



**COLLEGE OF HEALTH PROFESSIONS
SCHOOL OF NURSING**

**MSN Student Handbook
2020-2021**

**A supplement to the Marshall University
Graduate Catalog &
Graduate Student Handbook**

This handbook is developed for students entering the College of Health Professions, School of Nursing, Master of Science in Nursing (MSN) Program. We expect that you will download and read the handbook as needed.

Students are expected download & read the Marshall University Graduate Catalog to be familiar with University policies.

**The Master of Science in Nursing Program ■ is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326
acenursing.org (404) 975-5000**

Table of Contents

TOPIC	PAGE
Welcome from the Chair of the School of Nursing	5
Links to Important Marshall University Policies, Academic Calendar, Graduate Catalog, myMU, Inclement Weather, etc. Computer Requirements for Online Classes	6
POLICY on COVID-19, IF YOU HAVE SYMPTOMS	7
COHP Dean’s Office & MU Important Phone Numbers	8
MSN Faculty & Staff Phone Numbers	9
School of Nursing Vision, Mission and Philosophy Statement	10-12
Social Justice Policy	12
MSN Program Purpose, Outcomes & Graduate Student Learning Outcomes	13-14
MSN Area of Emphasis, Curriculum	14-15
Family Nurse Practitioner (FNP) Plan of Study, Post Masters FNP Plan of Study	15-16
Nursing Administration (NA) Plan of Study, Post-Masters NA Plan of Study	16-17
Nursing Education (NE) Plan of Study, Post-Masters NE Plan of Study	17-18
Midwifery Cooperative (MW) Plan of Study	18
Psychiatric Mental Health Nurse Practitioner Cooperative (PMHNP) Plan of Study	19
MSN Course Descriptions	20-24
MSN ACADEMIC POLICIES SON Admission Policy MSN Program Admission, Admission Requirements MSN Program Policies & Other Policies Clinical Attendance Policy Academic Appeals Incomplete Grade Name Change Transfer of Graduate Credit Multiple Degrees	24-32

Time Limitation Leave of Absence (LOA) Withdrawal from Classes Policies related to Graduation	
Links to the MU Graduate Catalog & Graduate Student Handbook Links to the MU Equal Opportunity Policy, and the code of Students Rights and Responsibilities	32
Graduate Academic Probation & Retention Policy, Copyright Compliance	33
MU SON POLICIES & FORMS Policy on Academic Dishonesty Original Work Policy Distance Education Policy Communication Information/Policies Cell Phone Policy Recording Policy Email Accounts for Students Usage of Electronic/Social Media Guidelines	33-38
SON REQUIRED HEALTH RECORDS AND TECHNICAL STANDARDS Annual TB test, Measles & Mumps, Tetanus, Diphtheria, etc. Immunization/Lab Testing Requirements CPR Verification Policy Technical Standards Drug & Alcohol Testing Guidelines/Procedures Counseling & Other Assistance	39-44
CLINICAL INFORMATION & POLICIES Precepted Clinicals Injury in Clinical Setting Certification of Health Information Criminal Background Checks Drug Screening Dress Code	44-45
GRADUATE STUDENT ORGANIZATIONS Sigma Theta Tau, NU Alpha Chapter MU Graduate Committees Scholarships Recognition Ceremony	46-47
FAQ's	48

Greetings from the Chair of the School of Nursing: Dr. Denise Landry

Welcome to the School of Nursing at Marshall University. We are the largest regional provider of nursing education located within a major university setting and have access to resources which provide students with unique and varied experiences. In the pre-licensure BSN Program, we have campuses in Huntington and Point Pleasant, WV (MOVC). Additionally, we offer an online RN to BSN program for graduates of accredited diploma or Associate Degree Nursing programs. Our Family Nurse Practitioner Master's in Nursing Program is televised to Beckley, Bluefield, Point Pleasant, and South Charleston, WV. We also have online MSN programs in Nursing Administration and Nursing Education. We offer a collaborative Psychiatric Mental Health Nurse Practitioner and Nurse Midwifery with Shenandoah University School of Nursing in Winchester, Virginia.

We have a long history of excellence on the national RN licensure examination (taken by our pre-licensure RN students) and the Family Nurse Practitioner Certification Exam. This is a direct result of the hard work on the part of our dedicated faculty who bring experience and passion into the educational process. In addition to traditional classroom methods of instruction, we also excel in the use of innovative technologies to enhance learning, including our dynamic online programs of study.

We exist in a challenging world for all health professions, especially the nursing profession. The need for nurses has never been greater and will only grow with the coming years. Many studies support the need for more nurses, especially those with Bachelor's in Nursing (BSN) degrees and advanced degrees. It is the responsibility placed upon faculty to assure tomorrow's nurses are prepared and ready to assume leadership roles and safeguard our most vulnerable populations: the ill. To this end, the faculty and I stand ready to support student achievement and education at the undergraduate and graduate level.

Important University Links to MU Policies

University policies can be reviewed by going to http://www.marshall.edu/academic-affairs/?page_id=802 and clicking the appropriate link for the following policies: Academic Dishonesty/ Academic Dismissal/ Academic Probation and Suspension /Affirmative Action/ Inclement Weather/ Sexual Harassment/Students with Disabilities/ University Computing Services' Acceptable Use

Students should review the **Marshall University Graduate Catalog** for the Marshall University policies, download the Catalog for the year you were admitted:

<https://www.marshall.edu/catalog/graduate-catalogs/>

Link to MUOnline: <http://www.marshall.edu/muonline/>

Link to MyMU

login: https://adfs.marshall.edu/adfs/ls?wa=wsignin1.0&wtrealm=urn%3amymu.marshall.edu&wctx=https%3a%2f%2fmymu.marshall.edu%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F&wreply=https%3a%2f%2fmymu.marshall.edu%2f_trust%2fdefault.aspx

Academic Calendar – The academic calendar for each semester can be found at the following:

<https://www.marshall.edu/calendar/academic/>

Inclement Weather Policy - If you have questions pertaining to the University being closed during inclement weather, you may call Marshall University 304-696-3170.

Computer Requirements for Online Courses

MU Online is powered by Blackboard Learn or current version. If your computer does not have an appropriate operating system, Blackboard Learn may run slowly or may not run at all. Prior to using Blackboard Learn on your computer, compare your current system configuration with the list of Tested Devices and Operating Systems found on the **Blackboard Browser Support** page. MU recommends that you use Firefox or Chrome before you try Microsoft Edge or Internet Explorer on Windows systems, and Safari or Chrome on Mac systems/

Before purchasing a new computer, please visit the IT Recommended Hardware page for recommendations for both Windows and Mac systems to purchase for use at Marshall. Link: <https://www.marshall.edu/it/recommendations/>

Web Browsers – To determine which web browsers to use with Blackboard Learn, see Blackboard Help: Supported Browsers. For additional information go to <http://www.marshall.edu/muonline/computer-browser-requirements/>

Additional COVID-19 Related Information **

- All students must wear face coverings during class and in all academic buildings, hallways, stairwells, lobbies. All Marshall students will receive two branded reusable cloth masks upon return to campus. Students who arrive in class without a face covering will be asked to leave the classroom.
- All students must abide by engineered social distancing protocols (one-way entrances/exits, one-way stairwells, etc.).
- All students will pick up a sanitizing wipe (which will be provided) and sanitize their workstations upon entering the classroom.
- All faculty office hours will be held virtually by appointment unless face-to-face hours are approved by the department chair.
- For the safety of all class members, please DO NOT share course materials.
- Please wash your hands with soap and water and/or use hand sanitizer regularly.
- Seating will be configured to maintain appropriate social distancing. [Assigned seating can be helpful in maintaining social distancing and conducting contact tracing if necessary. Faculty are strongly encouraged to use assigned seating for Fall 2020. If you choose to use assigned seating, add a clause regarding assigned seating here].

****IN ALL CLASS related ACTIVITIES you should follow these policies when you are in CLASSES/CLINICAL/LAB/SIMULATION with STUDENTS and Patients, wear a Mask and follow distancing protocols using good handwashing and hand sanitizers.**

****If at any time you have symptoms of Covid-19, please contact your Course Faculty members and let them know that you are having symptoms and that you are completing the Marshall U Coronavirus Healthcheck.**

IF YOU MUST BE ON CAMPUS, OR HAVE SYMPTOMS OF COVID-19 PLEASE GO TO THE FOLLOWING LINK: <https://www.marshall.edu/coronavirus/healthcheck/> COMPLETE THE QUESTIONS AND FOLLOW THE DIRECTIONS GIVEN TO YOU on the APP.

**COLLEGE OF HEALTH PROFESSIONS
DEAN'S OFFICE/ADMINISTRATION**

(All phone numbers are area code 304, PH = Prichard Hall)

Name	Title	Office	Email	Phone
Dr. Michael W. Prewitt	Dean of the COHP	PH224	prewittm@marshall.edu	696-3765
Dr. Gary McIlvain	Associate Dean of Student Affairs	Gullickson Hall 108	mcilvain2@marshall.edu	696-2930
Lisa Harold	Office Admin. COHP	PH 224	childre3@marshall.edu	696-2634
Marilyn Fox	Director, Student Services	PH 221	foxm@marshall.edu	696-2620
Caroline Massie	Academic Advisor	PH 216	massiec@marshall.edu	696-3145
Sharon Peters	Senior Records Officer	PH 222	peters@marshall.edu	696-5270
Kelli Price	Academic Advisor	PH 214	price120@marshall.edu	696-2618

MARSHALL UNIVERSITY IMPORTANT PHONE NUMBERS and WEBSITES

Academic Affairs	304-696-6690
African American Students' Programs Center	304-696-6705
Attorney for Students	304-696-2285
Bursar's Office	304-696-6620
Bookstore	304-696-3622
Computing Services Help Desk	304-696-3200 or 1-877-689-8638
Counseling Services	304-696-3111
Disability Services	304-696-2271
Graduate School Dean's Office	304-696-6606
Graduate Tuition and fees schedule	https://www.marshall.edu/tuition/graduate-fees/
ID Card Office	304-696-6843
Drinko Library	304-696-2320
Registrar	304-696-6410
Registrar-Schedule of Courses	https://mubert.marshall.edu/scheduleofcourses.php
Student Financial Assistance	304-696-3162
Student Support Services	304-696-3164
Tutoring Center	304-696-6622
Writing Center	304-696-2405
IT Services	Huntington 304 -696-3200 Charleston 304 -746-1969 itservicedesk@marshall.edu

MSN SCHOOL OF NURSING FACULTY, STAFF and ADMINISTRATION

(All phone numbers are area code 304, Key PH = Pritchard Hall)

Name	Title & Rank	Office	Email	Phone
Dr. Denise Landry	Chair of Nursing, Professor	PH 425	landry@marshall.edu	696-2630
Dr. Rebecca Appleton	Director of Graduate Program, Coordinator of NE track, Professor	PH 420	appleto1@marshall.edu	696-2632
Dr. Robert Stanton	Professor	PH 411	rstanton@marshall.edu	696-7350
Dr. Diana Stotts	Professor, FNP track	PH 424	stotts@marshall.edu	696-2623
Dr. Bobbie Taylor	Associate Professor, FNP track	PH 419	taylor394@marshall.edu	696-2626
Dr. Robin Walton	Professor, NA track	PH 417	walton@marshall.edu	696-2634
Dr. Susan Welch	Associate Professor	PH 410	welchs@marshall.edu	696-2631
<u>STAFF</u>				
Mary Burgess	Admin. Secretary	PH 426	burgess73@live.marshall.edu	696-5272
Dee Dee Perdue	Student Records Assistant	PH 421	perduede@marshall.edu	696-3821
Angel Rammel	Admin. Secretary	PH 421	rammel@marshall.edu	696-6751

School of Nursing Vision Statement

Marshall University School of Nursing endeavors to be regionally recognized for innovative programs in nursing education, scholarship, and interdisciplinary partnerships that improve the health and well-being of the individual, family, and society.

