



Penn Nursing

UNIVERSITY *of* PENNSYLVANIA



Master of Professional Nursing (MPN)
Student Handbook
2025-2026

TABLE OF CONTENTS

<u>MISSION, VALUES, GUIDING PRICIPLES</u>	<u>2</u>
<u>DISABILITY RESOURCES</u>	<u>2</u>
<u>SCHOOL OF NURSING POLICIES</u>	<u>2</u>
<u>PLAN OF STUDY</u>	<u>3</u>
<u>ACADEMIC CALENDAR</u>	<u>3</u>
<u>PRE-REQUISITES</u>	<u>3</u>
<u>MPN STUDENT OUTCOMES</u>	<u>4</u>
<u>COMPLETION OF MPN</u>	<u>4</u>
<u>GRADUATION</u>	<u>4</u>
<u>NURSING EMAIL ACCOUNT</u>	<u>4</u>
<u>STUDENT ADVISING</u>	<u>4</u>
<u>REGISTRATION</u>	<u>5</u>
<u>GRADE REPORTS AND TRANSCRIPTS</u>	<u>5</u>
<u>FINANCIAL AID, BILLING & TUITION</u>	<u>5</u>
<u>TRANSFER OF CREDIT</u>	<u>6</u>
<u>OFFICE OF ACADEMIC AFFAIRS (OAA) CONTACT LIST</u>	<u>6</u>
<u>COURSE ATTENDANCE</u>	<u>6</u>
<u>MAKEUP POLICY</u>	<u>7</u>
<u>COURSE ABSENCE REPORT SYSTEM</u>	<u>7</u>
<u>FINAL EXAMINATIONS</u>	<u>7</u>
<u>GRADING POLICIES</u>	<u>8</u>
<u>COURSE FAILURE</u>	<u>8</u>
<u>INCOMPLETES</u>	<u>9</u>
<u>GRADUATE ELECTIVE</u>	<u>11</u>
<u>SUBMATRICULATION</u>	<u>11</u>
<u>ACADEMIC STANDING/PROBATION</u>	<u>11</u>
<u>DISMISSAL</u>	<u>11</u>
<u>ACADEMIC STANDARDS AND PROGRESSIONS COMMITTEE</u>	<u>11</u>
<u>GRIEVANCE</u>	<u>11</u>
<u>LEAVE OF ABSENCE & WITHDRAWAL</u>	<u>12</u>
<u>COMPLIANCE</u>	<u>13</u>
<u>UNIFORM AND CLINICAL SUPPLIES</u>	<u>16</u>
<u>CLINICAL SCHEDULING AND TRANSPORTATION</u>	<u>17</u>
<u>STUDENT RESPONSIBILITIES FOR SAFE CLINICALPRACTICE</u>	<u>18</u>
<u>SIMULATION POLICIES</u>	<u>20</u>
<u>STUDENT GOVERNANCE</u>	<u>20</u>

The MPN Student Handbook serves as a guide to policies, procedures, and resources within Penn Nursing and across the University. Students should read this full document upon admission to the program and refer to the document as they progress through the program. Along with policies and procedures outlined in this handbook, students are responsible for the policies and regulations listed in the University of Pennsylvania [Pennbook](#). As educational opportunities and policies are subject to periodic change, Penn Nursing and the University of Pennsylvania reserves the right to make changes affecting policies, fees, curriculum, or any other matters announced in this publication. If you have questions regarding the contents of this handbook, please contact Office of Academic Affairs advisors at advisor@nursing.upenn.edu.

Penn Nursing Mission, Values, and Guiding Principles

The mission of the School of Nursing is to improve health and promote health equity by advancing science, demonstrating practice excellence, shaping policy, and developing leaders. Please see the [Mission and Values statement](#) for additional information on Penn Nursing's mission, vision, values, philosophy and scholarship and research.

Students with Disabilities

Consistent with its mission and philosophy, Penn Nursing is committed to providing educational opportunities to students with disabilities. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the School provides reasonable accommodations to otherwise qualified students with disabilities. Decisions on appropriate accommodation are based on the specifics of each student. Students who seek reasonable accommodations for disabilities must contact [Disabilities Services](#). Reasonable accommodations can be requested as soon as a Penn ID is assigned to the student. This process can and should begin **before** the start of the first fall semester. Disability Services is responsible for assessing documentation and determining reasonable accommodation. Questions concerning these standards can be directed to advisor@nursing.upenn.edu.

Weingarten Learning Center

Students who self-identify as having a disability may utilize Disability Services to gain equal access to programs, activities, and services during their time at Penn. Please review the [Weingarten Learning Center's website](#) and [Getting Started toolkit](#). Students should begin this process as soon as a Penn ID is assigned as review can take up to **four weeks**. Students are encouraged to secure their recommended accommodation before the start of the fall semester.

Important School of Nursing Policies

All students at the University of Pennsylvania School of Nursing are required to adhere to the following school-wide policies:

- [Statement of Personal Attributes and Capabilities](#)
- [Student Social Media Policy](#)
- [Student Substance Abuse Policy](#)

University of Pennsylvania Equal Opportunity and Nondiscrimination Statement

Please see the University of [Pennsylvania Equal Opportunity and Nondiscrimination Statement](#).

**Plan of Study
2025 -2026**

The following plan is for MPN cohorts beginning in 2025 and onward.

