
5. All internal or external personnel conducting building maintenance or repair in the labs must schedule a time for entrance to the lab with the Facilities Manager or laboratory personnel. Lab personnel must be present during the maintenance and repair procedures.
6. Standard Operating Procedures (SOPs) are posted within the laboratory for common procedures (e.g., blood processing, DNA extraction, chemical and biohazardous spill clean-up, etc.). Researchers using the laboratory are expected to follow these SOPs. If a researcher using the laboratory needs to modify a SOP or requires a SOP not in place already within the laboratory, the modified SOP or new SOP needs to be reviewed and approved by the Associate Dean for Research and Scholarship in collaboration with Principal Investigators conducting research within the laboratories prior to initiating the SOP in the laboratory.

**Approval & Revision History**

Approved by Dean’s Council: 06/16
Reviewed by Administration: 06/16, 02/24

# Research Integrity

| | |
|---|---|
| **Date Effective** | November 2001 |
| **Date Reviewed / Revised** | April 2018 |

**POLICY:**

Research integrity is both necessary and essential to maintaining the public trust and support of research, as well as developing and sustaining a reliable record of the research. Research integrity is essential to prevent research misconduct.

Researchers are expected to conduct and to disseminate their research in accord with the principles of research integrity. Toward that end, faculty and student researchers and postdoctoral fellows, as well as research staff, must be certified in the fundamentals of research practice.

**PROCEDURE:**

The University of Pittsburgh draws on research educational resources provided by the Collaborative Institutional Training Institute, as well as by the University of Pittsburgh Internet-based Studies in Education & Research. In order to complete the modules, faculty, students, post-doctoral fellows and research staff must have a University e-mail address and Internet access.

All faculty, students, post-doctoral fellows and staff engaged in research need to complete all appropriate online modules pertaining to their research as outlined by The Office of Research Protections (ORP). Faculty, students, post-doctoral fellows and research staff must successfully complete the required research training modules before engaging in any research activities, including submissions to the IRB and of grant applications.

Once the modules are successfully completed, faculty, students, post-doctoral fellows and staff engaged in research will be issued a certificate, a permanent record of their completion of the module indicating that they are certified on that topic.

Certificates of research integrity must be submitted to granting agencies as required.

**Approval & Revision History**

Approved by TFO 11/01
Revised by Dean's Council: 04/05, 04/18
Note: This used to be Policy No. 308

# Low Enrollment Courses

| | |
|---|---|
| **Date Effective** | January 2004 |
| **Date Reviewed / Revised** | October 2025 |

**POLICY:**

The School of Nursing plans for an enrollment of 8 students or more for a course to be offered. A course with fewer than 8 registered students must be reviewed to determine the feasibility of offering.

**PROCEDURE:**

The Center for Student Success will monitor course enrollment three (3) weeks prior to the start of the term and submit a report to the academic Associate Deans. The Associate Dean will discuss with the Department Chair a plan of action for any course with **fewer than 8 enrolled students**.

If the recommendation is to cancel the course, the academic Associate Dean will notify the Associate Dean for Strategy who will advise the registrar's office to cancel the course for the term. The course must be cancelled before the first day of classes.

**Approval & Revision History**

Reviewed: 05/16, 02/24, 10/25
Approved by Dean's Council: 10/04, 10/25

# Academic Planning Proposal

| | |
|---|---|
| **Date Effective** | December 2005 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

Academic planning proposals must include information sufficient to permit a thorough review and analysis of the proposal. Planning proposals generally fall into two categories: (1) proposals for new or expanded programs (degree programs, majors, areas of concentration, certificates, and minors), and (2) proposals for program termination.

**PROCEDURE:**

Academic planning proposals including creation, termination, or significant modification of degree programs, majors, areas of concentration, certificates, minors and should be developed in accordance with the University's Guidelines for the Review of Academic Planning Proposals. If the proposal is for an online program, contact the School of Nursing Online Coordinator and the Pitt Online liaison from the University Center for Teaching and Learning to alert them of the proposal.

Faculty will develop a proposal. The faculty member should meet with the Associate Dean for Administration to develop the projected budget and 3-year impact of the program. The completed proposal is sent to the department chair for review.

The department chair will present the proposal to the Dean's Council for discussion and decision. If approved by the Dean's Council, the faculty member will present the proposed program to the appropriate Council. If the Council approves it, the Council Chair will forward the proposed curriculum to the School-wide Curriculum Committee for approval. After the School-wide Curriculum Committee approves the curriculum, the proposal will be sent to staff support for the Total Faculty Organization (TFO) who will place it on a meeting agenda. The faculty member will present the proposal at TFO. If TFO approves the proposal, the support person will send it to the Associate Dean for Administration for approval. The proposal is put into the curriculum application, Curriculog, by the staff support for the School-wide Curriculum Committee. Once approved by the Associate Dean for Administration, the TFO staff support person will send the proposal to the Senior Vice Chancellor of the Health Sciences Planning and Budget Committee for review and approval. Following approval by this committee, the Associate Dean will submit the proposal to the appropriate University Committee (PACUP [undergraduate] or UCGS [graduate]).

Following approval by PACUP or UCGS and the Provost, the appropriate Associate Dean will submit a proposal to the State Board of Nursing if their approval is required prior to implementation of the proposed program. The Associate Dean will notify CCNE and, if appropriate, the agency accrediting the program being started, revised or terminated.

*Attachment: Flowchart for Approvals of Academic Planning Proposals (PDF)*

**Approval & Revision History**

Approved by Dean's Council: 12/2005, 04/2015, 02/2017
Revised by Dean's Council: 04/2015, 02/2017, 02/2024

# Biological Specimen Storage Policy

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|---|---|
| **Date Effective** | January 2006 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

In order to preserve the integrity of stored biological specimens and data generated from these specimens, it is imperative that the following procedures regarding biospecimen storage be followed.

**PROCEDURE:**

1. All freezers and refrigerators storing biospecimens must be stored within one of the research laboratories [5th floor biobank, 4th floor laboratory spaces, 1st floor clinical research spaces] within the Victoria Building.
2. The responsibility for freezers and refrigerators remain with the individual Principal Investigator whose specimens are stored within them.
3. The School of Nursing through the Associate Dean for Research and Scholarship and the Building Supervisor will arrange for emergency backup generator and monitoring services as appropriate.
4. Moving a freezer or refrigerator housing biospecimens must be pre-arranged with the Principal Investigator and Building Supervisor, a member of the Principal Investigator's research staff or the PI themselves must be present to supervise the move, and the move should not occur within 48 hours of a weekend or holiday. Additionally, prior to moving a freezer or refrigerator, the Building Supervisor must approve the move and ensure that proper electrical service is available at the new space and monitoring services, if appropriate, are maintained.
5. Freezers are to be covered under a preventive maintenance plan provided by the School of Nursing. This plan will cover one preventive maintenance visit per year along with repair services.
6. Disposal of Biological Specimens: A plan for disposal of biological specimens should be specified in the Principal Investigator's Human Research Protection Office or IACUC protocol. Old or abandoned sample disposal needs to be referenced against the original IRB submission for disposal guidelines. If none exist, guidelines will be determined by the Associate Dean for Research and Scholarship.

**Approval & Revision History**

Approved by Administration: 01/06, 12/08, 01/17
Reviewed: 01/06, 12/08, 02/24

# Approval of University Policies

| | |
|---|---|
| **Date Effective** | June 2008 |
| **Date Reviewed / Revised** | October 2025 |

**POLICY:**

Any policy that is enacted by the University shall automatically be enacted by the School of Nursing.

Dean's Council will outline procedures for University Policies, as they pertain to the School of Nursing.

**PROCEDURE:**

1. Any policy, approved at the University level, will be reported and/or distributed to the Total Faculty and staff via email and posted on School of Nursing's website.
2. A link to University policies will be posted on the School of Nursing website.
3. If the School of Nursing policy differs from the University policy, the appropriate Academic Associate Dean will submit a memo with an explanation for approval to the Provost Office.

**Approval & Revision History**

Approved by Dean's Council 01/08, 10/16
Reviewed: 01/08, 10/16, 02/24, 10/25

# Faculty Scholarly Clinical Practice

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|---|---|
| **Date Effective** | June 2005 |
| **Date Reviewed / Revised** | August 2024 |

**POLICY:**

Faculty members teaching clinical courses in advanced practice majors/areas of concentration are required to provide evidence of expertise in their subject areas; to be currently licensed as an RN in Pennsylvania; to be certified as an advanced practice provider in the Commonwealth (if applicable); and to maintain National Certification as an advanced practice nurse. Faculty members teaching clinical courses must provide evidence of maintaining expertise in their clinical area and must "maintain currency in clinicalpractice through ongoing clinical practice" (Pa. Code § 21.367. Faculty requirements for CRNP programs).

**PROCEDURE:**

- Faculty members performing professional services/practice outside of their University position will follow Policy CS 09 Outside Employment.
- Faculty members performing professional services/practice within their University position will be given release time to the extent that equivalent compensation is returned to the School to cover costs.
- Maintaining licensure and certification will be considered in annual evaluation and reappointment considerations.
- Ideally, opportunities for faculty practice that involve the provision of direct clinical care are in a UPMC or University facility.
- If the faculty practice site is not in a University facility, faculty cannot identify themselves as a representative of the University, and they are not covered by the School of Nursing's malpractice insurance policy. Faculty practicing in a non-University facility are expected to be covered by the facility for their clinical practice.
- Faculty members shall maintain currency in clinical practice through ongoing clinical practice.

**Approval & Revision History**

Revised: 06/2005, 02/2006, 04/2008, 08/2012, 04/2017, 07/2021, 8/2024, 3/2026
Approved by Dean's Council: 03/2008, 8/2012, 04/2017, 10/2019, 07/2021, 8/2024, 3/2026

# Clinical Placement

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|---|---|
| **Date Effective** | June 2008 |
| **Date Reviewed / Revised** | September 2023 |

**POLICY:**

The School of Nursing coordinates clinical placements for required clinical courses for all students and prepares students for those placements. Clinical placement arrangements are made by either the Clinical Placement Coordinator or the primary teacher of the clinical course. All new clinical sites are evaluated to ensure that will be an effective learning environment and will provide an opportunity for students to achieve course learning outcomes. A signed (by a representative of the clinical setting and the Dean of the School of Nursing) Affiliation Agreement must be in place prior to assigning students to any clinical site. Students are required to submit evidence that they meet all requirements stipulated in the agency-specific affiliation agreement prior to starting any clinical rotation. The School of Nursing shall comply with clinical facility placement requirements as stipulated in the formal affiliation agreement(s). All new undergraduate clinical placement sites must be entered into Pennsylvania Licensing System (PALS) and approved by the Pennsylvania State Board of Nursing prior to a clinical rotation at the site.