School of Nursing Mission Statement

To provide quality, innovative education to improve the health and well-being of the individual, family, and society.

To accomplish this mission, the SON:

1. Maintains rigorous professional education standards through the high expectation of student learning and performance.
2. Encourages involvement of faculty in service to society and the profession.
3. Supports the engagement of faculty and students in research, practice, and other scholarly endeavors.
4. Provides an environment that is sensitive to a culturally and ethnically diverse student body, faculty, and staff.
5. Maintains an environment that provides for academic freedom and shared governance.

MARSHALL UNIVERSITY SCHOOL OF NURSING

STATEMENT OF PHILOSOPHY

PERSON/ENVIRONMENT

The person is a holistic being; an individual who is complex, dynamic, and cannot be reduced to the sum of his/her parts. Each person has values, attributes, and behaviors that are influenced by environment, culture, social norms, experiences, physical characteristics, moral and ethical constructs, and religious beliefs and practices. The person is viewed as a system interacting with the environment and developing relationships with others. The person is capable of growth and development, self-direction, change and goal directed behavior. Each person is diverse and unique in nature and should be recognized as such. Diversity may occur in, but is not limited to, race, gender, ethnicity, sexual orientation, age, socioeconomic status, religious beliefs, political beliefs, and physical abilities. Each person deserves respect and dignity.

HEALTH

Health is a dynamic process which has variations along a wellness/illness continuum throughout the lifespan. Wellness is the highest functional potential for holistic well-being. Illness incorporates any alteration in health which produces dysfunction or a potential alteration in the individual. Perceptions of health are determined by society and by the person. Health is influenced by heredity, environment, and lifestyle. Individuals ultimately have the right and responsibility to make decisions and set goals concerning their health.

NURSING

“Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.” (ANA, 2010, p. 3) Nursing involves integration of many values including caring, diversity, integrity, holism, patient-centeredness, and excellence. Caring is the essence of nursing and can be described as the act and expression of compassion and concern towards others to promote a sense of health and well-being. Diversity is integrated into nursing through recognition and acceptance of unique and individual differences and the beliefs, values, gender, race, and ethnicities among individuals and communities. Nursing practice demonstrates integrity through adherence to moral and ethical principles, respecting the dignity of others and providing honest and trustworthy care. Nursing is patient-centered where the patient is the focus of care and is actively involved in the process of change to enhance health. The value of holism is integrated by viewing the individual as a dynamic being and every aspect of the human condition is considered during the nursing process. Nursing is a dynamic profession continuously striving for excellence. The practice of professional nursing incorporates a spirit of inquiry and judgment utilizing knowledge and science to help patients achieve their highest level of wellness. Nursing practice is performed autonomously and collaboratively.

EDUCATION

Education is an interactive, life-long process, which includes formal education and life experiences contributing to self-fulfillment. Learning is fostered in the cognitive, affective, and psychomotor domains. The educational process occurs in an environment which is conducive to learning by encouraging self-direction and active student participation. Faculty members facilitate learning through the identification of content and experiences necessary for students to integrate knowledge and skills of contemporary nursing practice. Experiences are designed to address the health care needs of patients in a variety of settings.

Baccalaureate nursing education provides a general education with an introduction to multiple disciplines including fine arts, social sciences, natural sciences and humanities. Baccalaureate education in nursing is the basis for professional practice as a nurse generalist and should be accessible to traditional students and to those who have previous formal educational experiences. It also provides students with the education needed to develop critical thinking skills. Consideration is given to the needs of diverse populations of the 21st century while providing culturally-competent care in a safe, nurturing environment within a complex and changing health care system. This level of education is guided by a spirit of inquiry focused on improvement and delivery of nursing services through evidence-based practice. The professional practitioner is prepared to make critical decisions regarding health care based upon competencies and standards for patients across the lifespan, whether individuals, families, groups, or communities. An individual’s responsibility for continued self-learning, professional growth,

and the advancement of nursing as a profession is fostered and expected. Baccalaureate nursing education is the foundation for graduate study.

Graduate nursing education builds upon baccalaureate nursing education. The hallmark of graduate education is the scholarly exploration of theoretical and clinical concepts. It prepares graduates to practice an advanced level of professional nursing in clinical, administrative or academic positions. Graduate nursing education provides the foundation for doctoral studies.

Approved by the SON Faculty 05/09/2011, Reviewed 10/2017

The above philosophy was developed and revised incorporating a broad range of materials including, but not limited, to:

- American Association of Colleges of Nursing. (2009). *The essentials of baccalaureate education for professional nursing practice: Faculty tool kit*. Washington, D.C: AACN.
- American Association of Colleges of Nursing. (2009). *The essentials of master's education for professional nursing practice: Faculty tool kit*. Washington, D.C: AACN.
- American Nurses Association. (2010). *Nursing's social policy statement. (3rd ed.)*
- National League for Nursing. (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing*. New York: National League for Nursing.

School of Nursing Social Justice Policy Statement

Marshall University Board of Governor's Policy GA-3 Social Justice

Policy. 2.1. Marshall University is committed to bringing about mutual understanding and respect among all individuals and groups at the University and to eliminating all forms of discrimination as provided by West Virginia and federal law.

2.2. Consistent with its comprehensive mission, and in recognition that the development of human potential is a fundamental goal in a democratic society, the University promotes an education system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability. Passage Date: November 13, 2002. For the complete policy go to: <http://www.marshall.edu/board/files/Policies/MUBOG%20GA-%203%20Social%20Justice.pdf>

Approved SON 02/27/06; Reviewed SON 10/17

MSN PROGRAM

PURPOSE & PROGRAM OUTCOMES

The purpose of the Master of Science in Nursing Program is to prepare graduates for advanced practice nursing in a variety of practice settings, particularly in rural and/or underserved communities. The program also prepares nurses for leadership roles in the administration of clinical services in a variety of community-based or acute care provider agencies.

Approved by SON: 09/01/89

Revised by SON: 10/28/96

Reviewed by SON: 03/24/97

MARSHALL UNIVERSITY MSN PROGRAM OUTCOMES

- Provide a foundation for doctoral study
- Provide knowledge base for high performance on certifying exams
- Maintain high completion rates of students
- Provide graduates to meet employer needs
- Provide graduates to meet areas of specialization and other fields
- Maintain high employment of graduates
- Provide recruitment to maintain master's program

THE MSN PROGRAM PROVIDES STUDENTS with an OPPORTUNITY to:

- Apply knowledge from the sciences and the humanities to support advanced nursing practice, nursing administration, and role development
- Expand knowledge of theories used by nurses as a basis for advanced practice nursing or in the administration of clinical services
- Develop expertise in a specialized area of clinical nursing practice or in the administration of clinical services
- Acquire the knowledge and skills related to a specific functional role in nursing
- Acquire initial competence in conducting research
- Acquire the knowledge and skills to influence change in the health care system and in the practice and delivery of health care
- Further develop and implement leadership strategies for betterment of health care
- Actively engage in collaborative relationships with others for the purpose of improving health care
- Find employment in area of specialization and/or related field
- Acquire a foundation for doctoral study

GRADUATE STUDENT LEARNING OUTCOMES

1. The graduate identifies nursing clinical, administrative, or educational problems and develops practical solutions/guidelines utilizing current theory, research, and critical and creative thinking.

2. The graduate applies specialized knowledge in the individual areas of emphasis Nursing Administration [NA], Nursing Education [NE], Family Nurse Practitioner [FNP], Nurse Midwife [NMW], and Psychiatric/Mental Health Nurse Practitioner [PMHNP].
3. Graduates will perform activities of selected role in alignment with clinical practice standards and a professional code of ethics. Activities include: synthesizing knowledge, proficient user of information and evidence, leading, integrating current evidence, engaging in quality improvement, performing teaching and coaching roles, and communicating effectively within the professional role.

Approved by SON: 09/01/89
Revised by SON: 03/24/97
Revised by NFO: 08/17/98
Revised by NFO: 01/25/99
Revised 01/03
Revised 01/04
Revised 4/09
Revised 2016
Revised 8/2017

MSN AREA OF EMPHASIS CURRICULUM

Course work in the Master of Science in Nursing Program incorporates the classroom, laboratory, and clinical modes of instruction. All nursing students have experiences with rural and/or underserved populations as part of the State initiatives for primary health care. The Master of Science in Nursing program requires the completion of a minimum of 41 hours of credit for the family nurse practitioner area of emphasis, 36 hours of credit for the nursing administration area of emphasis; 36 hours of credit for the nursing education area of emphasis and 44 hours of credit for the Nurse Midwifery area of emphasis, and 48 hours for psychiatric mental health nurse practitioner.

Upon successful completion of the MSN-FNP program, and depending on area of emphasis, graduates are eligible to take the American Academy of Nurse Practitioners (AANP) Certification Examination for Adult and Family Nurse Practitioners and/or the American Nurses' Credentialing Center (ANCC) Certification Examinations for Family Nurse Practitioners. The Nurse Midwifery graduates are eligible to take the American College of Nurse Midwives certification exam. Graduates of the MSN-NUR ADM program are eligible to take the ANCC Certification Examination for Nursing Administration or Nursing Administration, Advanced depending on their experience and stage of professional development. The MSN-Nursing Education graduates are eligible to take the NLN Certification Nurse Educator Exam depending on their experiences.

The program purpose is achieved through three program components. The core curriculum (12 credits) focuses on knowledge and skills related to nursing and related theories, leadership, advanced nursing research, and issues.