	CUs
Fall 1 (Semester 1)	
NURS 5070 Pathophysiologic Mechanisms & Pharmacologic Interventions in Caring for Individuals and Populations	2.0
NURS 5011 Ways of Knowing for Nursing Practice Assessment of Health	1.0
NURS 5021 Ways of Knowing for Nursing Practice: Promoting Health Equity and Person-Centered Care	0.5
NURS 5031 Ways of Knowing for Nursing Practice: Foundations of Professional Practice	0.5
NURS 5100 Nurses Caring for Psychiatric Mental Health of Individuals: Theory & Behavioral Health Management	1.5
Total	5.5
Spring 1 (Semester 2)	
NURS 5140 Advancing Leaders in Health & Health Equity	0.5
NURS 5040 Nurses Caring for the Individual Adult and Across Populations	1.5
NURS 5050 Nurses Coordinating Care for Adults and Older Adults	1.5
NURS 5251 The Ethics of Patient Care and Decision-Making in Nursing	1.0
NURS 5471 Scientific Inquiry for Equity-Centered Evidence-Based Nursing Practice	1.0
Total	5.5
Summer 1 (Semester 3)	
NURS 5370 Systems Approach for Promoting Safe Nursing Practice	0.5
NURS 5190 Nurses Caring for Family I: Sexual and Reproductive Health	1.5
NURS 5200 Nurses Caring for Family II: Pediatric Health and Wellness	1.5
NURS 5300 Nurses Caring for and across Communities	1.5
Total	5.0
Fall 2 (Semester 4)	
Graduate Nursing Elective (NURS 5000 and above)	1.0
NURS 5780 Inquiry-based Innovation for Nursing Practice	1.0
NURS 5400 Current Issues in Health and Social Policy	1.0
NURS 5600 Nurses Leading in Complex Care	2.0
Total	5.0
TOTAL	21.0

Academic Calendar

The MPN Academic Calendar differs from the [University Academic Calendar](#). The Fall (Semester 1) and Summer (Semester 3) semesters begin earlier, while the Spring (Semester 2) and Fall (Semester 4) align with the University's schedule. Specific start dates will be provided upon enrollment.

Pre-Requisites

All prerequisite courses must be completed by June 15 of the year you begin the program. Courses must be taken at an accredited institution, and a minimum grade of C or higher is required for each prerequisite. The admissions team (admissions@nursing.upenn.edu) is available to advise on the eligibility of coursework from particular institutions in meeting prerequisite requirements.

For example: If you are starting the program in Fall 2025, your prerequisite courses must be completed by June 15, 2025. For additional information on the pre-requisite requirements, please visit the [MPN website](#).

MPN Student Outcomes

At the completion of the MPN program a student will:

- Lead the delivery of high-quality, safe, cost effective, equitable and collaborative team-based care.
- Use equity-centered nursing interventions that promote population health.
- Lead policy and advocacy initiatives for socially just and ethically responsible health care.
- Drive sustainable evidence-based practice and quality improvement solutions.

Completion of the MPN

To be awarded the MPN degree, students must successfully complete 21 course units as outlined in the plan of study. Any deviations from the plan of study must be discussed and approved by the Program Director and Academic Advising. Such deviations may affect tuition. The Financial Aid team assists with advising on tuition.

Completion of the MPN Program does not qualify the MPN graduate as an Advanced Practice Nurse (APRN) without an additional graduate degree (i.e. MSN, DNP) and successful completion of a licensure certification examination. In accordance with Pennsylvania State Board of Nursing regulations, MPN graduates are not eligible to teach in an academic setting in Pennsylvania without additional education (i.e. MSN, DNP, PhD) to meet the specific requirements outlined by the Pennsylvania State Board of Nursing. Teaching in a professional nursing program as stated in Section 21.72(c)(1-2) of the State Board of Nursing regulations addresses that the holder of a graduate degree in nursing must also have expertise in the area of instruction if the faculty candidate desires to teach in a nursing program.

MPN students are eligible to participate in a completion ceremony in December upon finishing the program.

Graduation

Penn Nursing holds one graduation ceremony in May. All students graduating from the MPN in December are encouraged to attend University and Penn Nursing May Commencement exercises.

Work While in the Program

Course requirements should take precedence over work or extracurricular activities. Course schedules cannot be adjusted to accommodate work commitments.

Nursing Email Account

All students at the School of Nursing are required to open and maintain a [Nursing email account](#) throughout the duration of the program. This email must be listed as the primary email in the [Penn Directory](#) to prevent any registration holds.

Student Advising

Students are assigned three types of advisors: academic, faculty, and peer. Academic advisors assist with navigating university resources and academic planning. Advising questions should be directed to the School of Nursing, Office of Academic Affairs, Suite M-18, CMFH, 215-898-6687 or advisor@nursing.upenn.edu

Faculty advisors are available for academic discussions and planning. Students should meet with their faculty advisor before registering for courses each semester, except for the first fall semester. Peer advisors are assigned for the first semester and are current students in the MPN program.

Course Registration Procedures

Nursing Registration assists MPN students with administrative registration. This registration is completed prior to the University Advanced Registration period. Additional information, specific to the MPN cohort, will be sent by Nursing Registration or Program Director prior to each semester. Students have online access to registration materials before the start of the Course Selection period at courses.upenn.edu. All holds (financial, student information, etc.) must be cleared from the student's account prior to registration. The nursing registrars cannot register students if there are holds on student accounts.

Before the start of each semester, students receive a survey to confirm their enrollment intentions and provide any necessary information to support course planning and scheduling.

Scheduling Classes and Clinical Courses

Most rostered class times reflect instructional meeting time with pass time between classes factored in. However, clinical and lab courses do not meet on the same university patterns and students may need to schedule additional transit time to clinical sites. Clinical course times **do not** include transit time. Students are expected to spend the entire scheduled time in the clinical setting. Please note that travel time may vary depending upon the clinical site, and some sites may require travel by car or public transportation. Students are required to arrive at their clinical placements promptly at the designated start time, irrespective of public transportation availability. Any delays with public transportation that result in a late arrival must be communicated with your instructor.

Grade Reports and Transcripts

At the end of each semester, students may access Path@Penn for a listing of final grades. Through Path@Penn, students can request to receive their grade report by mail from the Office of the [University Registrar](#). Transcripts are maintained by the Office of the University Registrar, not by Penn Nursing. Students can request [transcripts](#) through Path@Penn.

Financial and Billing Related Policies

All MPN students are billed by the University Bursar in the Office of Student Registration and Financial Services as full-time continuing students. This means that student tuition bills are not based on course units. Questions about billing should be directed to registration@nursing.upenn.edu.

Students who have unpaid financial balances at the time of administrative registration will not be registered. Students who have questions regarding their nursing grant or scholarship component of financial aid can speak to a nursing financial aid advisor either through Financial Aid "Walk-In" advising hours or can request an appointment by email financialaid@nursing.upenn.edu. [Student Registration and Financial Services](#) has information on other scholarship and loans, e.g., student federal or personal loan..