**PROCEDURE:**

1. The method used to arrange clinical/practicum placements varies by program/major or area of concentration:

   Undergraduate – the primary teacher of the clinical course makes arrangements with specific clinical agencies.

   CNL – The primary teacher for each clinical practicum course is responsible for arranging the clinical practicum experience directly with the agency. Students may recommend a site for a clinical practicum course, but faculty will evaluate the site to ensure that it is an effective learning environment that will enable the student to achieve the learning outcomes of each clinical practicum course, has sufficient opportunities to meet the CNL Essentials (as outlined by AACN) and suggested clinical practicum experiences. All clinical sites must be preapproved by the faculty responsible for the clinical course.

   Nursing Informatics – the primary teacher arranges the clinical/practicum experience directly with the agency. Students may recommend a site for a practicum course, but faculty will evaluate the site to ensure that it is an effective learning environment that will enable the student to achieve the learning outcomes of each practicum course. All clinical sites must be preapproved by the faculty responsible for the clinical course.

Nurse Anesthesia – The Department of Nurse Anesthesia (DNA) Coordinator for Clinical Education arranges clinical placements. Placements are made in consultation with clinical site coordinators and anesthesia department leaders and is reviewed at each Clinical Advisory Board (CAB) meeting. The clinical rotation schedule is created in advance giving students adequate notice to make travel arrangements. Students are assigned to clinical experiences to meet program outcomes and COA and CCNE accreditation requirements. Additional factors that are taken into consideration when assigning students are formative and summative evaluation results as well as student requests for specific enrichment experiences.

Primary care nurse practitioner areas of concentration and nurse-midwife – the Clinical Placement Coordinator (CPC) contacts all students scheduled to take a clinical course to determine the type of clinical site they need. The CPC identifies the clinical agency(ies) to which the student will be assigned. All clinical sites must be preapproved by the faculty responsible for the clinical course. Primary care areas of concentration include family, pediatric, adult-gerontology primary care, and nurse-midwife. Nurse-midwife primary teacher is responsible for arranging specialty rotations with the clinical agency.
Psychiatric Mental Health NP –the primary teacher is responsible for arranging specialty rotations with the clinical agency. Students can recommend a potential site themselves, but all sites must be preapproved by the faculty responsible for the clinical course.

Neonatal NP, Adult Gerontology Acute Care NP, & Pediatric Acute Care NP – the primary teacher makes arrangements directly with the clinical agency. Students can recommend a potential site themselves, but all sites must be preapproved by the faculty responsible for the clinical course.

Health Systems Executive Leadership – the primary teacher makes arrangements directly with the clinical agency. Students can recommend a potential site but all sites must be preapproved by the faculty responsible for the clinical course.

2. Students who decline a clinical placement identified by faculty or the CPC will sign the attached form confirming that they are declining the placement and understands that this decision may extend their program of study.
3. Prior to placing a student in any clinical site, a signed affiliation agreement must be in place. Faculty members responsible for the clinical course will check to determine if an active affiliation agreement is in place prior to placing a student (s) in any clinical facility. If there is not an active agreement in place, the faculty member contacts with Clinical Placement Administrator to initiate the process of obtaining an affiliation agreement. If the agency declines to use the School of Nursing's standard affiliation agreement and either wants us to use their agreement or wants to make changes to the language of our agreement, the agreement will be reviewed and approved by the University legal department prior to it being signed. For some agencies, it may take several months to have an affiliation agreement that can be approved by both the University and the clinical agency. Sufficient time must be allotted for this process when faculty want to place students in a new clinical site.
4. If a new affiliation agreement is being initiated for an undergraduate clinical site, the Clinical Placement Administrator obtains a signed affiliation agreement (see Step 3). The Clinical Placement Administrator will send the clinical coordinator the BSN Affiliation Agreement Request Form to

complete. This form collects information that the Pennsylvania State Board of Nursing requires us to enter into PALS. The Clinical Placement Administrator enters the information in the PALS Dashboard and the Associate Dean for Undergraduate Education submits it. The State Board of Nursing will notify us when the request is approved. Approval is required prior to use of the clinical site.

5. Prior to beginning any clinical rotation, faculty and students must meet agency requirements as stipulated in the agency affiliation agreement. Evidence that these requirements were met must be submitted to and approved by the School of Nursing prior to starting any clinical rotations. The Clinical Placement Administrator will confirm that all required paperwork has been submitted, is complete, and is free of potential issues. If there are potential concerns about any of the documents submitted, the Clinical Placement Administrator will consult with a representative of the clinical agency to determine whether the student can complete the clinical rotation in the setting.
6. All School of Nursing faculty and students must be prepared to show evidence that they have met School of Nursing and clinical agency requirements. All School of Nursing students are required to complete the initial and annual health evaluation forms (see Policy 370 Health Evaluations). CPR Certification; urine drug screen; ACT 33, 34, and 73 Clearances; and any other agency-specific requirements are required prior to enrolling in clinical courses (see Policy 369 Required Student Documents). If any of the clearances are positive, a copy will be submitted to the clinical agency who will determine if the student is eligible to do clinical at their site.
7. The University purchases a blanket professional liability policy covering all School of Nursing students and faculty with professional liability insurance in the amount of 1 million per occurrence and 3 million in the aggregate for all programs and majors. Documentation will be provided upon request ( Information | Risk Management | University of Pittsburgh). Medical Malpractice Policy
8. The School of Nursing shall provide faculty to supervise students in clinical experiences. Direct day-to-day instruction may be delegated to clinical placement site preceptors.
9. The School of Nursing shall notify its students of their obligation to comply with all policies and procedures of the clinical agency, including those governing the confidentiality of medical records and the use and disclosure of individually identifiable health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Prior to beginning the clinical assignment, clinical faculty will review any and all applicable policies, codes, or confidentially issues related to the clinical experience.

**Clinical Placement Site Responsibilities**

1. Clinical Placement Sites shall provide the School with documents and/or specific information that is to be reviewed with student nurses at least two (2) weeks in advance of the clinical experience.
2. Clinical Placement Site shall provide information and/or orientation for University faculty and students with respect to the physical facilities, policies and procedures of the clinical placement sites, and, where appropriate, to the needs of individuals and/or groups with which they will be working.
3. Clinical Placement Site, inpatient units, clinics, laboratories and/or selected departments, shall provide opportunities for observation and practical experience, conducive to the learning process of students and to the meeting of the stated learning outcomes.
4. Clinical placement site shall have ultimate responsibility for patient care.

**The School of Nursing will collaborate with agencies to maintain various clinical placement databases that are required for clinical placements.**

*Attachment: Declination of an Assigned Clinical Placement Site Form*

**Approval & Revision History**

Reviewed by Dean's Council: 08-09, 04/17, 01/19, 09/23
Revised by Dean's Council: 04-17, 01/19, 09/23

# Formal Student Complaints

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|---|---|
| **Date Effective** | June 2008 |
| **Date Reviewed / Revised** | September 2023 |

**POLICY:**

This policy defines formal complaints and establishes a procedure regarding the role of the student, school, and university in the review and resolution of the claim. The School of Nursing adheres to all University policies. A formal complaint is defined as any signed, written claim brought by a student alleging discriminatory, improper, or arbitrary treatment. No retaliation or adverse action shall be taken against any student for initiating, participating, or refusing to participate in, a formal complaint.

1. CS 20, Health, Safety, and Sexual Misconduct
2. CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action
3. Policy AC 39, Guidelines on Academic Integrity - Student and Faculty Obligations and Hearing Procedures

**PROCEDURE:**

Formal complaints involving a university policy must follow the official procedure according to established university policies. Such policies include, but are not limited to:

- University of Pittsburgh Policy 06-05-01, *Health, Safety, and Sexual Misconduct*
- University of Pittsburgh Policy 07-01-03, *Nondiscrimination, Equal Opportunity, and Affirmative Action*
- University of Pittsburgh Policy 02-03-02, *Guidelines on Academic Integrity - Student and Faculty Obligations and Hearing Procedures*

Formal complaints involving an issue of Academic Integrity will fall under School of Nursing Policy 307, *Academic Integrity: Student Obligations*, and Policy 306, *Academic Integrity: Faculty Obligations.*

Documentation of complaints and their disposition will be logged in a database, and shall be maintained as confidential and retained in the Office of the Dean for four (4) years. The log shall include:

- The date the complaint was first formally submitted
- The nature of the complaint
- The steps taken to resolve the complaint
- The School's final decision regarding the complaint
- Any other external actions initiated by the student to resolve the complaint.

1. CS 20, Health, Safety, and Sexual Misconduct
2. CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action

3. Policy AC 39, Guidelines on Academic Integrity - Student and Faculty Obligations and Hearing Procedures

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**Approval & Revision History**

Reviewed by Dean's Council: 08-09; 23-24
Revised by Dean's Council: 04/17, 09/23

# Evidence of Professional Nursing Licensure and Continuing Education Credits of Faculty Members, Staff and Volunteers

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|---|---|
| **Date Effective** | April 2008 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

It is the policy of the School of Nursing to retain evidence of professional RN licensure of the University of Pittsburgh School of Nursing faculty in accordance with Pennsylvania State Board of Nursing Regulations and the Pennsylvania Code. It is also the policy of the school to retain evidence of the last current license on file of faculty members who are no longer employed by the school; this copy is retained for ten years.

**PROCEDURE:**

1. Upon employment, nursing faculty members are notified that they must provide to the Office of the Dean (OOD), either: 1) an original copy of the display portion of their current RN license, or 2) electronic verification copy printed from the PA State Board of Nursing website. This applies to all full-time, parttime, and adjunct faculty called upon to teach at the School of Nursing.
2. OOD performs on-line verification of all licenses according to their scheduled expiration dates; a copy of the verification is retained in the faculty's personnel file and in an aggregated file maintained in the OOD.
3. When an employee leaves the school, their license is removed from the aggregated file. The former employee's personnel file, including license and verifications, is held for ten years, at which time the personnel record is purged and appropriate documents are destroyed.
4. The PA State Board of Nursing requires mandatory continuing education credits to be completed in accordance to renewing professional RN license. The SoN is required to keep a record of faculty completed continuing education credits for 5 years. Department Administrators will keep a copy of faculty's record of completed continuing education credits. Faculty member is the responsible party to produce the completed continuing education certificates, should an audit be requested by the PA State Board of Nursing.