The family nurse practitioner area of emphasis (29 credits) provides an opportunity to develop competency as a family nurse practitioner.

The nursing administration area of emphasis (18 credits) provides an opportunity to acquire knowledge and skills necessary to administer/manage rural/underserved primary care agencies, home health care, and other health care agencies or units.

The nursing education area of emphasis (21 credits) provides an opportunity to apply advanced nursing knowledge to nursing education and to develop competency in the areas of educator, scholar and collaborator.

The elective component (3-6 credits) for the NE and NA areas of emphasis allows students to choose one of four options: 1) thesis, 2) role development courses in teaching, or 3) elective courses related to the student's area of interest, or 4) organizational dynamics or financial strategies in administration.

The psychiatric mental health area of emphasis (54 credits) provides an opportunity to develop competency as a psychiatric mental health nurse practitioner.

The nurse midwifery area of emphasis (39 credits) provides an opportunity to develop competency as a nurse midwife.

**MSN FAMILY NURSE PRACTITIONER
(Hybrid program-16 credits online, 25 in classroom at Marshall)
FNP PLAN OF STUDY**

The MSN-FNP program can be completed over a period not to exceed 7 calendar years from date of first-class enrollment. The MSN-NUR ADM and MSN-Nursing Education programs can each be completed in one calendar year of full-time study, or over a period not to exceed 7 calendar years from date of first-class enrollment. Graduate nursing courses, except NUR 620, 621, 663 & 664, for Nurses in Advanced Practice, are open only to those students admitted to the nursing program. Below the classes that DO NOT have a asterisk are taught in classrooms in Huntington, MOV, Charleston, Beckley and Bluefield. Sixteen credit hours are taught Online and 25 credits are taught in one of the above 5 classrooms. This program can be completed in 6 semesters part-time

Semester/Year	Class	Credits
Fall Semester 1	N602, Theoretical Foundations in Nursing*	3
	N608, Issues in Health Care*	3
Spring Semester 1	N604, Leadership in Nursing*	3
	N606, Advanced Nursing Research*	3
Fall Semester 2	N620, Advanced Pathophysiology I *	2
	N622, Advanced Physical Assessment, In classroom	5
Spring Semester 2	N621, Advanced Pathophysiology II *	2
	N624, Advanced Family Practice I, In classroom	5
Fall Semester 3	N626, Advanced Family Practice II, In classroom	5
	N663, Advanced Pharmacology I, In classroom	2
Spring Semester 3	N695, Internship: Advanced Family Nursing, In classroom	6
	N664, Advanced Pharmacology II, In classroom	2
	Graduation	41

* denotes online class

POST MASTER'S CERTIFICATE: FAMILY NURSE PRACTITIONER

Hybrid, 4 credits online, 25 credits in classroom at Marshall

The purpose of the Post Master's Certificate in Family Nurse Practitioner program is to prepare nurses, who have a Master of Science in Nursing degree, as family nurse practitioners. The graduates of this program are eligible to take the American Academy of Nurse Practitioner (AANPCB) Certification Examinations for Adult and Family Nurse Practitioner and/or the American Nurses' Credentialing Center Certification (ANCC) Examination for Family Nurse Practitioner. The Post-Masters Certificate can be completed in 4 semesters. This POS does not include summer study because MSN FNP classes are not taught in the summers. The PM student can **ONLY** begin classes in the Fall, if you are admitted in the Fall semester, you should begin classes in the Spring (Spring FNP classes are in Part 2 and you can't begin here) you **MUST** wait until the Fall semester to begin FNP classes. This program can be completed in 4 semesters part-time.

Semester/Year	Class	Credits
Fall 1	N620, Advanced Pathophysiology, Online FNP class*	2
	N622, Advanced Physical Assessment, In classroom	5
Spring 1	N621, Advanced Pathophysiology, Online FNP class*	2
	N624, Advanced Family Practice I, In classroom	5
Fall 2	N626, Advanced Family Practice II, In classroom	2
	N663, Advanced Pharmacology I, In classroom	5
Spring 2	N695, Internship, In classroom	6
	N664, Advanced Pharmacology II, In classroom	2
	Graduation	29

* denotes online class.

MSN NURSING ADMINISTRATION (100% ONLINE)

EXAMPLE NA PLAN OF STUDY

Semester/Year	Class	Credits
Fall Semester 1	N602, Nursing Theory, Online Core class	3
	N608, Healthcare Issues, Online Core class	3
Spring Semester 1	N604, Leadership in Nursing, Online Core class	3
	N606, Advanced Nursing Research, Online Core class	3
Fall Semester 2	N642, Organizational Dynamics in Nursing	3
	Elective (3) credits	3
Spring Semester 2	N644, Financial Strategies in Nursing Administration	3
	Elective (3) credits	3
Fall Semester 3	N646, Nursing Mgmt. in Healthcare Settings I	6
Spring Semester 3	N648, Nursing Mgmt. in Healthcare Settings II	6
	Graduation	36

POST MASTER'S CERTIFICATE: NURSING ADMINISTRATION (100% ONLINE)

The purpose of the Post Master's Certificate in Nursing Administration is to prepare nurses, who have a Master of Science in Nursing degree, as nursing administrators. The graduates of this program are eligible to take the American Nurses' Credentialing Center (ANCC) Certification Examination for Nursing Administration or Nursing Administration, Advanced. This program can be completed in 4 semesters part-time.

Semester/Year	Class	Credits
Fall 1	N642, Organizational Dynamics in Nursing	3
Spring 1	N644, Financial Strategies in Nursing Administration	3
Fall 2	N646, Nursing Mgmt. in Healthcare Settings I	6
Spring 2	N648, Nursing Mgmt. in Healthcare Settings II	6
	Graduation	18

MSN NURSING EDUCATION (100% ONLINE)

EXAMPLE NE PLAN OF STUDY

Semester	Class	Credits
Fall Semester 1	N602, Nursing Theory, Online Core class N608, Healthcare Issues, Online Core class	3 3
Spring Semester 1	N604, Leadership in Nursing, Online Core class N606, Advanced Nursing Research, Online Core class	3 3
Fall Semester 2	N618, Teaching in Nursing CIEC 600, Computing and Instructional Design	3 3
Spring Semester 2	N616, Curriculum: Development in Nursing EDF 636, Classroom Assessment	3 3
Fall Semester 3	EDF 619, Educational Psychology Elective (3) credits	3 3
Spring Semester 3	N619, Practicum: Teaching in Nursing	6
	Graduation	36

POST MASTER'S CERTIFICATE: NURSING EDUCATION (100% ONLINE)

The purpose of the Post-Master's Certificate in Master of Science in Nursing Education is to prepare nurses, who have a Master of Science in Nursing degree, as nurse educators. The graduates of this program are eligible to take the NLN Certified Nurse Education (CNE) Examination. This program can be completed in 4 semesters part-time.

Semester	Class	Credits
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Fall 1	N618, Teaching in Nursing CIEC 600, Computing and Instructional Design	3 3
Spring 1	N616, Curriculum: Development in Nursing EDF 636, Classroom Assessment	3 3
Summer 1	EDF 619, Educational Psychology (this class is taught in fall, spring and summers)	3
Fall 2	N619, Practicum: Teaching in Nursing	6
	Graduation	21

MSN NURSE MIDWIFERY COOPERATIVE PROGRAM with SHENANDOAH

Midwifery PLAN OF STUDY

The MSN-NM program can be completed in eight semesters of part-time study, or over a period not to exceed 7 calendar years from date of first-class enrollment. The student must complete the first 25 credit hours of study at Marshall University; then transfer to Shenandoah University to complete the remaining 19 credit hours of specialty nurse midwifery courses. The NM student has up to seven years from the point of admission to complete the MSN-NM area of emphasis. Graduate nursing courses, except NUR 620, 621, 622, 663 & 664, for Nurses in Advanced Practice, courses are open only to those students admitted to the nursing program.

Semester	Classes at Marshall University	Credits
Fall Semester 1	N602, Nursing Theory* N608, Healthcare Issues*	3 3
Spring Semester 1	N604, Leadership in Nursing* N606, Advanced Nursing Research*	3 3
Fall Semester 2	N620, Advanced Pathophysiology, Online FNP class* N663, Pharmacology I, In classroom	2 2
Spring Semester 2	N621, Advanced Pathophysiology, Online FNP class* N664, Pharmacology II, In classroom	2 2
Fall Semester 3	N622, Advanced Physical Assessment, In classroom	5
	Transfer your credits to Shenandoah to begin MW	25
	Classes at Shenandoah University	
Fall I	NM 610 Primary Care of Women NM 620 Antepartal Care NM 612 Women's Health NMLB 624 Midwifery Practicum I (180 clinical hrs.)	2 2 2 (3)**
Spring I	NM 640 Comprehensive Perinatal Care NM 641 Perinatal complications NMLB 630 Midwifery Practicum II (240 clinical hrs.)	3 2 (4)**
Summer I	NM 660 Advanced Nurse-Midwifery Role Development NM 652 Evidence-based Practice Project NMLB 651 Integrated Midwifery Internship (300 clinical hrs.)	2 1 (5)**
	Total Credits at Shenandoah University (clinical hrs. 720)*	14 (12)**

	Transfer All Credits earned back to Marshall for Graduation	39 credits
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* denotes online class at Marshall **denotes clinical hours at Shenandoah 12 credits = 720 total hrs.
NOTE: Marshall University does not offer a Post Masters Certificate in Nurse Midwifery (NM)

**MSN PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER
COOPERATIVE PROGRAM with SHENANDOAH
PMHNP PLAN OF STUDY**

The MSN-PMHNP program can be completed in nine semesters of part-time study, or over a period not to exceed 7 calendar years from date of first-class enrollment. The student must complete the first 25 credit hours of study at Marshall University; then transfer to Shenandoah University to complete the remaining 29 credit hours of specialty psychiatric mental health courses.

Semester	Classes at Marshall University	Credits
Fall Semester 1	N602, Nursing Theory* N608, Healthcare Issues*	3 3
Spring Semester 1	N604, Leadership in Nursing* N606, Advanced Nursing Research*	3 3
Fall Semester 2	N620, Advanced Pathophysiology, Online FNP class* N663, Pharmacology I, In classroom	2 2
Spring Semester 2	N621, Advanced Pathophysiology, Online FNP class* N664, Pharmacology II, In classroom	2 2
Fall Semester 3	N622, Advanced Physical Assessment, In classroom	5
	Transfer your credits to Shenandoah to begin PMHNP	25
	Classes at Shenandoah University	
Summer 1	NP 525 Behavioral Neuroscience & Psychopharmacology PMH 635 Foundations of Psychotherapy	3 3
Fall 1	PMH 680 Mgmt. of PMH: Child & Adolescent (120 clinical hrs.) PMH 640 Mgmt. of PMH: Adult Practicum (120 clinical hrs.)	2 (2) ** 2 (2) **
Spring 1	PMH 685 Mgmt. of PMH: Geriatric PMH 660 Mgmt. of Complex MH Across the Life Span (120 clinical hrs.) HP 576 Substance and Relationship Abuse	2 2 (2) ** 3
Summer 2	PMH 695 Advanced Psych. Mental Health Nursing Practicum (240 clinical hrs.) N690 Advanced Nurse Practitioner Role Development	(4) ** 3
	Total Credits at Shenandoah University (Clinical hrs. 600)	29

	Transfer All Credits earned back to Marshall for Graduation	54 credits
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* denotes online class at Marshall **denotes clinical hours at Shenandoah 10 credits = 600 total hrs.