Tuition Refund Policy

In the case a refund is warranted, a full refund of tuition and fees is automatic only during the course selection period as indicated on the [Academic Calendar](#). Fifty percent of tuition fees are refunded for courses that are dropped during the Drop period and must be requested through the Penn Nursing Registrar. Requests for tuition refund must be emailed to registration@nursing.upenn.edu

Transfer of Credit

There is no transfer of credit allowed for courses required for the MPN degree.

For the full list of contacts in the Office of Academic Affairs, see below:

Email	If you need assistance with...
FinancialAid@nursing.upenn.edu	Financial Aid Packages, Scholarships, Student Financial Concerns
Admissions@nursing.upenn.edu	Prospective Students, Application Inquires
Advisor@nursing.upenn.edu	Academic Policies & Procedures: Course Load, Course Selection, Academic Support & Resources, General Student Advising
Registration@nursing.upenn.edu	Course Registration Questions, Switching Clinical Sections
Compliance@nursing.upenn.edu	Clinical Compliance: Immunizations, Clearances
Sonedv@nursing.upenn.edu	Education Verification, Good Standing & Enrollment Letters, State Board & Certification Paperwork

Course Offerings

MPN courses are offered only once per academic year and must be taken in the recommended sequence. If a student is unable to successfully complete a course, a revised plan of study must be developed in consultation with the Program Director and Academic Advising. In some cases, students may need to take a leave of absence until the needed course is offered again. Any deviation from the full-time plan of study will result in a change to the originally projected graduation date. Retaking a course has financial implications and affects total tuition costs.

Course Attendance

Policies regarding absence from classes are determined by course leadership. Any special circumstances (including but not limited to religious holidays) must be discussed with course leadership prior to the start of the semester.

Students are required to attend all simulation lab and clinical components of their course work. Absences from the lab and clinical portions of a nursing course will not be excused except for **severe illness of the student or death/critical illness of a family member**.

Excused absences from simulation lab and/or clinical will be made up through a plan developed by the course leadership. More than one (1) excused absences from clinical may be asked to share the cost of the make-up clinical hours with Penn Nursing. Excessive absences for any reason may necessitate repetition of the entire course.

We recognize that personal events, such as weddings, graduations, work orientations, travel, and other circumstances, may arise. While requests for schedule changes **may** be considered based on the availability of clinical and simulation instructors and clinical site/simulation space availability, please note that such absences will be treated as **unexcused**. As outlined in the makeup policy below, a makeup fee will apply. More than one (1) unexcused absence from clinical or lab may result in a failing grade for the course based on the discretion of the Course Director and the Associate Dean for Academic Programs. If course leadership allows a student to make up an unexcused absence from clinical, the student will be charged a Clinical Make-Up Fee described in the section below under Clinical Makeup.

Simulation Lab/Clinical Makeup Policy

Students are required to make up missed clinical and lab hours. Make-up clinical hours for unexcused absences (or in cases of excessive excused absence) will be charged at the following rate:

Simulation Lab Session (typically 2-3 hours)	\$200 per incident
Simulation Lab/Clinical Session (typically 4-6 hours)	\$300 per incident
Clinical Session (typically 8-12 hours)	\$400 per incident

At the discretion of course leadership, students may be clustered with a clinical instructor during the make-up clinical section. The assigned instructor may not be the student's regularly assigned clinical instructor. In all cases (clustered or individual session), the clinical fee remains as indicated above.

Course Absence Report System

The purpose of the Course Action Notice (CAN) - Absence Report system is to provide a way for students to communicate with instructors when medical issues, family emergencies, or other extenuating circumstances necessitate missing class. Students must complete a Course Action Notice if absent from didactic, simulation, or clinical. The CAN system does not replace the clinical call-out procedure established by the course faculty; however, an Absence Report must be filed as part of the call-out procedure.

Students must log into the CAN system via Path@Penn and send an Absence Report to the relevant course instructors indicating the days that will be missed and a reason for the absence(s). Students who submit a CAN are then responsible for following up with the instructor about missed coursework or content.

Please note:

- Absence Reports are a communication tool and do not constitute “excuses.”
- The clinical call out procedure remains in place and is expected *in addition* to the CAN system.
- Students who will be absent for more than 5 days should contact an advisor in the Office of Academic Affairs and the course faculty to discuss the impact this longer absence may have on their schoolwork.
- Student Health will no longer provide documentation if you are not seen or treated by a practitioner at the time of a medical occurrence.

All religious absences should be discussed with the course leadership within the first week of the course. Students should consult the [Policy for Secular and Religious Holidays](#) for further information.

Final Examinations

Students must adhere to [University Provost Rules governing final examinations](#) outlined in Pennbook. For all matters relating to final exams, students with questions should first consult the Course Director. Further discussions can take place at the Assistant Dean for Admission and Academic Affairs or Associate Dean for Academic Programs. It is at the discretion of the Course Director if the University final examination period will be used to administer final examinations.

Grading Policies

The Grade Point Average (GPA) is tabulated at the end of each semester. A **minimum of a C- (70)** is needed to pass a **non-clinical graduate level course** (a grade lower than this will be reported as an F on the student's transcript). A **minimum grade of B- (80)** is needed to pass a **clinical course** (a grade lower than this will be reported as an F on the student's transcript). There is no grade of D in the MPN program. All course grading policies are at the discretion of individual course instructors.

Course Failure

If a student fails a required course, it may be repeated once. Any courses for which the failed course is a prerequisite may not be taken until the failed course is successfully completed. An "F" remains on the transcript and is always calculated into the grade point average, even after the course is retaken and passed. Students will be dismissed from the program if they fail a required course a second time.

Failure in Non-Clinical Nursing Courses

A **minimum of a C- (70)** is needed to pass a **non-clinical graduate level course** (a grade lower than this will be reported as an F on the student's transcript). Students who fail required non-clinical nursing courses will be reviewed by the Academic Standards and Progressions Committee. Remedial actions may be required at the discretion of the course director before the student can re-take the course. In addition, the student must meet with the Program Director and Academic Advising to revise the plan of study.