**Approval & Revision History**

Approved by Dean';s Council: 11/08
Reviewed: 11/08, 04/15, 02/24

# Latex Gloves Sensitivity

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|---|---|
| **Date Effective** | January 2009 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

School of Nursing labs are not latex-free.

The School of Nursing will provide a reduced latex environment for faculty, students, and staff to prevent reactions to natural rubber latex. Faculty, students, and staff who report sensitivity will be provided with reasonable accommodations. Faculty, staff and students will be provided with latex-free gloves as appropriate.

**PROCEDURE:**

A student with a latex allergy should report it to the instructor for the Skills Lab as well as the clinical instructor.

Labs will have both latex and latex-free gloves/sterile and non-sterile available.

Students who have a dermatitis, they suspect is related to use of latex or powder- containing gloves should report the occurrence to their instructor. When appropriate, the student will be referred for evaluation, as necessary.

Students with a latex allergy should also be given latex-free gloves to use even when handling latex tubing and manikins.

**Approval & Revision History**

Reviewed: 08-09, 12/17, 02/24
Revised by Dean's Council: 02/09, 12/17

# Course Review, Revision, and Approval Process

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|---|---|
| **Date Effective** | June 2008 |
| **Date Reviewed / Revised** | November 2025 |

**POLICY:**

All new courses and all modifications to the name; credit allotment; pre- or co-requisites; course description; and course learning outcomes must be approved by the respective Academic Council and Total Faculty Organization (TFO) before being added to the curriculum. All syllabi for existing courses including name, credit allotment; pre- or co-requisites; course description; course learning outcomes; topical outline; teaching methods; and evaluation methods are to be reviewed by the respective Academic Council every three years (triennial review). Once a course has been approved by TFO, the name; credit allotment; pre- or co-requisites; course description; and course learning outcomes cannot be changed unless approved by the respective Academic Council and TFO. Instructor name, office hours, required textbooks, recommended textbooks, topic outline/schedule, teaching methods, and evaluation methods can be changed without approval by the respective Academic Council and TFO, but will be reviewed during the regular triennial review process.

**PROCEDURE:**

Course Review Process

1. New Courses: New courses should be presented to the appropriate Academic Council (undergraduate, graduate clinical, or PhD) for review and approval prior to submission to TFO. Consultation with the staff support of the respective Academic Council prior to presenting to the Council is recommended to ensure compliance with requirements.
2. Course Revisions: All proposed course revisions impacting course name; credit allotment; pre- or corequisites; course description; or course learning outcomes should be reviewed by the appropriate Council prior to submission to TFO. Consultation with the staff support of the respective Academic Council prior to review by the Council is recommended to ensure compliance with requirements.
3. Following Council review, the faculty member submitting a new or revised course will discuss changes recommended by the Council, make changes based on that discussion, and will send the final syllabus to the staff support of TFO.
4. Triennial Review: All courses will be reviewed by the respective Academic Council on a rotating basis every three years. The area of concentration/major coordinator or faculty member responsible for courses scheduled for triennial review will be notified by the staff support of the respective Academic Council.

Required for Approval of New and Modified Courses and Courses Scheduled for Triennial Review

1. All courses to be reviewed must use the approved SON course syllabus template (didactic or clinical).

2. The course syllabus submitted to and approved by the appropriate academic Council must include the following:
    - The course number and title
    - Credits and their distribution (e.g., didactic, clinical, and/or laboratory credits) along with the hours of instruction including simulation hours
    - Prerequisites
    - Corequisites
    - Course description
    - Course learning outcomes
    - Topical outline of the content covered for didactic courses or clinical competencies addressed for clinical courses
    - AACN domains, competencies, and sub-competencies/specialty area competencies or standards addressed (except PhD courses)
    - Teaching methods
    - Evaluation methods
        - Evaluation methods and course learning outcomes evaluated (New courses only)
        - Evaluation methods and their contribution to course grade
        - Description of evaluation methods
3. If more than one section of a course is being offered and taught by different faculty, the faculty teaching the sections need to meet prior to offering the course to ensure consistency in the content and methods of evaluation across the sections
4. If there is an option for extra credit in the course, it must be included in the syllabus and must be available to all students
5. If distance education or online students are required to be on campus for any course-related activities, this requirement must be clearly stated in the syllabus

Approval Process

1. Once the course has been reviewed and approved by the appropriate Academic Council , it will be presented at the next Total Faculty Organization meeting where curriculum review is an agenda item
2. The appropriate Associate Dean will submit revisions to the State Board of Nursing. Once approval is obtained, the Associate Dean will notify appropriate faculty and the Center for Student Success so the course can be added to the School's curriculum.
3. Once a course has the required approvals (TFO and, as necessary, State Board of Nursing and CCNE), the staff support person for the respective Academic Council will add the course syllabus to the School of Nursing database used to house syllabi. A copy of the approved course syllabus will be sent to the faculty member responsible for the course.

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**Approval & Revision History**

Reviewed by Dean's Council: 08-09, 04/2015, 2/2016, 01/2018, 02/2024, 11/2025
Revised by Dean's Council: 04/2015, 3/2016, 01/2018, 02/2024, 11/2025

# Governance

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|---|---|
| **Date Effective** | July 2008 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

The School of Nursing mission, vision, values, and philosophy are reviewed periodically and revised, as appropriate, to reflect congruence with the University, reflect professional nursing standards and guidelines, and consider the needs and expectations of the community of interest.

Policies of the University and School of Nursing support the program's mission, goals, and expected outcomes. The faculty and students of the School of Nursing are involved in the governance of the program and in the ongoing efforts to improve program quality.

The School of Nursing bylaws, policies, mission and programs are regularly reviewed and revised by Total Faculty Organization (TFO).

**PROCEDURE:**

1. **School of Nursing Mission, Vision, Values and Philosophy Statements**
   The Dean's Council, in collaboration with TFO, reviews the mission, vision and philosophy of the School of Nursing every five years to assure congruence with the mission of the University of Pittsburgh. These documents are prominently posted in the School of Nursing and on the School of Nursing website.
2. **School of Nursing Bylaws**
   The Bylaws/Policies Committee reviews the University of Pittsburgh School of Nursing Bylaws every three years or more frequently, if needed to accurately reflect current School of Nursing function and consistency with University Policy.
   a. The Dean's Council and Chairs of standing committees are asked to review current Bylaws, which are relevant to that committee, and submit suggested revisions to the Bylaws/Policies Committee.
   b. The Bylaws/Policies Committee submits suggested revisions to the Deans office for review and placement on the agenda of Total Faculty Organization (TFO) as an announcement of an vote that will take place at the next TFO meeting. The official vote takes place at the TFO meeting, that immediately follows the TFO meeting where revisions were announced.
   c. If approved at TFO, the Chair of the Bylaws/Polices Committee sends recommended changes to the Dean's Office for final review and posting to the School of Nursing website.
   d. School of Nursing Bylaws are posted to the School of Nursing website.
3. **School of Nursing Policies**
   The Bylaws/Policies Committee reviews all current policies every three years on a rotating basis, or

more frequently if needed to accurately reflect current SON function and consistency with University Policy. New policies are developed as needed and may be submitted to the Bylaws/Policy Committee from the Office of the Dean, Student Services or any Committee, Department or Council within the School of Nursing. A log will be maintained by the administrative support staff person to the Chair of the Bylaws/Policies Committee for each policy under revision, review and approval.

a. Annually, the Chair of the Bylaws/Policies Committee designates committee members the responsibility to review and revise General, Undergraduate and Graduate Polices in need of review, approval and posting.
b. Dean’s Council is designated to review, revise and post all administrative policies.
c. The Bylaws/Policies Committee reviews all drafts of policies to assure consistency with policies of the University of Pittsburgh and Schools of Health Sciences at the University of Pittsburgh.
d. The Bylaws/Policies Committee determines a course of action that assures input into any policy from Departments, the Center for Student Success, Program Councils and/or the Dean’s Council, as appropriate.
e. The Chair of the Bylaws/Policies Committee submits revisions of current policies or new policies to the Dean’s office for vote at Total Faculty Organization (TFO).
f. The Dean’s Office places policies on the TFO agenda for discussion and vote. The policies are presented to the faculty by the Chair of the Bylaws/Policies Committee.
g. If approved at TFO, the Chair sends the policy to the Bylaws/Policy Committee administrative support staff person who makes final modifications to the policy and returns the policy to the Chair of the Bylaws/Policy Committee for final review and forwarding to the Dean for final review and posting.
h. School of Nursing Policies, sent from the Dean’s office, are posted on the School of Nursing website.

**Approval & Revision History**

Approved by Dean's Council: 08-09, 12/17
Reviewed: 12/17, 02/24

# Program Review and Quality Improvement

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|---|---|
| **Date Effective** | June 2008 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

School of Nursing programs, including their tracks, majors, and areas of concentration (ARCO) are reviewed triennially to assure compliance with the approved School of Nursing curriculum, and adherence to appropriate certifying body recommendations.

**PROCEDURE:**

1. **Program Review, Revision, and Approval**
   The degree program, tracks, majors, areas of concentrations, and sub-specialties are reviewed triennially. Each program track, major or ARCO is reviewed by the director/coordinator and presented to the appropriate Council for review. Any recommended revisions in program plans or courses will be forwarded to the School of Nursing's Schoolwide Curriculum Committee for review. Revisions will be sent to Total Faculty Organization (TFO) for final approval.
2. **Program Quality Improvement**
   The School of Nursing Evaluation Steering Committee develops, reviews, and revises the School Evaluation Plan based on accreditation criteria and the School's strategic plan. The Plan includes specific benchmarks for each criterion and strategic goal, the data sources used to measure achievement of the benchmark, and the frequency with which the benchmark is measured.

   Each year the benchmarks identified for that year are evaluated using the identified data sources and a quality improvement report is prepared.