NOTE: Marshall University does not offer a Post Masters Certificate in Psychiatric Mental Health Nurse Practitioner (PMHNP).

COURSE DESCRIPTIONS

DEFINITIONS OF TERMS

Prerequisite (PR) is defined as a course that must be satisfactorily completed prior to admission into a specified course.

Co-requisite (CR) is defined as a course that must be taken concurrently with a specified course. If one course is dropped, the other course must also be dropped.

Concurrent (CC) is defined as a course that should be taken with another course if it has not already been taken.

Students are governed by policies stated in the Marshall University Graduate Catalog. Policies specific to graduate nursing students are provided below in the Academic Policy Section.

Core Component Courses (core is online)

NUR 602 THEORETICAL FOUNDATIONS IN NURSING. Provides students with opportunity to relate a philosophical and theoretical base to concepts and processes inherent in nursing. Emphasis is on analysis of nursing and other theories and their relationship and application to nursing research and practice. Credit Hours: 3 (3 credits theory). PR: Admission to MSN Program.

NUR 604 LEADERSHIP IN NURSING. Explores the theoretical basis for effective leadership in nursing. Emphasis is placed on analysis of leadership, characteristics and behaviors of leaders, and the role of the nurse leader. Credit Hours: 3 (3 credits theory). PR: Admission to MSN Program.

NUR 606 ADVANCED NURSING RESEARCH. Provides students with the opportunity to develop a research-oriented approach to nursing situations. Focus is upon the development of a research proposal. Credit Hours: 3 (3 credits theory). (PR: NUR 602 or Permission.)

NUR 608 ISSUES IN HEALTH CARE. Explores and evaluates concerns germane to contemporary nursing. Focus is upon the role of nursing in addressing health issues affected by social, economic, political, and technological forces. Credit Hours: 3 (3 credits theory). PR: Priority given to MSN students, open to other health care profession students with permission.

Area of Emphasis Component Courses: Family Nurse Practitioner

NUR 620 ADVANCED PATHOPHYSIOLOGY I: Focus is on advanced knowledge of body systems altered by disease and or injury. The body systems or diseases studied will include: cell, cardiovascular pulmonary, digestive, musculoskeletal, neurologic and reproductive across the lifespan. Credit Hours: 2 (2 credits theory). CR/PR: Priority given to FNP students. Open to other health care profession students who have had at least six hours or more of A & P and permission of the instructor. (Online)

NUR 621 ADVANCED PATHOPHYSIOLOGY II: Focus is on advanced knowledge of body systems altered by disease or injury including: hematologic, genes, immunity, cancer, endocrine, renal, urologic and integumentary across the life span. Credit Hours: 2 (2 credits theory). PR: NUR 620. (Online)

NUR 622 ADVANCED PHYSICAL ASSESSMENT. Introduction to family-centered primary health care with focus on knowledge and skills essential for comprehensive health assessments, analysis of data, formulation of nursing as well as medical diagnoses, development of therapeutic plans, and implementation of preventative care, health promotion and maintenance activities for all age groups and selected cultures. Emphasis is also placed on advanced anatomy and physiology, the prenatal client, the child bearing family, normal growth and development, and beginning socialization into the family nurse practitioner role. The practicum enables students to apply knowledge and skills in primary care settings such as prenatal clinics, child care centers, geriatric centers, screening clinics, and other primary care centers. Students are placed in areas which will enhance their ability to care for rural and underserved populations. Credit Hours: 5 (3 credits theory, 2 credits practicum, 60 hours minimum.) PR or Concurrent: NUR 602, NUR 620.

NUR 624 ADVANCED FAMILY NURSING PRACTICE II. Provides advanced nursing knowledge of acute self-limiting common health problems of individuals and families of various age groups. Emphasis is placed on pathology, assessments, diagnoses, therapeutic modalities, and evaluations related to nursing management of specific health problems of various age groups in selected cultures, including pregnancy and perinatal health care. Additional role parameters of the family nurse practitioner are included.

The practicum enables students to apply acquired knowledge and nursing skills in primary care settings such as prenatal clinics, emergency clinics, and other health care centers. Students are placed in settings which will enhance their ability to care for clients in rural and/or underserved areas. Credit Hours: 5 (3 credits theory, 2 credits practicum, 60 hours minimum). PR: NUR 622, PR or Concurrent: NUR 606 or CC NUR 621.

NUR 626 ADVANCED FAMILY NURSING PRACTICE III. Provides advanced nursing knowledge of chronic illness and the long-term nursing management of health care problems of clients of various age groups in selected cultures. Emphasis is placed on pathology, assessments, diagnoses, therapeutic modalities, and evaluations related to the nursing management of chronic health problems within the context of the family including special problems related to the aged. Additional role parameters of the family nurse practitioner are included.

The practicum enables students to apply cognitive, psychomotor, and affective nursing skills within the context of primary care settings such as extended and skilled care facilities and outpatient clinics. Students are placed in areas which will enhance their ability to care for clients living in rural and/or underserved areas. Credit Hours: 5 (3 credits theory, 2 credits practicum, 60 hours' minimum). PR: NUR 624.

NUR 663: ADVANCED PHARMACOLOGY I: Focus is on the science of drugs and the application to patient care, across the lifespan. Principles of pharmacology covered are: infectious diseases, fluids and electrolytes, peripheral nervous and cardiovascular systems. Credit Hours: 2 (2 credits theory). PR: Priority given to FNP students. Open to other health care profession students who have at least six credits of A & P and permission from the instructor.

NUR 664 ADVANCED PHARMACOLOGY II: Focus is on the science of drugs and application to patient care across the lifespan. Drugs affecting the: blood, respiratory, gastrointestinal, central nervous, endocrine system, anti-inflammatory, anti-allergic and immunologic drugs. Credit hours: 2 (2 credits theory). PR: NUR 663.

NUR 695 INTERNSHIP: ADVANCED FAMILY NURSING. Focuses upon the application of knowledge and skills acquired in Advanced Family Nursing I, II, and III. Emphasis is upon the role of the family nurse practitioner using the case management approach in a supervised contractual work study arrangement with a health care agency preferably in rural and/or underserved areas. Issues related to family nurse practitioner roles are discussed.

Students may work for compensation and be a student in the same agency (ies) at the same time, providing learning objectives of the course are met. The agency (ies) must provide primary care, preferably serving rural and/or underserved populations of all age groups. Credit Hours: 6 (Individually designed, 400 clinical hours' minimum; 2 1/2-hour seminar every week). PR: NUR 626.

Area of Emphasis Component Courses: Nursing Administration

NUR 642 ORGANIZATIONAL DYNAMICS IN NURSING. Focus is upon the organizational dynamics as they apply to the nurse manager role in health care delivery systems. Credit Hours: 3 (3 credits theory). PR: Admission to MSN Program; PR or CC NUR 604. (Online)

NUR 644 FINANCIAL STRATEGIES IN NURSING ADMINISTRATION. Examines the financial management role of the nurse administrator in relation to economic, political, and societal trends. Credit Hours: 3 (3 credits theory). PR: Admission to MSN Program, PR or CC NUR 606. (Online)

NUR 646 NURSING MANAGEMENT IN HEALTH CARE SETTINGS I. Focuses on the application of theories and principles related to nursing management. Practicum included. Credit Hours: 6 (3 credits theory, 3 credits practicum). (PR NUR 642, NUR 644). (Online)

NUR 648 NURSING MANAGEMENT IN HEALTH CARE SETTINGS II. Practicum focuses upon the application of the role components of the nurse manager in selected health care settings. (PR NUR 646). Credit Hours: 6 (2 credits theory, 4 credits practicum). (Online)

Area of Emphasis Component Courses: Nursing Education

NUR 616 CURRICULUM DEVELOPMENT IN NURSING. Introduces students to the various components in the curriculum development process. Emphasis is placed on philosophy, objectives, curriculum designs and total program evaluation. Factors that influence curriculum development, implementation, evaluation and nursing curriculum patterns are examined. Credit Hours: 3 (3 credits theory) PR: Admission to MSN Program. (Online)

NUR 618 TEACHING IN NURSING. Investigates the responsibilities of the educator in contemporary nursing. Emphasis is upon the instructional process. The student is provided with the opportunity to practice the role of the teacher in a variety of educational experiences. 3 (3 credits theory/practicum). PR: Admission to MSN Program. (Online)

NUR 619 PRACTICUM: TEACHING IN NURSING. Guided experience in didactic teaching of nursing, clinical teaching, supervision and evaluation of students. Credit hours: 6 (3 credits theory/3 practicum). (PR: NUR 606, NUR 616 & NUR 618 as well as EDF 636, CIEC 600 & EDF 619). (Online)

EDF 636 CLASSROOM ASSESSMENT. History, philosophy and elementary statistical methods for testing, measuring and evaluating pupil behavior are studied. Credit hours: 3 (3 credits theory). (Online)

CIEC 600 COMPUTING & INSTRUCTIONAL DESIGN TECHNOLOGY. An analysis of current systems of educational computing based on models of instruction, learning modalities and desired learning outcomes. Credit hours: 3 (3 credits theory). (Online)

EDF 619 EDUCATIONAL PSYCHOLOGY. Study of learning theories and their applications to teaching. Credit hours: 3 (3 credits theory). (Online)

Elective Component Courses

Students may elect to take courses offered in other departments or may choose to take courses that are part of one of the other nursing tracks. All electives must be approved by their advisors. Taking a required class from another nursing track requires the advisor's approval and that space be available in the class the student wants to take. Students may also choose from the following courses:

NUR 616 CURRICULUM DEVELOPMENT IN NURSING. Introduces students to the various components in the curriculum development process. Emphasis is placed on philosophy, objectives, curriculum designs, and total program evaluation. Factors that influence curriculum

development, implementation, evaluation, and nursing curriculum patterns are examined. Credit Hours: 3 (3 credits theory). (Online)

NUR 618 TEACHING IN NURSING. Investigates the responsibilities of the educator in contemporary nursing. Emphasis is upon the instructional process. The student is provided with opportunity to practice the role of the teacher in a variety of educational experiences. Credit Hours: 3 (3 credits theory/practicum). (Online)

NUR 642 ORGANIZATIONAL DYNAMICS IN NURSING. Focus is upon the organizational dynamics as they apply to the nurse manager role in health care delivery systems. Credit Hours: 3(3 credits theory). (Online)

NUR 644 FINANCIAL STRATEGIES IN NURSING ADMINISTRATION. Examines the financial management role of the nurse administrator in relation to economic, political, and societal trends. Credit Hours: 3 (3 credits theory). (Online)

NUR 681 THESIS. Individual research in a selected area of nursing under direction of a faculty member. Credit Hours: 6. PR: NUR 606 (Online)

MSN ACADEMIC POLICIES

The policies and information contained in this Handbook are for graduate nursing students admitted to the Master of Science in Nursing. The Master of Science in Nursing (MSN) program reserves the right to withdraw or change policies listed in this Handbook. Changes will become effective whenever the proper Authorities so determine. Those students affected will be notified.