Failure in Clinical Nursing Courses

A **minimum grade of B- (80)** is needed to pass a **graduate level clinical course**. Students must pass the theory, clinical, and lab portions of the clinical course in order to pass the entire course and progress into the following clinical course. Students who earn less than a B- in a required clinical course will receive an F and will be required to repeat the course. Students who fail required clinical nursing courses will be reviewed by the Academic Standards and Progressions Committee. Students who receive an F in a clinical course must repeat and successfully pass that course in order to progress into other clinical courses. A remediation plan, designed and discussed by the Course Director and the Office of Academic Affairs) must occur before any course is repeated. *A second F in any clinical course will result in dismissal from the program.*

The MPN clinical courses are: NURS 5100, NURS 5040, NURS 5050, NURS 5190, NURS 5200, NURS 5300, and NURS 5600.

Failure Due to Unsafe Clinical Practice

Students will receive an F in a clinical course if, at any point, they fail to meet objectives for the clinical portion of the course or if they are removed from the clinical setting for unsafe practice during the course. Practice is determined to be unsafe if, due to student knowledge deficits, lack of effective clinical decision making, failure to appropriately monitor patient's condition and respond appropriately (clinician notification and direct care actions), inappropriate communication, or a patient is harmed or very likely to be at risk for harm. Unsafe practice is also related to the appropriate level of supervision that can be provided to support student learning and practice. Students in more advanced stages of their curriculum are expected to be able to practice safely with decreasing levels of direct faculty and preceptor supervision. Other factors contributing to an assessment of unsafe practice include falsified documentation, failure to communicate truthfully and aggressive/non-collaborative interpersonal communication patterns.

Students who receive an F for unsafe practice in a clinical course may not drop or withdraw from that clinical course. The Academic Standards and Progressions Committee will also define the conditions under which the student may be allowed to progress to further clinical courses. Please see the Grievance

Policy for more information. *A second F in any clinical course will result in withdrawal from the program.*

Incomplete in Non-Clinical Courses

A student who fails to complete a non-clinical course within the enrolled semester/term and does not withdraw from the course will receive, at course leadership's discretion, either a grade of I (incomplete) or F (failure).

A grade of incomplete is assigned by the course leadership only under the following conditions:

- The student is in good academic standing in the course with a passing grade average.
- The student has no more than two outstanding course requirements unmet in the course.
- The student and instructor have completed a [Learning Plan to Achieve Complete Course Work](#).
- The student and instructor have an agreed date of submission for all outstanding course requirements. This date can be no later than the Drop deadline of the upcoming semester.

These conditions must be emailed to and approved by the Assistant Dean for Admissions & Academic Affairs or designee before the grade of incomplete is assigned. Except in unusual and extreme situations, the "I" must be removed within the first 5 weeks of the following academic term.

Incomplete in Clinical Courses

A student who fails to complete a clinical course within the enrolled semester/term and does not withdraw from the course will receive at course leadership's discretion either a grade of I (incomplete) or F (failure).

A grade of incomplete is assigned by course leadership only under the following conditions:

- The student is in good academic standing in the course with a passing grade average.
- The student has clinical good standing in the course with no record of clinical practice errors risking patient safety in the course.
- The student has no more than two outstanding course requirements unmet in the course.
- The student has completed the majority of any required clinical hours (e.g. more than 50% of clinical hours are completed) in the course.
- The student and instructor have completed a [Learning Plan to Achieve Complete Course Work](#) (see appendix).
- The student and instructor have an agreed date of submission for all outstanding course requirements and completion of any outstanding clinical hours. This date is no later than the end of the first 5 weeks of the academic term that follows the term in which the grade of incomplete is assigned.

These conditions must be emailed to and approved by the Assistant Dean for Admissions & Academic Affairs before the grade of incomplete is assigned. The grade of incomplete may be carried on the student's transcript only for the first 5 weeks of the following term. Carrying this grade beyond that time holds significant implications of failure to progress to next term with delay in the student's academic and clinical progression of an academic term or full academic year. Again, a grade must be submitted by the first 5 weeks of the academic term following the semester that the grade of incomplete was assigned. Any grade of incomplete for a clinical course after 5 weeks becomes a I* on the student's record.

Clinical Remediation

Students returning from a leave of absence may be required to complete a clinical remediation course before re-entering clinical coursework. This decision is made by the Program Director, Academic

Advising, and course leadership.

The remediation course, developed in collaboration with the Director of the Helene Fuld Simulation Pavilion, is individualized to address specific competency gaps. It carries a maximum of one course unit, must be completed within one academic semester, and does not count toward degree requirements. Students will work with course leadership to establish objectives aligned with clinical and course competencies. Upon completion, students must submit a self-evaluation and a narrative reflecting on their progress toward these goals.

A grade of “S” (Satisfactory) is required to progress in the program. The course is recorded on the transcript but is not calculated in the grade point.

Graduate Elective

MPN students are required to complete a 1.0 CU Graduate-level elective. Eligible courses must be Graduate-level (5000+) NURS or NUTR electives that align with program outcomes.

Students submatriculated into an MSN program are encouraged to take a 1.0 cu course that is in their MSN plan of study (i.e. NURS 6070 or NURS 7200). Academic advisors can assist with determining what course is most appropriate.

Submatriculation

Students who are enrolled in the MPN/MSN program may take no more than three non-clinical course units toward their MSN program prior to completing the MPN degree, with all MSN courses requiring the approval of advising and the Program Director. Following completion of the MPN degree, students must have an overall GPA of 3.0 to continue in the graduate (MSN) program.

In most cases, students graduating from the MPN will be placed on a Career Leave of Absence from their MSN program and will be invited to indicate their return term on the Post-Graduation Plans Survey. Students should discuss their MSN return date with the Program Director of their intended MSN program. Please note, some MSN programs require 2 years of leave to complete the necessary work experience for the MSN.

Academic Standing

Good Standing

A student in good standing is defined as a student who:

- Maintains the proper GPA
- Maintains the proper course load (without incompletes)
- Is not on academic probation
- Does not have two consecutive semesters of non-enrollment
- If on a leave of absence, approval has been sought and received
- Is not on financial hold nor carrying past due balances
- Has completed the immunizations, background check, and drug screening processes with no identified problems

A student must maintain a **cumulative grade point average (GPA) of 3.0** to remain in good academic standing and to graduate from the School of Nursing and the University.