   The Director of Evaluation completes the evaluation of School-wide benchmarks and completes the quality improvement report (QIR). The NOT MET benchmarks of the School-wide QIR are presented to the Evaluation Steering Committee. After incorporating any recommendations from the Committee, the QIR is presented to Dean's Council, which is responsible for developing a quality improvement plan to address any benchmarks not met.

   Program-specific benchmarks are evaluated by the program council subcommittee made up of the ESC representative to the Evaluation Steering Committee and one or two other council members. The subcommittee completes the programspecific QIR and reports the NOT MET benchmarks to the council for action plans. The ESC representative brings the not met benchmarks and action plans to the Evaluation Steering Committee (ESC). Once recommendations made by the ESC are incorporated into the program QIRs, the Chair of the ESC presents that year's QIR reports to Dean's Council any benchmarks not met and the proposed action plans. The ESC Chair takes any Dean's Council

feedback and recommendations back to the Committee. The ESC representative report back to the subcommittee with any edits/ suggestions to the action plans. The subcommittee develops a draft quality improvement plan for any benchmarks not met. The QIR findings and draft improvement plan are presented at a program council meeting for discussion and finalization of the quality improvement plan for all unmet benchmarks.

All unmet benchmarks and their quality improvement plans become part of the next years QIR and data are collected to examine the impact of the quality improvement initiative on the benchmark.

Individual councils, programs, majors, areas of concentration and satellite campus sites will initiate additional quality improvement initiatives based on identified needs or interests.

**Approval & Revision History**

Reviewed by Dean's Council: 08-09, 04/2015, 08/2017
Revised by Dean's Council: 04/2015, 08/2017, 02/2024

# Clinical Preceptors for Graduate Students

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|---|---|
| **Date Effective** | June 2008 |
| **Date Reviewed / Revised** | August 2022 |

**POLICY:**

The University of Pittsburgh School of Nursing will identify, orient, assign and evaluate qualified preceptors providing supervision of students enrolled in Master's, DNP and certificates. Identification, orientation, assignment and evaluation of preceptors will be consistent with Pennsylvania State Board of Nursing Regulations and/or Commission on Nurse Certification (CNC). and/or Accreditation Commission for Midwifery Education, and/or Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and/or Pennsylvania Dept. of Education, APRN Standards from AACN, National Organization of Nurse Practitioner Faculties (NONPF), National Association of Clinical Nurse Specialists (NACNS), and other relevant regulatory bodies, as appropriate. Preceptors will meet PA SBON regulation requirements for preceptorship.

**PROCEDURE:**

**Preceptor Identification**

1. Potential preceptors for graduate students must be licensed, credentialed and/or certified in the appropriate specialty area.
2. Potential preceptors must have adequate clinical experience to oversee graduate and certificate students as agreed upon by the School of Nursing and clinical agency.
3. Preceptor needs to be educated at level of student or higher, according to PA SBON regulations.

**Preceptor Orientation**

1. Identified preceptors will be oriented to their role and responsibilities including student oversight and evaluation.
2. Identified preceptors will be oriented to their responsibilities including facilitating student learning and providing a safe place for students to practice.
3. Identified preceptors will be oriented to School of Nursing policies with respect to student participation in clinical activities.
4. Identified preceptors will be oriented to School of Nursing student learning outcomes, evaluation instruments and faculty contact information.
5. Preceptors will be oriented to the overall student evaluation process. This will include the primary faculty asking for input on individual student outcomes from the preceptor. The primary faculty will be responsible for the final student evaluation.
6. Placeholder for other criteria.

### Preceptor Assignment

1. Preceptors will be appropriately assigned to supervise students under the direction of the primary faculty and in conjunction with the clinical agency.
2. Preceptor to student clinical ratios should be based on student level, patient acuity and the complexity of the clinical environment.
3. Placeholder for other criteria.

### Preceptor Evaluation

1. Preceptors will be evaluated on a regular basis by the primary faculty and students.
2. Preceptor evaluation results will be reviewed on a regular basis with feedback communicated to the preceptor or clinical facility by the primary faculty.
3. Placeholder for other criteria.

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**Approval & Revision History**

Approved by Dean's Council: 08/22

# Clinical Preceptors for Undergraduate Students

| | |
|---|---|
| **Date Effective** | June 2008 |
| **Date Reviewed / Revised** | August 2022 |

**POLICY:**

The University of Pittsburgh School of Nursing will identify, orient, assign and evaluate qualified preceptors providing supervision of students enrolled in pre-licensure courses. Identification, orientation, assignment and evaluation of preceptors will be consistent with Pennsylvania State Board of Nursing Regulations and Pennsylvania Dept. of Education, as appropriate. Preceptors will meet PA SBON regulation requirements for preceptorship.

**PROCEDURE:**

**Preceptor Identification**

1. Potential preceptors for undergraduate students must be licensed and credentialed and/or certified (as appropriate).
2. Potential preceptors must have adequate clinical experience to oversee undergraduate students as agreed upon by the School of Nursing and clinical agency.
3. Preceptor needs to be educated at BSN level or higher according to PA SBON regulations.

**Preceptor Orientation**

1. Identified preceptors will be oriented to their role and responsibilities including student oversight and evaluation.
2. Identified preceptors will be oriented to their responsibilities including facilitating student learning and providing a safe place for students to practice.
3. Identified preceptors will be oriented to School of Nursing policies with respect to student participation in clinical activities.
4. Identified preceptors will be oriented to School of Nursing student learning outcomes, evaluation instruments and faculty contact information.
5. Preceptors will be oriented to the overall student evaluation process. This will include the primary faculty asking for input on individual student outcomes from the preceptor. The primary faculty will be responsible for the final student evaluation.
6. Placeholder for other criteria.

**Preceptor Assignment**

1. Preceptors will be appropriately assigned to supervise students under the direction of the primary faculty and in conjunction with the clinical agency.

2. Preceptor to student clinical ratios should be based on student level, patient acuity and the complexity of the clinical environment.
3. Placeholder for other criteria.

### Preceptor Evaluation

1. Preceptors will be evaluated on a regular basis by the primary faculty and students.
2. Preceptor evaluation results will be reviewed on a regular basis with feedback communicated to the preceptor or clinical facility by the primary faculty.
3. Placeholder for other criteria

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**Approval & Revision History**

Approved by Dean's Council: 08/22

# Course Materials

| | |
|---|---|
| **Date Effective** | January 2009 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

During and after employment, the University retains a non-exclusive, irrevocable, perpetual, royalty-free license for course material created by the faculty in the course of employment. This license includes the right to create derivative works, but not the right to publish such scholarly works for dissemination outside the University (see *University of Pittsburgh Policy 11-02-02*).

The University owns the copyright to works created: (i) by staff members (other than faculty or postdoctoral scholars) or student employees within the scope of their employment; and (ii) by faculty members or postdoctoral associates as an assigned task. An assigned task is any task within the scope of employment that is not a Scholarly Work. An assigned task might include the development of course materials that are posted on the internet or made available in some other format, when this has been specifically contracted for as an Institutional Work.

Accordingly, any course materials that are developed and/or used during employment at the University of Pittsburgh School of Nursing belong to the University of Pittsburgh. The course materials must be available to the Department Chairperson each term. If a faculty member is unable to teach the course, all course materials must be available to the newly assigned faculty member and the Department Chairperson.

**PROCEDURE:**

Course materials that are developed and/or used during employment at the University of Pittsburgh School of Nursing must be provided to the Department Chair or designate prior to the date employment ends.

To enable course instruction to efficiently proceed in the event of a planned or unexpected absence, all faculty (full and part-time) are required to place materials on University Learning Management System (e.g., Canvas for each course they teach regardless of the level (undergraduate, master's or doctoral). The University Learning Management System content should include at a minimum:

- Course Syllabus
- Additional Course Documents if not included in the syllabus should be available to the department chair directly or through the University Learning Management system:
    - Detailed class schedule
    - Classroom activities
    - Description of assignments
    - Required readings
    - Description of evaluation methods

- Course material including lesson plans, lecture outlines, Power Point presentations, handouts, quizzes and exams

An electronic copy of the current (TFO-approved) complete Course Syllabus (see attached template) must be submitted to the department administrator at the beginning of each term. The department administrator will forward a copy of the Course Syllabus to the Evaluation Director who will upload it into Project Concert. The submitted Course Syllabus must include the course name, credit allotment, pre- and/or co-requisites, course description, course objectives, topical outline, teaching methods, required and recommended readings, methods of evaluation, and relevant essentials and/or competencies covered.

*Attachment:* School of Nursing Course Syllabus Template (Word Doc)

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**Approval & Revision History**

Reviewed: 08/2017, 02/2024
Approved by Dean's Council: 08/2017

# Academic Record Keeping: Enrolled Students and Graduates

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|---|---|
| **Date Effective** | November 2017 |
| **Date Reviewed / Revised** | November 2022 |

**POLICY:**

The School of Nursing Center for Student Success will create and maintain an official file for all students. The transition from hard to electronic files began in Spring 2020.While enrolled, the student file will include the original application/admission materials ,while the initial curriculum plan is located in the University Academic Catalog.

For undergraduate students, the Center for Student Success file will include records of the students clinical and theoretical experiences and achievements. For graduate students, the department where their program, major or area of concentration is located will keep a file containing a copy of student's curriculum plan, records of the student's clinical experiences and academic achievements and any other relevant documents. The student's advisor in the Center for Student Success (undergraduate students) or in their program/major/area of concentration department (graduate students) will maintain a copy of any relevant advisement-related materials. All hard copy files will be stored in locked file cabinets. Electronic files will be uploaded in Perceptive Content under secured Center for Student Success student files. Beginning in Fall 2022 Clinical Evaluations for Undergraduate students will be kept in Project Concert.

When the student graduates, the Center for Student Success will create an alumni file for remaining student hard copy files which will be stored in locked file cabinets for 10 years before sending them to an off-site record secured storage facility. The alumni file (electronic and/or hard copy) will contain a copy of the student's admission materials, clinical and theoretical experiences and achievements prior to 2022, and other relevant materials. When a graduate student graduates, the department where their program, major or area of concentration is located maintains copies of their completed curriculum plan, clinical and theoretical experiences and achievements, and other relevant (PA Code section 73.21 Contents of student record; 21.376 Program records and record maintenance;

**Storage of Alumni Records**

All hard copy alumni files will be stored in locked file cabinets, for 10 years in the Center for Student Success, then transferred to an off-site record secured storage facility. Consistent with Pennsylvania State Board of Nursing requirements (PA Code 21.122 Record maintenance), BSN alumni records, including the permanent record containing both clinical and theoretical experiences and achievements, will be kept ad infinitum and health records will be kept for 5 years following completion of the program.