It is the responsibility of the MSN student to read and understand the academic policies that will impact their education.

There are 4 areas of policies that effect your education:

1. MSN Program Policies, located in the Graduate Catalog, Graduate Student Handbook, and MSN Handbook
2. School of Nursing Policies, view SON website for policies that apply to Graduate Students
3. MU Graduate School Policies, see the Graduate Catalog for year you were admitted
4. MU University Level Policies, view MU website

It is the student's responsibility to read and be aware of these polices. Some of these policies are presented here; others are available as links. You are responsible for all whether they are online/electronic or paper/hardcopy.

We suggest that you take time to read the policies and download them, or bookmark them on your computer for easy access.

School of Nursing Admission Policy

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body based on individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

All students must be physically and emotionally able to meet the requirements of each nursing course, and, therefore, the requirements of the nursing program. Consistent with applicable statutes, the School of Nursing will make every effort to make reasonable accommodations in its course delivery to ensure that students with disabilities receive equal treatment.

During the nursing education program, students may be exposed to potentially infectious situations. Students with or who develop compromised health status should discuss their health risks with their health care provider.

Reviewed: 10/24/201
Revised: 02/04 Revised:
02/03 Revised: SON
2/26/01
Approved: SON Faculty
1/26/93

MSN Program Admission

The School of Nursing offers 5 MSN areas of emphasis: a part-time Family Nurse Practitioner Program (FNP), a 100% part-time online Nursing Administration (NA) Program, a 100% part-time online Nursing Education (NE) Program, for BSN nurses. We also offer Post-Master's Certificates in the FNP, NA and NE programs.

We offer two areas of emphasis in cooperation with Shenandoah University: The Nurse Midwife (MW) Program and the Psychiatric Mental Health Nurse Practitioner Program (PMHNP). We do not offer Post-Master's Certificates in MW or PMHNP.

The MSN program is nationally accredited by ACEN. MSN Admission decisions are made on March & September 15th each year.

MSN Admission Requirements

The nursing graduate program is open to a limited number of qualified applicants. Admission is determined on a competitive basis. Students must be admitted to the Graduate School at Marshall prior to applying to the MSN program.

1. Baccalaureate degree with a major in nursing from an ACEN- or CCNE-accredited program, if nursing degree is from a school of nursing in the United States. Baccalaureate degree with a major in nursing for students graduating from an international school of nursing (accredited program requirement is waived for students graduating from an international school of nursing).

2. Baccalaureate degree with a major in nursing and a master's degree in any field.
3. Undergraduate course credit for 3 semester hours of basic statistics with a grade of "C" or better.
4. Undergraduate course credit for 3 semester hours of basic research with a grade of "C" or better.
5. Evidence of a current unencumbered license as a registered nurse in a U.S. jurisdiction. Verification form is included in the MSN application package.
6. Scholastic achievement as evidenced by an overall undergraduate/graduate Grade Point Average of 3.0 or higher.
7. It is strongly recommended that all MSN students have two years of full-time nursing practice prior to application to the program. Those who do not meet this criterion will be considered on an individual basis.
8. Midwifery and psychiatric mental health applicants must have an interview with Shenandoah University faculty prior to the application deadline.

MSN PROGRAM POLICIES

1. All graduate Academic Policies apply to all MSN and Post Master's coursework. Students are required to review and download the current Graduate Catalog and MSN Handbook upon admission to the MSN program.
2. The School of Nursing reserves the right to administratively withdraw any nursing student whose health, academic record, clinical performance, or behavior is judged unsatisfactory.
3. A student is permitted to repeat only one nursing course in the process of completing the MSN program.
4. All grades of *C* or less are counted in computing averages, but no more than six hours of *C* and no grades below *C* may be applied toward a graduate degree or post-master's certificate. (From Graduate Catalog.)
5. A student who earns 9 credits of a *C* in nursing courses will be dismissed from the program.

6. If a student earns a D or F in any course, he or she will be dismissed from the program.
7. Any student dismissed from the program may not reapply to the area of emphasis in which he or she was enrolled.
8. Students in the graduate program who fail to enroll for a semester without an approved leave of absence (LOA) are considered withdrawn from the program and are not eligible for future enrollment.
9. Students who do not follow the university procedure for withdrawal from a course will earn a grade of F for the course.
10. No more than twelve (12) credit hours may be accepted as transfer credit. For graduate certificate programs, transfer credits may not exceed 6 credit hours. The grades earned in the classes to be transferred must be a B or better, and not more than 7 years old. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation. (From Graduate Catalog.)
11. All students must have a 3.00 GPA in their major to graduate and receive the MSN or post master's certificate.
12. A student must have an approved Plan of Study (POS) developed with his or her advisor prior to registering for any MSN class. Any deviation from the student's POS must be approved by his or her advisor. Failure to comply with this policy can result in an administrative withdrawal from a course.

Additional MSN Policies

1. Each student must submit a satisfactory health record approved by **verified credentials**, and an approved POS prior to registering for his/her first nursing course with a clinical component.

2. Each student is required to have an annual PPD screening test for Tuberculosis (2-step is not required), and current CPR from an approved agency.
3. Each student must show evidence of the following prior to registering for any course with a clinical component: (a) Current unencumbered professional nurse licensure in West Virginia.
4. Students are responsible for own transportation to and from all clinical assignments.
5. Students are required to be in professional attire for all clinical practicums and to wear a name pin. In addition, selected clinical agencies may require a white lab coat.
6. Students are required to pass and submit a background check and drug screen.

MSN CLINICAL ATTENDANCE POLICY

MSN clinical students are expected to adhere to the schedule of attendance at all clinicals developed by the student and approved by the MU faculty instructor. If the student needs to reschedule a clinical day, the preceptor and MU faculty instructor must be notified ASAP in advance of the Clinical. A “U” (unsatisfactory) will be given and the course grade will be dropped one letter grade if the student has not notified the MU faculty instructor of a change in their clinical schedule. The student should not be absent (without communicating with the MU faculty of the change) on a scheduled clinical day when the Instructor may make a site visit. A second occurrence will result in a second “U” and failure of the course.

Adopted: 2019

ACADEMIC APPEALS

The following has been adapted from the Marshall University academic appeals policy. It applies to academic appeals for nursing courses only. Students should refer to Making the Connection, the Marshall University student handbook, for academic appeals in non-nursing courses. In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved. The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure. In those cases, in which a student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting **all** applicable documentation. If the instructor is unavailable for any reason, the process starts with the departmental chair.

2. If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Associate Dean within ten (10) days after the initial action, who will attempt to resolve the issue at the program level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
3. Should the issue not be resolved at the program level, either the student or instructor may appeal in writing to the Dean of the College of Health Professions within ten (10) days of the action taken in Step 2. The Dean will attempt to achieve a mutually satisfactory resolution.
4. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within (10) days of the action taken in Step 3 to the Budget and Academic Policy Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.
5. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then either party may file an appeal with the V. P. for Health Sciences within thirty (30) days from receipt of the decision of the Board. The decision of the Vice President shall be final.

Note: A day is defined as a calendar day.

5/30/96, Revised 02/06

INCOMPLETE GRADE POLICY

Incomplete: The grade of **I** (incomplete) indicates that the student has completed three-quarters of the course but cannot complete the course for a reason that accords with the university excused-absence policy. Students must be in good standing in the class prior to requesting an incomplete. The course instructor decides whether an incomplete will be granted and specifics in writing what work the student must complete to fulfill the course requirements. The student has until the end of the next fall or spring semester from the date of receipt of the incomplete grade in which to complete the course, or the instructor may establish an earlier deadline. If special circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete may be extended with approval of the instructor, the instructor's chair or division head, and the instructor's dean. If the student satisfactorily completes the course in the prescribed time, he/she will receive a letter grade. If the student fails to complete the course requirements during the stipulated time, the grade of **I** changes to a grade of **F**. As a point of clarification, if an incomplete grade is awarded in a Credit/No Credit course (CR/NC) the replacement grade upon expiration is "NC", not "F".

NAME CHANGE

Students are responsible for informing the **Registrar's Office** if their name and/or address changes as soon as possible so that records can be kept straight, up-to-date, and missed correspondence can be avoided.

TRANSFER of GRADUATE CREDIT

A student may be granted the privilege of transferring credit earned in graduate course work completed at another regionally accredited graduate institution, to Marshall University provided that the courses are appropriate to the student's program and the grades earned are B or better or equivalent and

acceptable to advisor and Graduate Dean. On the master's level, transfer credits may not exceed 12 hours, or 6 hours PM. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation. All transfer credits must have been earned within a seven-year time limit counted from the date of enrollment in the first graduate course to be applied toward meeting degree requirements of the student's program. **Students must complete the online form, sign and send to their advisor for proper signatures.**

MULTIPLE DEGREES

A student who wishes to earn additional master's degrees at Marshall University must make formal application to the department in which the subsequent master's degree is sought. A maximum of 12 semester hours from a prior degree may be applied toward a subsequent master's degree, with the approval of the department from which the subsequent degree is sought. Such approval must be obtained in writing and put on file in the Graduate College Office at the time the student begins the subsequent master's degree program. All applicable coursework must meet time limitation.

TIME LIMITATION

All requirements established for any degree must be completed within a period of seven consecutive years from date of enrollment in the first graduate course to be used in a graduate degree program. These limits may be extended upon the recommendation of the appropriate program faculty and with the approval of the Dean of the Graduate College. Absence due to military obligations, long serious illness, or similar circumstances may be regarded as proper reasons for an extension of time.