Academic Warning

A student who has a cumulative GPA or single semester term GPA between 2.5 and 3.0 will be given a warning notice.

Academic Probation

A student will be placed on probation if they:

- Has a cumulative GPA of less than 2.5 at the end of any semester
- Has a term GPA below 2.5 at the end of any semester
- Has a cumulative GPA of less than 3.0 for two consecutive semesters
- Has a cumulative GPA of less than 3.0 in Nursing core, theory, and clinical courses (required courses)
- Has failed a required Nursing core, theory, or clinical course (required course)
- A student on probation may not take classes pass/fail.

Dismissal

A student will be withdrawn from Penn Nursing for failing a required course twice. A student who has been on academic probation for at least one semester and who has a cumulative GPA below 3.0 for two consecutive semesters may be withdrawn from the School of Nursing.

Students may only attempt to take a course two times. A course dropped within the drop period at the beginning of the semester does not count as an attempt. A course withdrawal that occurs after the drop period has concluded does count as an attempt. Students that withdraw from a course after initially failing the same course may be dismissed from Penn Nursing. Additionally, students who fail a course after initially withdrawing from the same course will be dismissed from Penn Nursing.

Academic Standards and Progressions Committee

All matters of academic discipline are acted upon through the Academic Standards and Progressions Committee (ASPC) of Penn Nursing. The ASPC meets three times a year at the close of the fall, spring, and summer semesters, and as needed, to review and act on specific academic problems. The cases of students with academic concerns are presented to the ASPC for action. Committee deliberations may result in issuing a warning, placing the student on probation, or withdrawing the student from Penn Nursing. Students will receive a letter informing them of the Committee's decision and outlining the required course of action. A copy will be sent to the student's faculty advisor.

Other academic problems may be brought to the ASPC for action. A student must petition the Committee in writing, describing the situation, and may be asked to present their case at the Committee meeting. The petition should be submitted to the Director of Advising and Student Affairs.

The ASPC is the highest ruling body in Penn Nursing and reserves the right to make decisions in the best interest of the student and Penn Nursing.

Grievance Policy

This policy exists for the resolution of disagreements between students and instructors for academic matters. Please see the [Grievance Policy](#) site for detailed information on the Grievance Policy, Grade Disagreement, Options Following Dismissal, Appeals Process, Role of the Ombudsman, and Role of the Dean of Nursing.

Leave of Absence

Students take time away from their studies for a wide variety of reasons including:

- work on a political campaign
- manage a medical concern
- fulfill a family obligation
- pursue career-related opportunities
- complete military service
- take a break
- required to retake a course

The first step in taking a leave is discussing it with the Program Director and academic advisor, reflecting on your goals and expected return date. If managing a medical condition, consult your healthcare provider. Penn Nursing academic advisors can connect you with campus resources like Student Financial Services, Housing, and International Student and Scholar Services.

Stay in touch with your Program Director and academic advisor during your leave. When ready to return, consult an advisor to plan your re-entry. Leaves can be granted for up to one academic year, with possible extensions for another year. Time limits for program completion remain unchanged, except for military service.

Request a leave using the [Leave of Absence Request Form](#). Approval is required, especially for students not in good standing or with pending disciplinary actions. Medical leaves need supporting documentation and consultation with Student Health and Counseling Services. Contact the Office of Academic Affairs for questions.

Once approved, your PennCard will be deactivated, and access to services restricted. You will return to the same academic standing status. Financial reimbursement or credit may be issued for early semester leaves, based on weeks completed.

Students who leave within the	Percent Reduction in Tuition/Fees
Course selection period	100%
Drop period	50%
Thereafter	0%

For information on refunds/credits for non-tuition charges (such as housing and dining), students should contact those offices directly.

Leave of Absence Deadlines

Students considering a leave of absence are strongly encouraged to request a leave prior to the start of the semester in question. If a student has been granted a leave after the semester has started, the following deadlines apply:

- Students who request a leave of absence after the Drop deadline but prior to the withdrawal deadline will be withdrawn from their courses, with a permanent notation of “W” on their transcript for those courses.
- Requests to take a leave of absence after the withdrawal deadline will be considered only in extremely extenuating circumstances and only with the proper supporting documentation.

Requesting a Leave of Absence

To request a leave of absence:

1. **Meet with the MPN Program Director and an Office of Academic Affairs advisor** to discuss your request and revise your plan of study.
2. **Complete the [Leave of Absence survey](#)**, detailing your reasons and plans.
3. **Contact the Office of Academic Affairs** for any questions.

The Office of Academic Affairs will evaluate your request. If approved, you will receive a confirmation letter with the terms and conditions. Consult the Office of Student Information about clinical compliance requirements. Check the Student Registration and Financial Services website for other offices to contact. Review and follow up as needed.

International students should contact the ISSS office for immigration considerations and paperwork related to the leave, 215-898-4661, iss@pobox.upenn.edu.

Returning from a Leave of Absence

MPN students returning from an approved leave must complete the Leave of Absence Return survey and refer to their leave letter for deadlines and conditions. Requests after deadlines may be denied.

Submit your return request at least two weeks before advance registration if applicable. Clear any holds on your record before approval. Holds may be placed by various offices, and students must contact them directly.

Students return with the same academic standing they had when they left and are assigned the same faculty advisors. Transfer credit for courses while on leave will not be accepted. The program's 5-year completion limit remains unchanged. Leaves over two years may require re-application, excluding military time.

To request a return:

1. Complete the [Leave of Absence Return survey](#), detailing your leave activities, readiness to resume studies, and reintegration plans.
2. Submit medical documentation if your leave was for health reasons, including provider documentation and consultation with Student Health and Counseling Services.
3. Send materials to the Office of Academic Affairs (Suite M-18, Fagin Hall, or nursenet@nursing.upenn.edu).

The Office of Academic Affairs will evaluate your request. If approved, you will receive a confirmation letter with terms and steps. Consult the student compliance team (Suite M-24, Fagin Hall, compliance@nursing.upenn.edu) about clinical compliance requirements. Check the Student Registration and Financial Services website for other offices to contact. Review and follow up as needed.