Consistent with Pennsylvania State Board of Nursing requirements (PA Code 21.376), nurse practitioner alumni records, including the permanent record containing both clinical and theoretical experiences and achievements, will be kept for 50 years.

The alumni record of graduates from non-nurse practitioner MSN and DNP areas of concentration and the PhD program will be kept for 50 years.

**PROCEDURE:**

**Center for Student Success File**

On admission, the Center for Student Success creates a student file which includes the initial application materials, admission documents (the letter of admission, the acceptance form, and other relevant documents), and at the time the student was admitted.

While undergraduate students are enrolled in the School, the Center for Student Success records will also include records of the students' clinical and didactic experiences and achievements and any other relevant materials such as academic recognition and scholarship letters. All student files will be stored in locked file cabinets.

While graduate students are enrolled in the School, the department where their program, major or area of concentration is located will maintain a student file containing a copy of the current curriculum plan, records of the student's clinical and didactic experiences and achievements, and any other relevant materials such academic recognition letters, scholarship letters, dissertation, and milestone records. All department files will be stored electronically or in locked file cabinets. When the student graduates, the department will maintain their alumni record.

At program completion, the Center for Student Success creates an alumni file for undergraduate students which includes the students' application materials, letter of admission, and any other relevant materials such as academic recognition letters, and milestone records. Beginning in Fall 2022 Clinical Evaluations for Undergraduate students will be kept in Project Concert.

**Academic Advising File**

Advisors in the Center for Student Success (undergraduate students) or departments (graduate students) will keep an academic advising file for each student. The academic advising file will include advisor notes including any revisions in the original program plan, documentation related to any didactic or clinical issues, and any other materials relevant to advising.

**File Storage**

Consistent with Pennsylvania State Board of Nursing requirements (PA Code 21.122 Record maintenance), BSN student alumni records will be kept ad infinitum and health records will be kept for 5 years following completion of the program. Records will be stored in locked file cabinets or off-site record secured storage facility or Project Concert. secure storage.

Consistent with State Board of Nursing requirements (PA Code 21.376 Record maintenance), the alumni record of all students graduating from the nurse practitioner major will be kept in a locked file cabinet in the department where the major/AOC is located for a period of 50 years. The alumni record for students

graduating from other graduate programs, majors and areas of concentration will be kept in a locked file cabinet or in BMR secure storage for a period of 50 years.

**Approval & Revision History**

Reviewed by Dean's Council: 12/17
Revised by Dean's Council: 12/17, 10/19
Revised: 11/22

# Student Code of Conduct

| | |
|---|---|
| **Date Effective** | November 2008 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

***The Pitt Promise: A Commitment to Civility**
The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:

**As a Pitt Student:**
I will embrace the concept of a civil community which abhors violence, theft and exploitation of others;
I will commit myself to the pursuit of knowledge with personal integrity and academic honesty;
I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;
I will support a culture of diversity by respecting the rights of those who differ from me;
I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued;
I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars. (The Pitt Promise)

**School of Nursing Code of Conduct: A Commitment to Professionalism**
The University of Pittsburgh School of Nursing is committed to the advancement of the nursing profession. This is best accomplished through the professional obligation to conduct oneself in a manner that reflects honesty, integrity, and respect for others. By choosing the nursing profession, I accept the obligation to uphold the *ANA Code of Ethics for Nurses* in the classroom, laboratory, and clinical site. When I represent the School of Nursing, and, at any time that I wear the uniform of the School of Nursing, I commit myself to the following principles:

***Code for Nurses:**
The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. (American Nurse Association Code of Ethics)

**PROCEDURE:**

Undergraduate students will sign this document during the time in which they participate in the Sophomore White Coat Ceremony.

Graduate students will sign this document during the time in which they complete their orientation module, which will include this policy.

The student agrees via their signature on the Student Code of Conduct that this commitment to civility and this commitment to professionalism is my promise to the University of Pittsburgh, the School of Nursing, the patients, families, groups, and communities to behave in ways that support these behaviors.

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**Approval & Revision History**

Approved by Dean's Council: 03/09, 02/17
Reviewed: 02/17, 02/24

# Criteria for Students Engaged in Synchronous Online Learning

| | |
|---|---|
| **Date Effective** | May 2012 |
| **Date Reviewed / Revised** | June 2026 |

**POLICY:**

It is the policy of the School of Nursing to offer selected courses via onsite, asynchronous online, and synchronous online (distance) education modalities. Synchronous online learning is the broadcast of lectures over the internet in real-time with onsite learning. Synchronous online courses are available to students whose physical address or work address is 50 miles or more from Oakland campus. Students with other extenuating circumstances may request permission to enroll in synchronous online courses but permission is not guaranteed. Students engaging in online synchronous learning must request permission each semester from the Associate Dean for Graduate Clinical Education.

**PROCEDURES:**

1. Synchronous online learning is only available for approved courses.
2. The student meets with their academic faculty advisor to discuss the possibility to enroll in the distance education course. The advisor determines that the student meets the policy criteria and signs the request form. [Form available below]
3. The student then takes the form to the Center for Student Success graduate advisor. The form will be reviewed to determine eligibility, assign a permission number, and notify the student and the teaching faculty member.
4. The student is required to have computer, high-speed internet access, webcam, microphone, and speakers. The student is expected to arrange for transportation to the testing site, if needed.
5. The Center for Student Success graduate advisor will:
    a. Contact the faculty teaching the course a week before to determine testing dates and times, method of testing (online versus hard copy test) and the need for planned class activities immediately after the test that the student will need to be able to access (including the need for a computer with a microphone/speakers and a room that permits the student to speak during the class).
    b. Identify the testing site closest to the student.
        i. Off-site testing information is available via the University Center for Teaching and Learning.
        ii. Some testing centers may charge; any cost will be paid for by the student.
    c. Notify the student and faculty teaching the course within one week of the start of the term about the details of the testing site (proctor contact information, testing center address and telephone number, and charges for testing).
    d. Health Sciences Information Technology (HSIT) staff will contact faculty teaching the course for the student's name and e-mail address.

e. At the beginning of the term and after Add/Drop period, the Center for Student Success will provide HSIT with the grid showing the total number of enrolled students in distant learning for each class.

6. Faculty teaching the class should contact the proctor/testing site with specific instructions regarding the exam(s) and planned classroom activities immediately following the test. Faculty teaching the class and/or department administrators will be responsible for mailing the exam with instructions including return envelope/mailing voucher, if needed.

*Attachment:* Distance Education Course Request Form for Permission to Enroll (PDF)

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**Approval & Revision History**

Approved by Dean's Council: 5/12, 12/12, 11/22
Reviewed/Revised: 8/12, 02/17, 11/22, 05/24, 07/26

# Salary Reconsideration

| | |
|---|---|
| **Date Effective** | August 2013 |
| **Date Reviewed / Revised** | February 2024 |

**SCOPE:**

This policy applies to contract salaries of all full-time faculty, and part-time tenurestream and tenured faculty, and to all regular full-time and part-time and staff not covered by collective bargaining agreements. It does not include summer-term or overload payments paid to full-time faculty or salaries of part-time appointment stream faculty.

**POLICY:**

Salary increases are based on annual evaluations and supervisor recommendations. Eligible faculty and staff members can request reconsideration of salary increases through the procedure below. All appeals must be made within ten (10) working days following notification of the salary increment, as determined by the postmark on the notification envelope, the date stamp on the electronic delivery (e.g., email or otherwise) or the date the letter was delivered to the employee, whichever is sooner.

Refer to University Policy ER 14 (formerly 07-09-01)

**PROCEDURE:**

1. Within ten (10) working days after receiving notification of the salary increase, an individual may request a meeting with the department chair/director to request reconsideration. In the case of the Office of the Dean, the individual should address the appeal to their immediate supervisor. The appeal must be in writing, addressed to the department chair/director, and supported by appropriate evidence and documentation (e.g., self and supervisor merit evaluations/performance appraisals). The department chair/director will either accept, in whole or in part, or reject the concerns raised within the next five (5) working days and notify the individual.
2. If the chair/director's reconsideration is positive, the chair/director will make a new salary recommendation to the Dean within the next five (5) working days. Such recommendations should be supported by appropriate evidence and documentation. The Dean will render a decision to the individual requesting consideration in writing within the next ten (10) working days.
3. If the chair/director reaffirms the original salary decision, the individual can appeal to the Dean. The request must be in writing and addressed to the Dean within the next five (5) working days. The appeal should be supported by appropriate evidence. The Dean will render a decision to the individual requesting consideration in writing within the next ten (10) working days.
4. For individuals reporting to the Dean, the initial appeal will be made to the Dean. If the Dean reaffirms the original salary decision, the individual may appeal to the Senior Vice Chancellor for the Health Sciences (SVC-HS). The timeframe remains the same, except for SVC-HS review, which may

require additional time for approval.

**NOTES:**

| | |
|---|---|
| Day 0 | Employee increase notification |
| Day 10 | Employee appeals to dept chair/director |
| Day 15 | Chair/director accepts or rejects appeals |
| If positive: | |
| Day 20 | Chair recommends increase to Dean |
| Day 30 | Dean notifies employee |
| If negative: | |
| Day 20 | Employee appeals to Dean |
| Day 30 | Dean notifies employee |

**Approval & Revision History**

Approved by Dean's Council: 08/13, 01/17, 2/24
Revised: 08/13, 01/17, 2/24

# Disposal of Sponsored Research Equipment and Supplies

| | |
|---|---|
| **Date Effective** | May 2016 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

Equipment and supplies are described as **any and all materials purchased using sponsored research funds**, excluding biological specimens (see Policy 420). This includes supplies, computers, any electronic equipment, testing equipment/supplies, books, software, paper instruments, lab equipment, lab supplies, chemicals, records and paper data, and miscellaneous items.

**Any and all material purchased by way of University of Pittsburgh funds, including sponsored funds, is the property of the University of Pittsburgh. No research supplies or equipment are to be abandoned.**

AO 33 Surplus Equipment Recycling and Disposal (formerly 10-06-04) (1) refers to proper disposal of all equipment including computers that cannot be used otherwise within the School of Nursing.