Courses more than seven years old are considered outdated. It is the option of the major department to allow by special examination the validation of up to six credit hours of outdated course work. In such cases, validation cannot apply to workshop, practicum, or internship courses; and expertise to validate the course must reside within a Marshall University department whether the course was taken at this institution or elsewhere.

The minimum requirement of a validation exam shall be that it is equivalent to a comprehensive final exam for the course. In most cases, validation must be done by a written exam with the results reported to the Graduate College. The appropriate forms are available in the Graduate College Office.

Outdated courses will not be used in computing Grade Point Averages for graduation, but they remain on the record. **Students who are not enrolled for two consecutive semesters will be dropped by the University.**

LEAVE OF ABSENCE (LOA)

Due to restricted enrollment in the College of Health Professions, students unable to maintain continuous progression must follow the Leave of Absence Policy.

1. Student must request permission in writing for a leave of absence from the graduate nursing program. Notification must be at earliest possible time. Students must complete the online Leave of Absence form found online at: <http://www.marshall.edu/nursing/files/Leave-of-Absence-Form.pdf>

2. Student's petition for a leave of absence must be submitted to the Director of the Graduate Program, at msn@marshall.edu. The application will be forwarded to the Graduate Academic Planning and Standards Committee for a decision.
 3. Students who do not begin classes the semester for which they were admitted; Forfeit their place in the MSN program and must reapply to the program.
 4. If a leave of absence is approved by the GAPS Committee, the student must consult with his or her advisor to revise their Plan of Study.
 5. Upon the student's return from an approved leave of absence, he or she will be placed in the next available class/classes on space available basis.
 6. Any student who fails to notify the graduate nursing program of a leave of absence will forfeit his or her space in the graduate nursing program and must reapply for admission.
 7. Permission for a leave of absence may be granted for up to one semester; however, students must meet the 7-year time limitation set by the Graduate College. Students who have not demonstrated responsibility or have not shown potential for successful completion of the program will be denied a leave of absence and will be dismissed from the program.
 8. Consideration for an LOA are usually given for illness (both of the student and a family member in which case documentation is required from the treating health care provider), maternity leave, adoption, military leave, and death of a family member.
- Revised GAPS 2/09/10

WITHDRAWAL from CLASSES

All students are required to meet with their advisor prior to dropping an individual course; and all withdrawals must be in writing. Student must adhere to the academic calendar for the dates to withdraw for single course or total program withdrawal. Students may withdraw from a full semester individual course during the first ten weeks. Check University calendar for dates. It is up to the student to withdraw from classes at the Registrar's Office. Just sending a letter to the Graduate Nursing Office is not enough. After the first 10 weeks are past, students cannot withdraw from **individual** classes but may withdraw completely from all courses for that semester through the last class date. This is a university policy. Check semester calendar for dates.

POLICIES RELATED TO GRADUATION

Evidence-Based Practice Project.

In addition to the other requirements for the master's degree, each student must complete an Evidence-Based Practice Project. This affords the student an opportunity to demonstrate broad comprehension and synthesis of the major subject. Each tract of the MSN program requires the completion of an evidence-based practice project.

Application for Graduation

Applications for Graduation MUST be filed in the Office of the Graduate Dean (113 Old Main, Huntington), or the Office of Adult Student Services (South Charleston) NO LATER than the date printed in the University calendar of the final term or semester in which the degree requirements will be completed. Forms for applying and paying fees for graduation may be obtained from the MU website. For Master's students, a receipt for a diploma fee payable at the Bursar's Office, must be attached to the application before it will be accepted by the Graduate College Office.

Grade Point Average and Other Requirements for Graduation

The Grade Point Average is computed on all graduate coursework taken at Marshall University with the exception of outdated course work and courses with grades of W, PR, NC or CR. The grade of I is computed as an F in determining qualifications for graduation.

The requirements for graduation include completion of the program requirements, successful completion of required comprehensive assessments, a graduate Grade Point Average of at least 3.0 both overall and in the approved program of study, and satisfactory fulfillment of other academic requirements.

Students planning to graduate in a semester or term must provide all data to be applied toward the graduation to the Graduate College Office by the advertised last day for the submission of the final grades for the semester or term. This documentation is to include official transcripts from institutions external to Marshall. Said transcripts must be received in the Graduate College Office by the stated deadline. All incomplete grades must be officially removed by the accepted University procedure by this same deadline. Failure on the part of students to comply with this policy will result in their being removed from the graduation list for the term in question.

MARSHALL UNIVERSITY POLICIES

Below is a link to the Marshall University Graduate Catalog:

<http://www.marshall.edu/catalog/graduate-catalogs/>

As an MSN student you are responsible for the information in the Catalog for the year you were admitted.

Below is a link to the Marshall University Policies for Graduate Students:

www.marshall.edu/academic-affairs/policies/

The following graduate policies are included at this site;

1. Academic Dishonesty for Graduate Students
2. University Computing Services' Acceptable Use
3. Inclement Weather
4. Students with Disabilities

5. Academic Dismissal
6. Academic Probation & Suspension
7. Affirmative Action
8. Sexual Harassment

This is a link to the MU Equal Opportunity Policy:

<http://www.marshall.edu/eeoaa/files/2013/10/EEO-Policy.pdf>

This is a link to the Marshall University BOG (Policy SA-3), The Code of Student Rights and Responsibilities, <http://www.marshall.edu/board/files/policies/MUBOG%20SA-%203%20Student%20Code%20of%20Rights%20and%20Responsibilities.pdf>

MARSHALL GRADUATE SCHOOL POLICIES

Below is a link to the Current Marshall University Graduate Student Handbook.

<http://www.marshall.edu/graduate/files/Graduate-Student-Handbook-Fall-2015.pdf>

The following is the Table of Contents for the Graduate Student Handbook;

1. Key People
2. Tuition and Fees
3. How to Pay for Graduate School
4. You're Hired
5. The Degree and Requirements
6. The Responsibility Conduct of Research
7. What You Need to Conduct Campus Business
8. How to Register for Classes
9. Computing Services
10. Health Services
11. Campus Community
12. Resources
13. Get Connected
14. Graduation

Graduate Academic Probation and Retention

Link: <https://www.marshall.edu/academic-affairs/policies/#ProbationGrad>

Any student who has less than a 3.0 GPA either overall or in his or her current major will be placed on academic probation by the Graduate Dean. Following notification of probation and prior to subsequent registration, students will be counseled by their advisor or the department chair. During this session, the student will be advised of his or her deficiencies and the requirements for removing the deficiencies within the next nine semester hours of enrollment.

Students may repeat courses for which they earned a low grade. Please review Repeating Courses for more information. The student will not be permitted to register without the written approval of the Dean of the Graduate College or the Dean of the College Education and Professional Development. A second counseling session will follow the first semester or term of subsequent enrollment and will be a review of the student's progress.

If probationary status is not removed within a satisfactory time period, the Dean of the Graduate College in consultation with the graduate department will determine if the student is to be retained or recommended for dismissal and what counseling or remediation steps will be required of the student as a condition of retention.

Copyright Compliance

Marshall University complies with U.S. copyright law, which prohibits unauthorized duplication and use of copyrighted materials, including written, audio-visual, and computer software materials

MARSHALL SCHOOL OF NURSING POLICIES & FORMS

Link to the Current SON MSN policies: <http://www.marshall.edu/nursing/degrees/masters/msn-forms-and-policies/>

Policy on Academic Dishonesty College of Health Professions

Policy Regarding Change in Student Health Status

Required Health Records and Technical Standards Policy

CPR Verification Policy, revised 8/17

SON Communications Policies

Cell phone policy

SON Distance Education Policy

SON Drug and Alcohol Testing Guidelines

SON Electronic media policy

SON Social Justice Policy

SON Test Security Policy

SCHOOL OF NURSING ACADEMIC POLICIES

SON Policy on Academic Dishonesty

Marshall University College of Health Professions, School of Nursing will not tolerate academic dishonesty of any kind. Academic dishonesty is defined as:

I. CHEATING

A. Unauthorized use of any materials, notes, sources of information, study aids, commercial textbook test banks or tools during an academic exercise. No cell phones, personal calculators, palm computers or “smart” devices (watches, etc.) or hats allowed during exams. Calculators will be provided, if necessary.

B. Unauthorized assistance of a person, other than the course instructor during an academic exercise.

C. Unauthorized viewing of another person’s work during an academic exercise.

D. Unauthorized securing of all or any part of assignments or examinations (including commercial textbook test banks) in advance of the submission by the instructor.

II. FABRICATION / FALSIFICATION: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record.

II. PLAGIARISM: Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

A. Oral, written and graphical material

B. Both published and unpublished work

C. Any material(s) downloaded from the Internet It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

IV. BRIBES / FAVORS / THREATS Attempts to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

V. COMPLICITY Helping or attempting to help someone commit an act of academic dishonesty.

VI. SANCTIONS: The instructor will impose one or more of the following:

1. A lower or failing project / paper / test grade.

2. A lower final grade.

3. Failure of the course

4. Exclusion from further participation in the class (including laboratories or clinical experiences).

Please refer to the University Student Handbook, Code of Conduct for the process of charges made and the process for subsequent sanctions imposed, and the process of appeal.

SON Policy on Academic Dishonesty: Reviewed 10/24/2017, Revised 08/17/16 Approved BSN Faculty 08/21/03, Approved Nursing Faculty 05/13/03

SON Original Work Policy

All formal work to be submitted is to be an original work completed by the student for the class at the time the class is being taken. This cannot be a work that has been previously submitted in another class in whole or part unless prior approval has been obtained from the primary Faculty of the class. This policy applies to current classes as well as classes students are repeating. Approved SON 4/24/2012, Reviewed 10/24/2017

SON Distance Education Policy

Marshall University School of Nursing (SON) offers individuals the opportunity to participate in classroom instruction for specified nursing courses at the graduate and undergraduate level from

multiple distant sites. While the SON strives to ensure that distance education meets the needs of students, it must be noted that technical difficulties do occasionally occur. Students, however, are ultimately responsible for the course content, and as with any missed class it is the student's responsibility to get the missed material. Should a student have any specific problem, these should be brought to the attention of the site faculty/facilitator and the on-campus faculty immediately. If students at any of the distant sites find that this method of instructional delivery is not meeting their educational needs, then the student(s) are welcome to attend classroom instruction on-campus at any time.

Approved SON 08/16/07, Revised 10/24/2017

SON COMMUNICATION INFORMATION/POLICIES

SON Communication with Faculty

The primary method of communication between faculty (full and part time) shall be the Marshall University email system. Faculty are responsible for checking their Marshall email account at least every other day during the contract period. If a communication requires that faculty be made aware of information and/or a response is required with less than 48 hours' notice, an attempt will be made to contact faculty by phone. Faculty are also required to check their Marshall email account weekly during the summer months and/or when not under contract.