International students should contact ISSS for immigration considerations (215-898-4661, iss@pobox.upenn.edu).

Withdrawing from the University

Students who wish to withdraw from Penn Nursing should send a notification in writing to registration@nursing.upenn.edu.

Compliance

MPN students must complete all compliance requirements from both the [University \(Wellness\)](#) and the School of Nursing (Clinical Compliance). University Wellness and the School of Nursing Compliance are

separate entities and do not share information. As a result, you must submit the required documentation separately to each entity.

University Wellness Requirements:

- Activate PennChart Account (on or around July 1st)
- Complete [Immunization Requirements](#)
- Enroll/Waive Health Insurance.
- Contact wel-immun@pobox.upenn.edu if you have any questions related to University Wellness requirements.

Electronic Health Record Compliance – EPIC Knowledge Link Training:

- To obtain access to the electronic medical record, EPIC, used as Penn Medicine entities and in the Simulation Lab, students must complete Knowledge Link Learning Modules.

School of Nursing (Clinical) Compliance:

- The [Clinical Compliance](#) team (compliance@nursing.upenn.edu) manages all aspects of clinical compliance. Requirements are subject to change as determined by our academic practice partners.
- Incoming students typically do not order compliance packages (via Complio) until August 1st. The Compliance Department approves packages on/around August 8th. All Compliance Documents should be uploaded to Complio by September 1st.
- Flu Vaccination documentation is due November 1st.

Pre-Arrival Compliance Checklist

- University Wellness Requirements (Penn Chart account, immunizations, insurance)
- EPIC Knowledge Link Training (6)
- CPR BLS Certification
- UPENN Physical Evaluation Form
- Background Screenings (State Criminal Background Check, FBI Background Check, Child Abuse Clearance, Drug Screening) – complete after Complio package approval. Note: FBI Fingerprint clearance must be done in Pennsylvania.

Penalties for Non-Compliance

Students who do not submit complete records of their background checks, drug screen, certifications and immunization records by their deadline will be charged a Non-Compliance fine per the fee schedule below will not be onboarded to their clinical site until they become fully compliant. Students who are kept out of clinical due to non-compliance are charged a clinical make-up fee for each clinical day missed. Additionally, non-compliant students may be subject to other penalties outlined by the course faculty.

Non-Compliance Fine Schedule: \$300 per semester

Please note: It is the student's responsibility to keep track of their immunizations, to update immunizations, CPR and other certifications, record checks, and to submit documentation before any deadlines. Students will be notified once per year via email about their compliance renewal, so it is imperative that students check their email on a regular basis, including over the summer.

Immunization Requirements

To participate in all clinical experiences (including observations), students must have completed the following [immunizations](#) listed on our compliance website. Please also see the University Wellness immunization requirements.

Clearances

Students must complete yearly background checks via the American DataBank system, including an FBI background check (with fingerprinting), Pennsylvania Childline (Child Abuse) clearance, Nationwide Sex Offender Search, Pennsylvania Criminal Record Check, Office of the Inspector General clearance (insurance fraud), and a 10-panel drug screen. Students are responsible for submitting the results of their child abuse clearance and FBI background check.

EPIC Knowledge Link Training

Students are required to complete [online training modules](#). All training must be self-assigned and uploaded into Complio. Training is complete via Knowledge Link. You can access Knowledge Link with your Pennkey.

CPR Certification

All students must be certified in CPR in order to enter the clinical setting. Please see the [CPR Requirement](#) for details on what courses are acceptable to complete this requirement. CPR certification must be updated in the summer prior to the school year when it expires.

Substance Abuse/Drug Testing

Recognizing that substance abuse is both a disease and a professional hazard, Penn Nursing has incorporated substance abuse topical content areas into its curriculum. Penn Nursing has likewise established a [substance abuse and drug testing policy](#).

Physical Evaluation

All students must submit a [Physical Exam form](#) recently completed by your provider. Documentation of a recent physical must be signed by your provider or Wellness at Penn. Please note that all full-time students can complete this evaluation at Wellness at Penn at no additional charge as it is covered under the University Clinical Fee, which appears on your bill. If you are completing this with Wellness at Penn, let them know you are a nursing student as they have a form on file.

Additional Requirements

Individual sites may have additional requirements (including but not limited to HIPAA education, resumes, or other in-service trainings or paperwork). You will be contacted by your course leadership or Compliance Office if you are required to complete anything prior to beginning clinical.

American DataBank and Submitting Documentation

To streamline our compliance program, we have arranged to process immunizations, background checks and drug screenings through a third party, American DataBank. They utilize web-based software called Complio where you will submit your documentation. Students must submit documentation to American DataBank. Students who submit documentation to any other source (i.e. clinical instructor, course director) will be considered non-compliant until American DataBank has the necessary documentation. Students must supply their own copy and keep the original documentation for their records. The Office of Student Information will **NOT** copy immunizations or CPR cards or re-furnish immunization or clearance documentation to students for their own records, American DataBank, or for third parties (e.g. employers). This documentation is collected for the sole purpose of monitoring immunization compliance. Students should contact their healthcare providers or Student Health Services to obtain this documentation.

**Please note that this policy is subject to change as clinical sites and agencies modify their requirements.*

- Make sure your immunization documentation is “official” (e.g. signed by your health care provider).

- Keep copies of all your immunization records and clearances in your files.
- Pay attention to the American DataBank timeline you receive. The dates may vary based on your clinical placement; do not assume you can utilize another students' timeline.

Uniform and Clinical Supplies

MPN students must order their nursing uniforms from one of the two approved Penn Nursing vendors (see below) prior to arrival for the start of the program, the first fall semester. Students may select the style of the top, pants, and lab coat from the approved styles. Both companies are familiar with Penn Nursing shoe and uniform requirements and will be able to help if there are questions.