**PROCEDURE:**

Once the Principal Investigator (PI) determines the project is complete and all materials and equipment related to the project are no longer needed, any remaining equipment or supplies are to be accounted for and disposed of or recycled according to the following procedure:

Office Supplies
Office supplies should be turned back into the PI's department.

Computers
Computers are to be returned to Health Sciences Information Technology (HSIT) and they will dispose of the computers according to University policy. Some computers, depending on the age and market value may remain with the PI, with permission from the School. Surplus Property accepts all used equipment. This includes lab and computer equipment. There is no charge for the pickup of equipment.

Electronic Equipment
Electronic equipment, defined as items containing electrons, may contain lead, mercury, cadmium or other health hazards, is considered hazardous waste. Information pertaining to proper disposal of this type of waste is included in AO 33 Surplus Equipment Recycling and Disposal (formerly 10-06-04).
Generally, the items are not to be thrown in the trash and a request for a Surplus Property pickup must be made. If the electronic equipment is still usable, it may be:

1. donated to other UPSON researchers, who may have need of that equipment.

2. donated to the Clinical Research Suite for other investigators to use.
3. disposed of at the time the study ends through the building manager, who will dispose of the items through Surplus Property.

Paper Instruments

Paper instruments and forms may be donated/offered to other University of Pittsburgh, School of Nursing (UPSON) researchers or donated to the Clinical Research Suite for other investigators to use.

Lab Supplies and Equipment

With the approval of the Associate Dean for Research and Scholarship, lab equipment may be:

1. 1. donated to other UPSON researchers, who may have need of that equipment
2. left in the lab if the item(s) are common to all research
3. donated to the Clinical Research Suite Inventory
4. disposed of at the time the study ends through the building manager, who will dispose of the items through Surplus Property
5. Prior to removal of equipment from a biological lab, the department or user is required to follow EH&S Equipment Decontamination Guidelines. The Principal Investigator or designated contact submits an online request for moving of laboratory equipment through the 1-Click form or by contacting Surplus Property by phone (412) 624-6500, complete a "Decontamination Certification" form and attach it to the item(s) to be removed. For removal, fill out a 1-Click pickup request on the Pitt Surplus website under department services.

Chemicals

Unused chemicals can be first donated to other UPSON researchers, other Pitt researchers via Environmental Health & Safety (EHS) and/or must be disposed of according to the EHS guidelines. These guidelines are available on the Environmental, Health & Safety website.The site includes comprehensive information about chemical, biological, residual and municipal waste disposal.

Retirement/Transfer of Asset Purchased for More Than $5,000

If an item was purchased for more than $5,000, the PI must follow FN 02 Capital Asset Accounting (formerly 05-10-01) (p4, equipment), having maintained required paperwork post purchase, and complete required forms for disposal or transfer.

Miscellaneous

Miscellaneous items are to be turned over to the Building Manager. The UPSON Building Manager will determine the proper procedure within the University guidelines for disposal. If there is no procedure, a decision will be made within the School on how to dispose of the items.

Leaving the University

If a PI is leaving the University, they need to follow the Office of Research Protections policies and use the designated checklist.

**Approval & Revision History**

Approved by Dean's Council: 05/16, 01/17
Revised: 05/16, 01/17, 02/22 (updated links), 2/24, 8/26

# Faculty Absences

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|---|---|
| **Date Effective** | July 2016 |
| **Date Reviewed / Revised** | March 2026 |

**POLICY:**

In accordance with the Faculty Handbook, full-time faculty members on 12-month appointments are entitled to a one-month (i.e., 20 working days) vacation each year. Holidays during a vacation period are not counted as days of vacation. Vacation benefits are not cumulative from one year to the next. Unused vacation, if any, is not paid at the time of termination. Faculty members holding less than a 12-month appointment or who work part-time do not earn vacation benefits. See the Unavoidable Absences policy in the Faculty Handbook.

Full-time faculty members are entitled to 4 personal days each academic year. Part-time tenure stream and tenured faculty are entitled to 2 personal days each academic year. Personal days are not cumulative from one year to the next. Unused personal days, if any, are not paid at the time of termination.

Absences for University business are those where the faculty member is representing the University (e.g., attending an academic conference), conducting research, and/or using University funds.

Absences for professional services outside of the University in which remuneration is received are considered outside employment. Outside employment should not be viewed as a substitute for University assigned responsibilities and requires the name, property, and facilities of the University not be used (Policy 02-06-01). Examples include services incurred solely for the benefit of an outside organization where the individual is acting in a consulting, advisory, or other capacity not directly related to their University responsibilities.

Faculty members traveling internationally on University business are strongly encouraged to register through the University Travel Registration System.

Faculty must meet their teaching obligations,

**PROCEDURE:**

Three weeks prior to the anticipated absence, the School of Nursing Absence Request Form must be completed by the faculty member and submitted to the Department chair or Dean for approval. Once approved, absences involving international travel are forwarded by the department administrator to the Executive Assistant to the Dean. Absences for domestic travel are filed in the department.

During the period of absence, faculty will engage the out of office functionally of their University telephone and email account, noting the return date to the office and who is available on-site to address immediate

issues.

To register international travel through the University travel registration system, log into the University portal at my.pitt.edu and click on *Travel Registration* under the *My Resources* tab.

*Attachment:* School of Nursing Faculty Absence Request Form (PDF)

**Approval & Revision History**

Approved by Dean's Council: 07/2016
Reviewed: 07/16, 02/24, 03/26

# Credit Hour Definition by Federal Regulation

| | |
|---|---|
| **Date Effective** | November 2016 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

The School of Nursing, consistent with the University of Pittsburgh, follows the policy establishing the Credit Hour as the unit measure of instruction for awarding credit, in compliance with the Federal (U.S. Department of Education) and Middle States Commission of Higher Education and Pennsylvania Department of Education regulations pertaining to degree requirements and credit hours.

- Schools are responsible to ensure that all courses comply with the credit hour policy, including new courses as part of the school's new course development and approval process. The Office of the Registrar will include approved courses in the catalog, and further reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned. Existing courses are reviewed periodically by the faculty and dean's office as part of our assessment of student learning.
- A semester credit hour is most typically awarded for an activity that consists of 50 minutes of classroom instruction with an expectation of two hours of outside study for each hour of time in class per week for the semester.
- The University of Pittsburgh's academic year consists of fall and spring semesters with an optional summer semester. Fall and spring semesters are traditionally 14 weeks in length with an additional week for finals.
- During summer semester, an academic period may consist of four, six, twelve or fifteen weeks, with class time divided proportionally to satisfy the definition of a credit hour.
- The expectation for student effort is the same in all formats of a course whether they be fully online, hybrid, selfpaced, or one delivered in lecture or seminar format.
- Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy. The University of Pittsburgh complies with Federal (U.S. Department of Education) and Middle States Commission of Higher Education and Pennsylvania Department of Education regulations pertaining to degree requirements and credit hours.

**PROCEDURE:**

- Courses that have less structured classroom schedules, such as research seminars, laboratories, independent studies, internships, practica, studio work, or any other academic work leading to the award of credit hours should state clearly learning objectives, expected outcomes, and workload expectations.
- For lecture, seminar or discussion focused courses, one (1) credit represents 50 minutes per week of scheduled class/seminar time and two (2) hours of student preparation time. For the typical 3-credit

course this is equivalent to 45 hours of class time and 90 hours of student preparation across the term.

- One laboratory credit represents 1 hour of lecture or discussion per week plus 1 to 2 hours of scheduled supervised or independent laboratory work and 2 hours of student preparation time. For a 3-credit laboratory course this represents at least 45 hours of class time, between 45 and 90 hours of laboratory time and 90 hours of student preparation per semester.
- One clinical credit represents 3 to 4 hours of supervised practice per week. For a 3-credit clinical course this is 135 to 180 hours of supervised clinical across the term.
    - Associate degrees require the successful completion of 60 semester credit hours.
    - Undergraduate degrees require the successful completion of 120 semester credit hours.
    - Master’s degrees require the successful completion of a minimum of 30 semester credit hours
    - The number of semester credit hours for a degree beyond a first professional or master’s degree shall be determined by the faculty and further reviewed and approved in accordance with the University’s Guidelines for the Review of Academic Planning Proposals as well as the Regulations Governing Graduate Study.

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**Approval & Revision History**

Reviewed: 04/17, 02/2024
Approved by Dean's Council: 04/17

# Faculty Orientation

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|---|---|
| **Date Effective** | January 2019 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

A New Faculty Orientation occurs annually at the School of Nursing the week before, the first day of Fall Term classes. All new, full-time faculty are expected to attend the School of Nursing New Faculty Orientation. The date is organized by the Executive Assistant to the Dean. The Orientation aims to welcome new faculty to the University of Pittsburgh School of Nursing community and to help ensure their transition will be as smooth as possible. New faculty are also expected to attend the Orientation held at the University level, the department level within the School of Nursing and, if relevant, the program level within the School of Nursing in which the faculty will be teaching.

**PROCEDURE:**

A half-day New Faculty Orientation occurs annually on the week before or after the first day of Fall Term classes. Orientation runs roughly 4 to 4.5 hours, and actual times are not confirmed until closer to the event.

New faculty are provided with essential start-up information from a variety of sources, including Dean, Associate Deans, Directors and selected staff providing services for faculty. School resources available to faculty, as well as a checklist of items to assist faculty, are reviewed. Key school documents are reviewed, related to structure of school, criteria for appointment/reappointment, evaluation, as well as teaching, scholarship and service expectations and a schedule of presentations focused on teaching strategies.

**Approval & Revision History**

Reviewed: 01/19, 02/24
Approved by Dean's Council: 01/19

# Committee Minutes Retention

| | |
|---|---|
| **Date Effective** | January 2019 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

School of Nursing approved committee minutes, recorded by any academic or administrative office in connection with the transaction of School of Nursing business, shall be retained by electronic files within the School of Nursing, as evidence of the activities and functions of the School of Nursing. See the University General Records Retention Schedule.

**PROCEDURE:**

Per University of Pittsburgh guidelines, retention of committee minutes are to be kept for a period of at least three years, and then can be archived. If archived into an inactive file, place the records in an inactive file on the date the event occurs or the action is completed,Then label the file with the retention period and appropriate disposition date. Disposition will occur when that date has been reached, i.e., retention reads "Retain for 6 years –dispose of 6-30-2006'

The University Archivist should be contacted before discarding any document that may be of permanent or historical value to the University. All records older than 30 years from date of creation MUST be reviewed by the University Archives prior to disposition/destruction.