SON Communication Between Faculty and Students

The primary method of communication between faculty (full and part time) and students shall be the class Blackboard email system (for class-related communications during the semester the class occurs) and the Marshall email account (for non-class related communications). Faculty and students are responsible for checking the Blackboard email system at least every other day during the time classes are ongoing. Faculty and students are responsible for checking their Marshall University email account at least every other day during the academic year (fall-spring) and/or when involved in a nursing class. Students are also required to check their Marshall e-mail account weekly during the summer months and/or periods when students are not actively enrolled in classes. Communication between faculty and students, other than those occurring face-to-face, including but not limited to telephone conversations and texting, must be followed up with email as soon as possible by the party initiating the communication.

Approved SON 4/24/12, Reviewed 10/24/2017

SON Cell Phone Policy

1. All cell phones should be set to vibrate or turned off while in class and clinical or during project-based experiences.
2. Cell phone conversations are not allowed within the classroom. If you know you will be receiving an important call, position yourself near an exit and quietly go outside the classroom to accept the call.
3. Cell phone conversations/texting are not allowed in patient care areas. If you receive a call you must answer, notify your clinical instructor or preceptor and leave the patient care area to do so. Upon return to the patient care area you must check in with your

clinical instructor or preceptor.

4. It is not permissible to make personal phone calls or send personal text messages while in the patient care area or during project-based experiences. If you must do so during the clinical day outside scheduled break/lunch time you must first notify your clinical instructor or preceptor and leave the patient care area. Upon return to the patient care area you must check in with your clinical instructor or preceptor.
5. Texting in class is subject to the teacher's discretion and should be confirmed by their approval at the beginning of the semester.
6. Failure to follow this policy during clinical or project-based experiences will result in an unsatisfactory clinical grade for the day.

Approved by Nursing Faculty 10/23/12, Effective 10/23/12, Revised 10/24/2017

SON Recording Policy

Recording lectures by any means is subject to the teacher's discretion and should be confirmed by their approval at the beginning of the semester.

Approved by Nursing Faculty 10/23/12, Effective 10/23/12, Reviewed 10/24/2017

Email Accounts for Students

All mass mailings will be e-mailed to your Marshall E-mail account. **It is your responsibility to check your e-mail messages daily in your classes to keep informed on all current and any additional information concerning College of Health Professions. You will not be receiving this information by regular mail or phone.**

If you have a private e-mail account, you can forward your Marshall e-mail to that address. Federal Law prohibits us from sending information to your off-campus e-mail address.

Students can request their university computing account including their university e-mail address, after they have registered for classes. Local students can go to Drinko first floor with their MU ID. Distance students can call the Computing Services at (304) 696-3200.

School of Nursing Usage of Electronic/Social Media Guidelines Policy

1. Standards of Conduct for the Use of Electronic/Social Media

- A. The School of Nursing recognizes that social networks and other electronic media can be beneficial to the delivery of quality healthcare. However, inappropriate use of electronic media such as social networks, chat rooms, forums, etc., violate a patient's right to confidentiality and privacy. It may also cross the professional boundary between a nurse and his/her patient. Therefore, the School of Nursing has adopted the following guidelines to minimize the risks associated with use of social networks and all other electronic media.

1. Students must recognize they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

2. Students are strictly forbidden from transmitting any patient-related image via electronic media.
3. Students must not share, post or otherwise transmit any patient information, including images, unless there is a patient care related need to disclose information or other legal obligation to do so.
4. Patients should not be identified by name or any other method (such as nickname, room number or diagnosis) that could lead to the identification of the patient. Limiting access to postings through privacy settings is not sufficient to protect the patient's privacy.
5. It is not acceptable to post any information about a patient even if the patient's name is not identified.
6. Students should never refer to a patient in a derogatory or disparaging manner, even if the patient is not identified.
7. No photos or videos of patients may be taken on a personal device, including cell phones.
8. Students must always maintain appropriate professional boundaries with patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. Inappropriate communication via electronic media is discouraged. This includes instances where the patient contacts the student first. If this should happen, the student should notify their instructor as soon as possible.
9. Students should understand patients, colleagues, institutions and prospective employers may view postings on social media websites. Students should not make disparaging remarks about patients, instructors, other students or facilities, even if they are not expressly identified. Students must not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
10. Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of faculty.

B. If the student has any doubt about the appropriate use of electronic/ social media they should contact their instructor/advisor for further guidance.

2. Inappropriate use of Electronic/Social Media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program. Students can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.

References:

Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41.

National Council of State Boards of Nursing. (2011). *White paper: A nurse's guide to the use of social media*. Chicago, IL. Retrieved from www.ncsbn.org/

Approved SON 4/24/ 2012, Reviewed 10/2017

SON REQUIRED HEALTH RECORDS, IMMUNIZATIONS & TECHNICAL STANDARDS MSN program

To ensure compliance with clinical agency requirements all MSN students of the Marshall University School of Nursing are required to present proof of vaccination or immunity to the diseases identified below and completion of specific lab testing. It is the student's responsibility to pay for all required immunizations or lab tests. Instructions on when and how to provide this information to the School of Nursing will be sent to students upon admission to the program. As noted below it may take 4 weeks or longer to complete required immunizations or lab tests, students should keep this in mind so as to be able to meet established deadlines. Some vaccines may also interfere with timing of the TB skin test, so students should discuss this with their health care providers prior to TB testing and immunizations.

1. Annual TB Test: ALL MSN students are not required to complete the 2-step TB test unless specifically required by the facility where they are completing clinical and/or project-based experiences. Annual completion of TB testing is required on admission and every year thereafter for MSN students.

It is always the student's responsibility to maintain documentation of current TB tests. Students without current documentation of TB tests as specified will be administratively withdrawn from nursing courses. If the student attends clinical or engages in activities involving agencies other than the School of Nursing without a current TB test on file with the School of Nursing before faculty become aware of the lapse, all clinical or activities engaged in during this time will be given an unsatisfactory grade.

If the student has been previously diagnosed with TB and/or routinely tests positive to the TB skin test or tests positive while in the program, the student must provide documentation of a clear chest X-ray and be evaluated by their Primary Care Provider of Health Department for signs/symptoms of TB (form available on the School of Nursing website. Annual evaluations by the Health Care Provider are required thereafter.

Alternately, students may use annual blood assay testing. Currently there are 2 blood assay tests for TB: the QuantiFERON- RB Gold In-Tube Test or T-Spot TB Test. Either may be used. In the case of a positive blood assays, the student must provide documentation of clear chest X-ray and be evaluated annually by their Primary Care provider (PCP) or Health Dept. for signs/symptoms of TB (form available on the SON website).

Students who have received the BCG Immunizations or who have an allergy to any component of the TB Skin Test, are to utilize one of the blood assays for *M. Tuberculosis* and provide results annually. In the case of positive blood assays, the student must provide documentation of a clear chest X-ray and be evaluated annually by their PCP or Health Dept. for signs/symptoms of TB. (form available on the SON website).

2. Measles, Mumps and Rubella: Need proof of MMR vaccine X 2 doses at least 4 weeks apart or titer showing immunity.

- If you were born before January 1, 1957 you can select the waiver option and supply proof documents including your name and date of birth. Clinical sites are under no obligation to accept the waiver. See the note on the following page about the waiver option.
- If you were born after January 1, 1957 you are required to provide proof of immunity to measles and rubella (WV BOG Policy AA-4). Documentation of immunity must be current and on file with the School of Nursing. Documentation of immunity must be current and on file with the School of Nursing. the MSN

3. Tetanus, Diphtheria, Pertussis, Varicella: All MSN students must provide proof of Tdap vaccinations and Td booster within the past 10 years, and every 10 years thereafter.

4. Varicella (chicken pox): Need to provide proof of immunity by one of the following:

- a. Documentation of two doses of varicella vaccine 4 weeks apart
- b. Titer showing immunity
- c. Documented diagnosis of chickenpox or verification of history of chickenpox by your health care provider.

5. Hepatitis B Vaccine: a series of 3 shots is required, or a titer showing immunity, or student must sign waiver. If the series is not completed at the time this information is submitted, it is the student's responsibility to see that this information is submitted as soon as possible, and the student must sign a Hepatitis B waiver in the meantime.

6. Influenza vaccine: Clinical sites may require students to have the influenza vaccine, usually between October through March. Students will be notified of these requirements as necessary. Clinical agencies may deny students admission to the facility without documentation to influenza vaccination.

7. AIDS/Hepatitis B: Acquired Immunodeficiency Syndrome (AIDS) is a blood-borne disease that affects the immune system. There is no immunization for AIDS, but the chance of transmission can be greatly reduced by education, careful practice, and utilization of universal precautions. The other known blood-borne disease with serious implication for health care workers is Hepatitis B Virus (HBV). Although HBV is more infectious than the Human Immunodeficiency Virus (HIV), HBV is preventable by immunization.

Recognizing individual rights, voluntary testing, and confidentiality of test results and health records, the Marshall University School of Nursing policy regarding HIV\HBV is as follows:

- Students at risk are required to present documentation of a completed series of HBV immunizations prior to any clinical experience, or a signed consent form indicating knowledge of the risk and waiving immunization. Students are encouraged to complete the HBV immunizations.
- Students and supervising faculty members who have the potential for exposure to blood or other potentially infectious materials must comply with affiliated agency guidelines for preventive and post-exposure requirements.
- If an accidental exposure occurs, the individual should follow Center for Disease Control guidelines for occupational exposure.

7. Clinical sites may require other immunizations or tests prior to allowing students to participate in activities in their facilities. It is the student's responsibility to pay for all required immunizations or lab tests that are required.

Students that have a medical exemption, must select the waiver option and supply documentation signed by a healthcare provider detailing the exemption. The support document must include healthcare provider signature, date, address and phone number.

NOTE: Clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students submitting an immunization waiver for any reason. If a student elects to waive the immunization or testing requirement, they may be disqualified from some or all clinical sites and be potentially unable to complete the program

It is always the student's responsibility to maintain documentation of all required immunizations. Students without current documentation of immunizations as specified here will be administratively withdrawn from nursing courses.

PLEASE NOTE: If the student attends clinical or engages in activities involving agencies other than the SON without documentation of required immunizations on file with the SON (through Verified Credentials) before faculty become aware of the lapse, all clinical or activities engaged in during this time will be given an unsatisfactory grade.