The student uniform consists of:

- Navy blue scrub top with embroidered Penn Nursing seal, Nursing Student, and full name
- Navy blue scrub pants (or navy-blue scrub skirt)
- Clean, non-porous shoes (in a color that matches your uniform, e.g. navy, black, white) must be worn. Danskos with a back-strap or closed back are permitted (open back clogs are NOT allowed). You may choose to buy approved shoes from a vendor of your choice. You may also consider the Penn approved shoe vendor, **Clove**.
- When room temperatures necessitate extra warmth, students may wear an approved navy scrub jacket with the embroidered Penn Nursing seal or the lab coat.
- Penn Nursing name badge/pin and arm patch/Penn Nursing seal must be visible during all patient care activities.
- Optional: Lab coat w/Penn Nursing patch

Central Uniforms

(215) 413- 0833

Contact: Debbie Langer

<http://www.centraluniforms.com>

Go to: Corporate Account Log In

Click UPENN NURSING SCHOOL

Password: pennrn

Geiger

844-334-8985

Contact: Michael Sabo

<https://pennnursing.brandingbygeiger.com>

Additional Considerations for Clinical Dress Code

After each clinical, all students are required to wash their uniforms. Penn Nursing name badge/pin should be visible. Jeans, overalls, and painter's pants are not suitable attire to be worn under the lab coat.

Dangling earrings and rings with raised stones are not acceptable. A thin, gold or silver chain necklace may be worn. Hair should be neat and combed, not falling in the face to impair vision or interfere with clinical activity. In addition, students in clinical settings are not permitted to wear artificial nails, including acrylic nails, or facial piercing (e.g. tongue, nose, eyebrow, etc.).

Clinical Supplies and Equipment

Students should carry with them their own pens, notepaper, scissors, penlight, basic calculator, and stethoscope. Stethoscopes may be purchased from any vendor. Penn Nursing recommends the *Littman Classic III SE* for students. Students are also required to have a watch with a second hand.

Some academic practice partners have specific restrictions regarding equipment (i.e. watches, shirt-length, etc.). Course leadership will communicate any exceptions to this policy as they apply to each course. *Please note:* Only minimal cash or other valuables should be taken to a clinical site. These items should be carried on the person rather than in a coat pocket unless locked storage space is provided by the site.

Clinical Scheduling

We are fortunate to have numerous academic practice partners both within and outside the Philadelphia region. Clinical sites, days, and times are assigned based on availability and often include weekends. Students should expect to be assigned weekend (Saturday/Sunday) clinicals during the MPN program.

Transportation to and from Clinicals

Students must arrange their own transportation to clinical sites. While many sites are within the city and accessible by public transportation, some are outside the city. Having access to a car is recommended for reliable travel. Students cover their travel costs, but some exceptions apply.

Travel subsidies are available for some assigned clinical sites in NURS 5100, NURS 5190, and NURS 5300. Students may receive mileage reimbursement or Lyft subsidization for these sites if they meet School of Nursing subsidy criteria. Sites for these courses are evaluated by the School of Nursing Registrar for subsidy eligibility.

Students using their personal car must log their miles accurately for reimbursement. Falsifying logs or misusing the Penn Nursing Lyft account violates the Code of Student Conduct. Carpooling is encouraged, and students must travel in groups of at least two when using Lyft. If driving fellow students, you must complete an online drivers-course to qualify for reimbursement.

Mileage reimbursement, transportation options, and accommodations are available exclusively to MPN students and do not apply to MSN students, regardless of submatriculation status.

Note: When the University is closed for snow or weather emergencies, clinicals are canceled.

Malpractice Insurance

Nursing students do not have to obtain malpractice insurance before entering the first clinical, as the University insurance policy covers them during all course-related clinical experiences. However, students contemplating clinical employment must obtain their own malpractice coverage, as the University's policy does not cover students in employment related situations.

In the Case of Blood/Body Fluid Exposure

Please see the Clinical Information and Policies [Management of Needlesticks](#). Students are responsible for familiarizing themselves with this policy and procedure.

Penn Nursing Expectations for Home Visits

NURS 5300 includes clinical rotations involving home visits in Philadelphia and surrounding areas. These visits offer valuable learning opportunities, including deeper patient and family interactions, increased independence in nursing practice, and a greater understanding of community-based health and social services. To support safe and effective experiences, students receive preparation through simulation labs and a formal orientation to the home care environment. Clinical instructors facilitate ongoing discussion and feedback regarding safety concerns during group sessions. Home visits are typically conducted with a student partner to promote both learning and safety.

Student Responsibilities for Safe Clinical Practice

Students are expected to engage in classroom and clinical discussions focused on safe conduct during home visits. Written safety guidelines will be provided, and students are encouraged to seek clarification when needed. They are accountable to faculty and peers for following safety practices and are expected to apply these consistently in the field. Maintaining safety is a shared, ongoing process that depends on open, continuous communication between students and faculty. Active participation, preparation, and accountability are essential to ensuring a positive and safe clinical experience.

Standards for Professional Behavior in the Clinical Learning Environment Preamble

Clinical experiences present crucial opportunities for students to apply classroom learning and develop proficiency in caring for patients. Various aspects of clinical settings present myriad opportunities for learning that appear unexpectedly, but also pitfalls when students are unaware of expectations. Clinical work is also an area of the program where patient safety and well-being takes precedence over most other considerations.

The role of the clinical instructor, working intensively with small groups of students, is to facilitate sound educational experience. This work is to ensure positive experiences for the entire group of students, the community, and various stakeholders including regulatory and accrediting bodies. We are bound to specific time in the clinical settings to ensure that we are meeting course objectives/student learning outcomes. **Therefore, it is essential that all students behave in a professional manner and conduct themselves in such a way to promote Penn Nursing core values and align with our guiding principles that support a conducive learning experience for all.** Professional conduct by all students and faculty members facilitates students' learning opportunities and fosters a strong working relationship between Penn Nursing and the various clinical agencies.

Guidelines for Clinical Learning

Expectations

In addition to being thoroughly familiar with this statement, students are expected to abide by course-specific policies that are detailed in the syllabi for each clinical course. In all matters, students are expected to conduct themselves as engaged, respectful visitors to clinical settings, and developing professionals. It is important to comport oneself in ways that elicit confidence and respect of staff members, patients, and families. Casual talk, loud speaking, and group socializing are a few examples of behaviors that reflect poorly on individual students, as well as on Penn Nursing.