Minutes must be stored and retained on a School of Nursing computer for future reference.

The following groups shall store and retain minutes within the School of Nursing: Councils, Departments, Standing Committees, Supplemental Committees, Ad Hoc Task Forces, Search Committees, School Promotion Committees Department Promotion Committees, and any other group as determined.

**Approval & Revision History**

Reviewed: 01/19, 02/24
Approved by Dean's Council: 01/19

# Faculty Record Management

| | |
|---|---|
| **Date Effective** | January 2019 |
| **Date Reviewed / Revised** | March 2026 |

**POLICY:**

Faculty records management was developed in cooperation with the University Records Management Guidelines and utilized in conjunction with this general schedule to identify records that are unique to an office. When the expiration of a stated period of time is reached for records listed on a general schedule, the referenced records should either be discarded or reviewed by the University Archives. Guidelines for compliance and definitions of records are found in University Records Management.

**PROCEDURE**:

The University of Pittsburgh School of Nursing must collect and retain the following files, in accordance to the PA State Board of Nursing requirements.

Please also refer to School of Nursing Policy 428 - Evidence of Professional Nursing Licensure and Continuing Education Credits of Faculty Members, Staff and Volunteers – on how evidence is retained.

| School of Nursing Schedule for Faculty Records | Retention Period |
|---|---|
| Mandatory Continuing Education Credits - PA State Board of Nursing requires to be completed in accordance to renewing professional RN license | A record of faculty completed continuing education credits for **5 years** |
| Nursing License and record of national certification verification - Office of Dean performs on-line verification of all licenses according to their scheduled expiration dates<br><br>Former employee nursing license | Upon employment, faculty are notified that they must provide to the Office of the Dean either: 1) an original copy of the display portion of their current RN license, or 2) electronic verification copy printed from the PA State Board of Nursing website. This applies to all full-time, part-time, and adjunct faculty called upon to teach at the School of Nursing. [from Policy 428] CRNP faculty are also required to provide to the Office of the Dean verification of national certification.<br>Once employee leaves, license verification copy is added to the former employee's personnel file which is held for **10 years** |
| Transcripts are collected at time of employment and retained for | **10 years** |
| Alleged Violations of Academic Integrity Documentation | **6 years** after termination, resignation, or retirement, then destroy by shredding |
| Annual Faculty Evaluations | **6 years** after termination, resignation, or retirement, then destroy by shredding |
| Grievance Proceeding Documentation | **6 years** after termination, resignation, or retirement, then destroy by shredding |
| Promotion and Tenure Appeals Documentation | **6 years** after termination, resignation, or retirement, then destroy by shredding |

| School of Nursing Schedule for Faculty Records | Retention Period |
|---|---|
| Sexual Harassment Documentation | **6 years** after termination, resignation, or retirement, then destroy by shredding |
| Physician Certification supporting Medical Leave Documentation<br>(Medically related documents are kept in file separate from personnel fIle) | **6 years** after termination, resignation, or retirement, then destroy by shredding |
| Letters of Recommendation – Hired | **10 years** |
| Letters of Recommendation – Not Hired | **10 years** |
| Personnel Action Forms | **10 years** |
| Search Committee Reports | **3 years after search concluded** |

**Approval & Revision History**

Approved by Dean'S Council: 01/19, 03/26
Reviewed: 01/19, 02/24, 03/26

# Faculty Development

| | |
|---|---|
| **Date Effective** | January 2019 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

The School of Nursing expects all faculty to participate in educational activities designed to ensure that they maintain expertise in their specialty area and in teaching. Faculty are expected to meet the continuing education requirements to maintain licensure and certification.

**PROCEDURE:**

Faculty maintain a record of all continuing education activities completed including evidence of the continuing education credits earned for each activity. As part of the annual evaluation process, faculty are to enter all continuing education activities completed during the prior year. This is entered into Continuing Education tab in merit self-evaluation section of Project Concert.

The School of Nursing offers a variety of professional development activities for faculty. These include a regular research methodologies seminar series that focus on current issues and methods in quantitative and qualitative research. Continuing education credits are offered for these seminars. The School of Nursing also offers Faculty Forums focusing on teaching. Continuing education credits are awarded for attending the faculty forums.

In addition to these ongoing educational sessions, the School offers individual faculty development support through the School's research HUBs which offer various research-related faculty development opportunities for faculty.

The School of Nursing Department of Professional Development and Continuing Education is accredited as a provider of continuing education by the American Nurses Credentialing Center's Commission on Accreditation. This Department reviews faculty development educational activities for conferral of continuing education credits. They also offer live/webinar and online continuing education activities that are available to faculty.

Individual faculty development support for teaching is offered by the School of Nursing Center for Scholarship of Teaching and Learning and the University Center for Teaching and Learning.

**Approval & Revision History**

Reviewed: 02/2024
Approved by Dean's Council: 01/19

# Annual Faculty Self-Evaluation

| | |
|---|---|
| **Date Effective** | January 2019 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

All full-time and regular part-time faculty are required to complete an annual self- evaluation. Each Department Chair reviews the self-evaluation completed by each faculty member in his/her department to determine the extent to which the faculty member's performance meets the criteria specified for his/her track (tenure or nontenure) and rank (instructor, assistant professor, associate professor or professor).

Evaluation criteria focus on teaching, scholarship and service. There is multidimensional assessment of teaching which includes a review of course materials, peer review of teaching effectiveness and student satisfaction with teaching. Scholarly expectations include publications, presentations and funding to support research/scholarship. Service expectations include service to the School of Nursing, University and profession.

See Policy 361, Appointment, Reappointment, and Placement Outside of the Tenure Stream and Policy 362, Promotion and Conferral of Tenure for information on faculty evaluations related to reappointment and promotion.

**PROCEDURE:**

1. The School of Nursing of Nursing Guidelines for Faculty Appointment and Promotion summarize faculty performance expectations by track and rank and are available to faculty on the School of Nursing Public Server.
2. Faculty are notified of the date that the annual merit evaluation is due.
3. Faculty complete their self-evaluation in self-merit section of Project Concert.
4. Each Department Chair reviews the merit information entered for all faculty in his/her department and meets with the Dean to discuss their evaluation of faculty members' performance relative to expectations.

**Approval & Revision History**

Approved by Dean's Council: 01/19
Reviewed: 02/2024

# Assessment of Graduate Outcomes

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|---|---|
| **Date Effective** | October 2019 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

The School of Nursing surveys all graduates 6 months, 3 years and 5 years post-graduation.

**PROCEDURE:**

1. Initial graduation survey occurs 6 months' post-graduation. Survey distribution is done via electronic communications and hard copy mailings. Survey responses are stored in a University approved data collection forum. Questions address: contact information, employment information, program satisfaction, and other items need for accreditation and evaluation reports.
2. Follow-up surveys are at 3 and 5 years' post-graduation. Graduates receive electronic mailings and hardcopy mailings.
3. Hardcopy survey responses are manually entered in the data system.
4. Information is reported by calendar year or by academic year, depending on the request.
5. New or updated contact information and employment data is entered into a University-wide alumni database.
6. Outcomes are shared with the Dean, Dean's Council and other designees as assigned by the Dean.

**Approval & Revision History**

Reviewed: 10/19, 02/24
Approved by Dean's Council: 10/19, 02/24

# Refunds and Cancellations for Professional Development Learning Activities

| | |
|---|---|
| **Date Effective** | February 17, 2022 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

This policy clarifies when the University of Pittsburgh School of Nursing provides refunds for a nursing continuing professional development (NCPD) learning activity or reserves the right to cancel an NCPD learning activity.

**PROCEDURE:**

*Refunds*
All requests to cancel a registration must be made in writing (email notification is acceptable). Any registrations canceled less than **14 days** before the learning activity are **no longer eligible** for a refund.

*Cancellations*
The University of Pittsburgh School of Nursing reserves the right to cancel a learning activity. In the event of a cancellation by the University of Pittsburgh School of Nursing, registrants will receive a full refund for their registration fees.

**Cancellation by Participant** – *Live, In-Person or Live, Virtual Programming*

- Two weeks (14 days) prior to the scheduled program – 100% of the fee minus a $15.00 processing fee
- Less than two weeks (14 days) prior to the scheduled program – No refunds

All cancellation requests must be sent in writing to ContEd@pitt.edu.

**Cancellation by Participant** – *On-Demand Programming*
No refunds are available for on-demand programming once the course is accessed. Otherwise, a 100% refund will be provided minus a $15.00 processing fee. All cancellation requests must be sent in writing to ContEd@pitt.edu.

**Certificate Replacement Policy**
The nurse learner is responsible for downloading and retaining the Nursing Continuing Professional Development (NCPD) contact hour certificate. No re-issuance of certificates will be provided without a surcharge of $15.00, and this window of opportunity is only within six (6) months of the original issuance date provided proof of attendance and payment is on file with the School of Nursing.

**Approval & Revision History**

Approved by Dean's Council: 5/12/2022; 02/2024

# Staff Transfers During a Provisional Period

| | |
|---|---|
| **Date Effective** | March 15, 2022 |
| **Date Reviewed / Revised** | March 29, 2022 |

**POLICY:**

This policy outlines provisional period transfers for all staff at the University of Pittsburgh School of Nursing. The School of Nursing adopts the policy of the University's provisional period and transfer guidelines. In addition to University's guidelines, the School of Nursing provides opportunities for staff to transfer within the School of Nursing during the provisional period.

**PROCEDURE:**

- Provisional period and transfer guidelines are outlined in the University Staff Handbook
- In addition to University's guidelines, the process below spells out how Nursing's internal staff may transfer within Nursing during an employee's provisional period.
- When an employee is identified as a candidate for internal transfer while still within the provisional period, the current and proposed supervisors will first seek approval from their respective department chairs or center directors
- Once the respective department chairs or center directors confirm that the request is agreeable to both parties, a notification of the request, together with department chair/center director approval, is sent by the supervisors to the Personnel Manager, who will provide details of the request to the Assistant Dean for Administration for the School.
- Upon agreement by the School of Nursing personnel office's the candidate's application for the proposed position will be processed through the University's talent acquisition processes, with the Personnel Manager ensuring compliance with all applicable University hiring guidelines and practices.

**Approval & Revision History**

Approved by Dean's Council: 3/29/2022

# Principal Investigator Effort During No Cost Extensions

| | |
|---|---|
| **Date Effective** | December 12, 2023 |
| **Date Reviewed / Revised** | December 12, 2023 |

**POLICY:**

When a no cost extension (NCE) is required for an NIH funded research project, Principal Investigators (PI) are required to maintain effort on the project.

**PROCEDURE:**

When a no cost extension (NCE) is required for an NIH funded research project, Principal Investigators (PI) are required to maintain effort on the project. The School of Nursing will cost share a maximum of 10% full time effort (FTE) towards the PI's effort. If more than 10% FTE is required, the remainder of the cost (effort and fringe) will be encumbered to the remaining unobligated funds of the award during the NCE period. The 10% FTE cost shared by the School of Nursing will be subtracted from the PI's protected time that is funded by the School of Nursing for research and scholarship. This cost sharing is only available to full time faculty and only available for awards that received full indirects throughout the funding period. NIH awards that require substantial FTE be maintained during a NCE (e.g. K-awards) will only be allowed to go into a NCE if the PI's required effort plus fringe minus the 10% cost shared by the School of Nursing can be maintained from unobligated funds of the award during the NCE period.

**Approval & Revision History**

Approved by Dean's Council: 12/23

# Nursing Students as Research Participants

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|---|---|
| **Date Effective** | August 2, 2024 |
| **Date Reviewed / Revised** | August 2, 2024 |

**POLICY:**

Students as participants in projects are considered a vulnerable population by Pitt's Institutional Review Board (IRB). To address student burden, this vulnerability and the special requirements of involving students as project participants, **ALL** projects that involve Pitt Nursing students as participants must be approved by the Nursing Students Review Committee. This committee will consist of the Associate Dean for Undergraduate Education, the Associate Dean for Graduate Clinical Education, the Associate Dean for Research and Scholarship, and ad hoc members as needed. This approval includes projects that do not require IRB approval.

Requests to share studies with Pitt Nursing students that come from outside of the School of Nursing are **NOT** to be shared with students unless a Pitt Nursing faculty member is a collaborator, and the study has been approved by the Nursing Students Review Committee.

**PROCEDURE:**

- Projects being conducted by Pitt Nursing students or Postdoctoral Scholars must be thoroughly vetted with their Pitt Nursing faculty advisor before submission to the Nursing Students Review Committee. A brief letter from the faculty advisor indicating that the project and proposal materials have been thoroughly vetted and they agree with the project moving forward should be submitted with the proposal materials for review.
- Research projects: Refer to Pitt IRB guidance regarding students as research participants when developing the protocol and consent documents: Research Involving Students as Research Participants
    - All components of the protocol (including consent, recruitment documents, procedures, scripts, etc.) should be submitted as a PDF version of the protocol drafted in the PittPro system.
    - Proposals should be sent directly to the Associate Dean for Research and Scholarship via email or OneDrive link.
    - The IRB will have a hard stop on protocols involving Pitt Nursing students as they will require the approval of the Nursing Students Review Committee before the protocol can move forward in the PittPro system.
    - Allow for 2-3 weeks for this review in your submission timeline.
- Other projects: Non-research projects (e.g. projects that utilize anonymous course surveys or projects that recruit students for educational, process improvement, or quality improvement protocols) require review by the Nursing Students Review Committee before submission to a facility's quality review committee or an organization.

- A proposal that details the project sufficiently so that it can be reviewed for role of the student as a participant should be submitted.
- Proposals should be sent directly to the Associate Dean for Research and Scholarship via email or OneDrive link.
- Allow for 2-3 weeks for this review in your project timeline.

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**Approval & Revision History**

Approved by Dean's Council: 08/2024

# Admission: Requirements for External and Internal Transfer Applicants

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|---|---|
| **Date Effective** | June 1971 |
| **Date Reviewed / Revised** | September 8, 2026 |

**POLICY:** All external and internal transfer student applicants are reviewed, and an admission decision is made by the School of Nursing. Transfer student applicants are reviewed on a case-by-case basis.

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**PROCEDURE:**

1. Applications from schools external to Pitt and internal within Pitt are reviewed by the Office of Admissions within the School of Nursing
    a. Applicants who have completed at least twelve (12) credits or one full term of study at any accredited institution of higher education are defined as transfer students. To be considered as a transfer student, an applicant must have a cumulative GPA of 3.5 or greater on a 4.0 scale and a minimum of “B” grades in all college-level science courses.
    b. Applications will be reviewed, and decisions will be made based on the student’s college and high school performance and the number of seats available in the class. The evaluations will consider grade trends, cumulative GPA, number of credits completed, the level of curricular challenge, the transferability of credits, and coursework relevant to the major.
    c. Applicants who have been dismissed from another school will be considered on an individual basis. Factors which shall be considered are the reason for dismissal, academic standing, the applicant's references, a personal interview, and/or a follow-up call to the dean or director of the former school upon the written permission of the student.
    d. Applicants are advised that, once admitted, Act 33/34/73/168 (Criminal Record Check/Child Abuse History/FBI/PA Sexual Misconduct) Clearances, a drug screen, and/or additional testing may be required by some clinical facilities. (See Policy 369).
    e. Applicants who plan to practice in the Commonwealth of Pennsylvania (as well as most other states) should be advised that upon application for the Registered Nurse Licensure Examination, the Board of Nursing will inquire as to whether the applicant has been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse(s).
2. Pitt Nursing transfer students admitted to the Oakland campus, the Johnstown campus (UPJ), or the Greensburg campus (UPG) BSN program are expected to complete the program at the site of admission. However, we recognize there will be cases where there is a need for inter-campus transfer within the SON as well as potential internal Pitt transfer applicants (from other University schools) or from potential transfer applicants external to the University.

- Transfer student applicants are reviewed on a case-by-case basis. Transfer student applications require approval from the University of Pittsburgh SON Associate Dean for Undergraduate Education, with review conducted according to the following categories, listed in order of priority.

a. Internal to/from the UPJ or UPG SON locations to the School of Nursing on the Oakland campus
b. Internal from another University of Pittsburgh School to the Pitt School of Nursing Oakland, UPG or UPJ Campus
c. From an accredited academic institution external to the University of Pittsburgh to the School of Nursing to the School of Nursing on the Oakland, UPG or UPJ campus

**Approval & Revision History**

Reviewed: 95-96, 03-04, 04-05, 07-08, 13-14, 16-17, 19-20, 22-23, 26-27
Revised 95-96, 03-04, 04-05, 07-08, 13-14,16-17, 03/20. 11/22, xx/26
Revisions Approved by Total Faculty 1/99, 11/01, 4/02, 11/04, 1/05, 04/08, 07/08, 11/13, 03/20, 11/22, 09/26

# Joint Providership of NCPD Educational Activities

| | |
|---|---|
| **Date Effective** | December 1989 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

The University of Pittsburgh School of Nursing is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's (ANCC) Commission on Accreditation. As a Provider Unit, the School of Nursing may work collaboratively with two or more external organizations to plan, implement, and evaluate NCPD educational activities. This collaboration will be known as a Joint Providership.

**PROCEDURE:**

1. All Joint Providership requests will be reviewed and approved by the Director of Professional Development & Continuing Nursing Education (Accredited Program Provider Director). The joint provider must not be an ineligible company.
2. A Nurse Planner from the Provider Unit must be directly involved in all educational activity development stages, from initial planning through implementation and evaluation.
3. The Provider Unit is responsible for obtaining a fully executed joint provider agreement signed by an authorized representative from the joint provider that outlines the educational activity's tasks and responsibilities involved in planning, implementing, and evaluating the activity along with the inclusion of any financial agreement terms. The final responsibility and accountability regarding the educational event remain with the School of Nursing. The Joint Provider Agreement will be kept on file with the School of Nursing Provider Unit with the associated required documentation for the NCPD educational activity for a minimum of six (6) years.

**Approval & Revision History**

Revised: 11/95, 6/97, 5/98, 12/00, 11/15, 12/18, 06/22. 02/24
Reviewed: 09/01, 12/18, 02/24
Approved: 11/15, 06/22, 02/24

# Selection of the Director of Professional Development & Continuing Education

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|---|---|
| **Date Effective** | May 1995 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

It is the policy of the University of Pittsburgh School of Nursing to appoint a licensed registered nurse (RN) with a doctoral (DNP or PhD) degree with either the baccalaureate or graduate degree in nursing, to serve as the Director of Professional Development and Continuing Education (Accredited Provider Program Director) for the Provider Unit.

**PROCEDURE:**

1. The Dean will appoint the Director of Professional Development & Continuing Education. Candidates for consideration may be faculty, staff, consultants, or committee members.
2. Qualifications for the position require education and experience in nursing, nursing education, continuing education, and adult education methods.
3. The individual selected, if not a full-time faculty member, must have a joint or adjunct appointment on the faculty.
4. The individual selected is accountable for the operation of the Provider Unit, ensuring adherence to the American Nurses Credentialing Center's (ANCC) Accreditation Program criteria as it relates to nursing continuing professional development educational activities.

**Approval & Revision History**

Revised: 6/97, 4/99, 12/00, 10/15, 09/18, 12/18, 02/24
Reviewed: 00/01, 12/18, 02/24
Approved: 11/15, 06/22, 02/24

# Standards for Integrity and Independence – Commercial Support

| | |
|---|---|
| **Date Effective** | November 1995 |
| **Date Reviewed / Revised** | February 2024 |

**POLICY:**

Nursing continuing professional development (NCPD) educational activities that receive commercial support may award NCPD contact hours. The American Nurses Credentialing Center (ANCC) Commission on Accreditation refers to the recognition of educational activities only and does not imply that ANCC or the University of Pittsburgh School of Nursing endorses any commercial products discussed or displayed in conjunction with an NCPD educational activity.

**PROCEDURE:**

1. ANCC adopted the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Education in December 2020. All NCPD educational activities will be developed following ACCME Standards. Visit the ACCME website for procedures.

**Approval & Revision History**

Revised: 7/97, 5/98, 4/99, 12/00, 10/15, 12/18, 01/22
Reviewed: 00/01, 12/18, 06/22, 02/24
Approved: 11/15, 06/22, 02/24