Students are reminded that social relationships with patients, families or staff are not acceptable while in the clinical learning environment. Please strive to have positive, professional interactions with both staff members and patients/families.

Students are expected to adhere to **all** standards and guidelines of the institutions or agencies where they are assigned for clinical learning. Instructors will point out important rules/standards, especially ones that are unusual or unique to a particular setting, at the beginning of placements, but students are expected to use common sense and to ask about use of resources and scope of acts allowed to students before acting. When Penn Nursing and agency policies are in conflict, whichever is more stringent/restrictive will apply.

The list of issues that appears below is not exhaustive. Students are strongly encouraged to speak with their instructor whenever in doubt about proper conduct.

1. Professional Attire

Penn Nursing's uniform policy for students always applies. The student uniform not only assists students

in presenting a professional image, but also enables students to be easily identified by instructors, fellow students, staff, and patients/caregivers.

2. Notification of Faculty Regarding Absences

If a student is unable to attend clinical due to illness, they must contact the clinical instructor as soon as possible. The method of contact is per the discretion of the clinical instructor. E-mail notification regarding absences is never acceptable.

If a student begins the clinical day but becomes ill or incapacitated during the experience, the clinical instructor will assist the student in arranging a safe return home or seeking necessary care at SHS or the Emergency Department. If a pattern of early departure for illness develops, the student may be required to present documentation from a provider that the student is able to safely resume clinical experiences.

3. Use/possession of electronic equipment in the clinical setting

Students should bring only essential personal items to clinical sites. Clinical agencies are not responsible for lost or stolen belongings. Personal cell phone use during clinical hours is prohibited. If emergency access is necessary, the phone must be on vibrate, and the student must obtain instructor permission. Calls may only be made or received outside of patient care areas. Internet use in clinical settings is limited to patient care purposes and must comply with agency policies. Email, entertainment, and unrelated browsing are not permitted. Personal devices (e.g., laptops, tablets) may only be used for patient care or learning activities. Students must protect patient privacy at all times—no names or identifying information may be stored on personal devices.

4. Use of clinical time

While in the clinical learning environment, students are expected to pursue, either with faculty direction or independently, activities that will enhance their clinical knowledge. If the patient(s) that students have been assigned to do not appear, or if there is a lull in activity with assigned patients (students are encouraged to check with their instructors and staff before concluding this), it is expected that students will seek out their instructor for alternate assignments. They may also use their time to consult electronic or paper resources related to the care of patients in their setting.

Students should NEVER use clinical time for the following:

- Homework/assignments for other courses.
- Reading non-health care related newspapers, magazines, etc.
- Non-patient care related use of the Internet.
- Socializing in groups.

These types of activities do not advance students' clinical learning and can reflect negatively on the student and Penn Nursing when observed by staff and visitors.

Poor Performance in the Clinical Setting

Failure to appear at the clinical placement site on time, appropriately attired, and prepared to deliver safe patient care will lead to dismissal from the clinical setting. The clinical day requires mandatory makeup, and students will be charged the makeup fee. In addition, the student's advisor will be notified, and documentation of the event will be placed in the student's file.

In other cases of problematic student conduct, at the discretion of the course and program leadership, a warning may be given to the student regarding the behavior in question, the behavior will be documented and potentially lead to a decrement in the student's course grade and the student's advisor

will be notified for consultation. A second incidence of behavior of the same type may lead to removal from the clinical placement with a requirement that the placement time be rescheduled at the student's expense.

In the event of significant problematic student behavior, as determined by the Clinical Instructor or Course Director, the student may be immediately removed from the clinical setting. The observed problematic behavior will be discussed with the Course Director and documented in the student's academic record. The Office of Academic Affairs and program leadership may be included in discussions of how to address the problematic behavior, and what further action is necessary. In some instances, the student may not be allowed to return to the clinical setting.

Simulation Policies

As members of the professional community of learners, it is understood that clinical learning using simulation-based activities is a pedagogical approach to reach common goals of effective decision making, advancement of critical thinking skills, and competency in psychomotor execution of skills. Simulation-based activities are an extension of clinical experiences and contribute to students' preparation for clinical practice and professional role performance. The Helene Fuld Pavilion for Innovative Learning and Simulation provides students with state-of-the-art technologies to perform clinical simulation. Simulation requirements are integrated into each of the clinical nursing courses and will contribute to the overall course grade.

Course specific simulation lab requirements are included in each course syllabus or via a Simulation Overview Document specific to each course.

Interprofessional Simulation

As part of our commitment to comprehensive learning, Penn Nursing offers Interprofessional Education (IPE) experiences in collaboration with academic partners such as the medical school, social work, and other MSN specialties. When possible, students participate in interprofessional simulations to strengthen collaboration across disciplines. IPE activities may be scheduled outside regular class hours to accommodate varying program schedules. Information about required IPE opportunities will be provided at the start of each semester within relevant courses.

Penn Nursing Student Governance

Penn Nursing Bylaws includes a list of standing committees that require student representation. Representatives are selected by the student organizations of Penn Nursing. For more information and interest in serving as student representative, students can refer to the [Sharepoint site for Student Organizations](#). For more information students may also contact the Office of Academic Affairs Advising Office at advisor@nursing.upenn.edu.

The MPN program curriculum is reviewed by the Entry to Practice Curriculum Committee. Representation on this committee is determined through voluntary participation or by nomination from the cohort.

Sigma Theta Tau

Membership in the Honor Society *Sigma Theta Tau* implies outstanding leadership and achievement in nursing. Some of the purposes of this society include the fostering of high professional standards, encouraging creative work, promoting the maximum development of the individual, and developing interest in the advancement of nursing. In accomplishing these goals, Sigma Theta Tau increases one's capacity to serve the profession and, through it, society. Membership in the University of

Pennsylvania's XI Chapter is by invitation from the chapter. For more information, please visit:
<http://www.nursing.upenn.edu/sttixi/>

Penn Nursing Awards

Students are encouraged to nominate themselves or others for [Penn Nursing Student Awards](#). More information about the nomination process will be disseminated to students during the academic year.