Revised and Approved by Nursing Faculty Organization 8/2017, revised 9/12/17

MSN CPR Policy

Students in the MSN program must **obtain and maintain a current CPR card** (Adult, Infant, & Child CPR, choking victim, and Automated External Defibrillator (AED) upon admission to the MSN program, and while they remain in the program. Students must submit proof of having satisfactorily completed an approved CPR course from the list provided below including didactic and skills performance check-off. Students must have on file a current CPR that is always active while they are in the MSN program. **Failure to have a current CPR card on file at all times may result in the student being administratively withdrawn from nursing courses.**

It is the student's responsibility to have a current CPR card on file at all times. The student is not allowed to attend clinical without current CPR documentation on file, which will result in an unsatisfactorily (U) for any clinical missed. **It is not acceptable to turn the CPR card into the Preceptor/Instructor the day of clinical.**

The following CPR courses are the only ones acceptable to the School of Nursing. Courses must include **both a didactic and skills check-off component!**

1. The American Heart Associate Basic Cardiac Life Support for Healthcare Providers.
2. The American Heart Associate Basic Life Support for Healthcare Providers Online

- (Part 1) and HeartCode Skills Session (Parts 2 & 3)
3. The American Safety & Health Institute CPR PRO
 4. The American Red Cross courses:
 - a. Basic Life Support for Healthcare Providers, or
 - b. Adult and Pediatric CPR/ AED, or
 - c. Adult and Pediatric First Aid/CPR/AED
 5. American Heart Association BLS Provider
 6. American Heart Association Heartsaver First Aid AED
 7. The International Occupational Health and Safety Association BLS for Healthcare Provider (Inclusive of adult, child, and infant CPR and AED).

Revised and Approved by Nursing Faculty Organization 8/2017, revised 9/2019

Technical Standards

One of the purposes of the Marshall University School of Nursing (MUSON) is to provide graduates with a broad and basic preparation for professional nursing practice. Applicants to the program must be able to meet the cognitive, affective, and psychomotor requirements of the curriculum. The MUSON has identified technical standards critical to the success of students in the nursing program. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe patient care. **The technical standards form is located on the Verified Credentials website. Once a student creates a Verified Credentials account, the form will be available. A signed technical standards form must be current and on file with Verified Credentials.** The documentation is due no later than **July 1 (Fall admission) or January 2 (Spring admission).**

Approved with revisions 02/2017

SON Drug and Alcohol Testing Guidelines/Procedures

I. Standards of Conduct for Drug Free Environment Policy

- A. School of Nursing students are prohibited while on the premises of Marshall University or any clinical agency from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior.
- B. School of Nursing students are prohibited from reporting to a clinical experience, class, or other school sponsored function under the influence of any controlled substance, including, without limitation, alcohol or drugs, which have the potential of impairing the student's ability to function in an appropriate and safe manner. A student who is prescribed by his/her physician, or ingests any drug (including over the counter medication) which has the potential of modifying the student's behavior and/or mental/physical acuity, must report to the clinical faculty member that:
 1. He/she is taking that drug.
 2. The doctor (if any) who prescribed the drug.
 3. The condition for which the drug is being taken.
 4. The dosage.
 5. Duration that student will be taking the drug.

The faculty member shall maintain the confidentiality of such information in accordance with State or Federal laws and regulations, and shall rely upon such information for the protection of the student, other students, patients and other third-parties, (Marshall University adheres to policies prohibiting unlawful discrimination against individuals with a disability. Nothing in this Drug and Alcohol policy is intended to abrogate its policies against unlawful discrimination.)

- C. School of Nursing students, while in the clinical setting, may be subject to policies of the clinical agency, including, but not limited to random drug and alcohol screening.
- D. School of Nursing students must report to the Chair of the School of Nursing or his/her advisor, any students of the School of Nursing, reasonable suspected of being “under the influence” or “impaired”. Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of his/her own use of any medication or other controlled substance. The terms “under the influence” or “impaired” shall mean that the individual displays behavior or conduct which suggests that his/her ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol or the combination use of any controlled substances. (See below III A, I).
- E. Any student of School of Nursing who is arrested for driving under the influence of alcohol or violating and statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Chair of the School of Nursing, or his/her advisor, of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Chair whether such arrest has resulted in a conviction or acquittal, including whether the student entered a plea of guilty or nolo contendere (no contest), as well as whether the student entered into any agreement with the prosecution to reduce charges or defer prosecution.
- F. Any drug screening results which are positive for the presence of alcohol or other controlled substances may be reported to appropriate health care licensing boards or authorities in accordance with local, state, or federal laws or regulations.

II. General

- A. Any student who violates any policy of School of Nursing is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential of adversely impacting School of Nursing may be subject to review and disciplinary action.
- B. The Chair or the student’s advisor will document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication.

III. Applicability

- A. School of Nursing requires drug testing as follows:

1. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the class, Clinical environment or anywhere on hospital or University premises. Observable signs might include, but not be limited to:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Disorientated or confused behavior
- Significant changes
- Hallucinations
- Unexplained accident or injury
- Other clinical observations consistent with impairment
- Sloppy, inappropriate clothing and/or appearance
- Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- Excessive sick leave, excessive lateness when reporting for class or clinical experience or returning from lunch or break, frequent unscheduled short-term absences
- Work takes more time to produce, missed deadlines, careless mistakes
- Unable to concentrate or distracts easily
- Inconsistent behavior or mood swings

2. Random Drug Testing: Any student in a “safety sensitive” position who is undergoing treatment and/or in a rehabilitation monitoring program. “Safety sensitive” includes those positions where students’ responsibility involves public safety or the safety of others and is determined on a case by case basis. Notification of selection for random drug testing will be initiated by the Chair or authorized designee who will refer the collection to the Clinic Specialist or authorized designee. Approved by SON faculty 4/28/15

3. Counseling and Other Assistance.

Help is available on the Marshall University campus at the Student Health Education Program, 145 Prichard Hall (304-696-4800). An Alcoholic Anonymous group meets on campus and is open to all interested parties. Community resources are also available and can be accessed by calling information and Referral Services (304-528-5660). Reviewed 10/24/2017

CLINICAL INFORMATION & POLICIES

Precepted Clinicals

Precepted clinical hours are a large component of our MSN program and finding your clinical sites can be intimidating. While you’re ultimately responsible for locating your clinical sites, we do everything we can to help connect you with resources. It is important that you begin working on your clinical placements when you are instructed by your faculty to do so.

MSN CLINICAL ATTENDANCE POLICY

MSN clinical students are expected to adhere to the schedule of attendance at all clinicals developed by the student and approved by the MU faculty instructor. If the student needs to reschedule a clinical day, the preceptor and MU faculty instructor must be notified ASAP in advance of the Clinical. A “U” (unsatisfactory) will be given and the course grade will be dropped one letter grade if the student has not notified the MU faculty instructor of a change in their clinical schedule. The student should not be absent (without communicating with the MU faculty of the change) on a scheduled clinical day when the Instructor may make a site visit. A second occurrence will result in a second “U” and failure of the course.

Adopted: 2019

Injury in Clinical Setting

Any student who is injured during a clinical/project-based nursing experience may be treated at a local health care facility. However, neither the health care facility nor the university is responsible for paying for those student medical services. The student is covered under his or her own health plan or one that they may take out with the university. The student is responsible for paying for his or her own medical expenses.

Revised Fall, 2004, Reviewed SON 2/27/18

Certification of Health Information

Students without current and complete/approved Health Information on Verified Credentials will not be permitted to participate in a clinical experience and will receive a grade of unsatisfactory for each session missed.

Criminal Background Checks

To do clinicals in the hospitals/preceptors or participate in project-based experiences, all nursing students must complete information for a criminal background check prior to their sophomore year in nursing school for the pre-licensure program. This information will be sent to you via your Marshall e-mail account. If you do not receive the information, it is your responsibility to contact the School of Nursing Records Assistant at (304) 696-3821. For the MSN Program, background checks are completed as part of the admission process through Verified Credentials.

Drug Screening

Facilities and/or community agencies utilized by the School of Nursing require students have drug screening done within a certain time frame prior to starting clinical or projected based experiences. It is the student’s responsibility to ensure that this is completed in time for reports to get returned to the School of Nursing before clinical/project-based experiences begin. (It is recommended that students allow at least 2 weeks for this processing.) Information about drug screening will be conducted by Verified Credentials. For questions about the drug screen process, you can also contact the School of Nursing Records Assistant at (304) 696-3821. For the MSN Program, drug screening is completed as part of the admission process through Verified Credentials.

Dress Code

Body Piercing, Tattoos and Artificial Nails

To maintain a professional image, the School of Nursing highly discourages body piercing and tattooing. If the student already has a tattoo or body piercing, the student will, as much as possible, keep the body part covered and/or remove all facial jewelry while engaging in clinical/project based experience related activities or any activity representing the SON except for one post earring per earlobe. Due to a continued concern for infection control, artificial nails will not be worn by anyone providing direct patient care or when preparing items for patient use. Artificial nails are defined as any artificial material such as acrylics, wraps, overlays, tips or bonding material. Approved SON 2/27/2018

GRADUATE STUDENT ORGANIZATIONS

Sigma Theta Tau International Honor Society of Nursing is the second largest nursing organization in the United States and among the five largest and most prestigious in the world. The Society exists to:

- Recognize superior achievements in nursing
- Encourage leadership development
- Foster high nursing standards
- Strengthen the commitment to the ideals of the profession

Membership is conferred only upon nursing students in baccalaureate or graduate programs who demonstrate excellence in nursing or upon qualified bachelors, masters, and doctoral graduates who demonstrate exceptional achievement in the nursing profession. An induction ceremony for new members is held every spring. Other scholarly activities are planned throughout the year.

MU Graduate Committees that have Student Representation

Graduate Council

The Graduate Council is the policy-making advisory body concerned with establishing and maintaining basic academic standards and requirements of the graduate programs conducted in various colleges and schools.

Graduate Student Council

The Graduate Student Council (GSC) is an organization open to all graduate students. Meetings are designed to discuss problems common to graduate students and propose their administrative solutions. Probably the most attractive aspect of the GSC is its ability to initiate administrative changes favorable to graduate students. GSC appoints representatives to all Faculty Senate standing committees. A second and related goal of the GSC is to provide an environment in which contact with graduate students in other disciplines is expanded. Above all, the GSC is concerned with enriching the academic and personal lives of its members.

Graduate Council Grievance Committee

The Graduate Council Grievance Committee hears student grievances. Students may be nominated to this committee or they may volunteer to serve on this committee.

Graduate Academic Planning and Standards Committee (GAPs)

The GAPs Committee recommends and implements policies for admission, progression, and graduation for the graduate nursing program. It conducts an ongoing curriculum evaluation and recommends changes, additions, or deletions of courses for the graduate nursing program. One graduate nursing student is elected yearly to serve on this committee.

Nursing Student Affairs

This committee reviews concerns pertaining to student welfare and recommends resolution. This committee is also responsible for planning special student events, for example, the Recognition Ceremony. Two graduate students, one family nurse practitioner, and one nursing administration or nursing education student are elected yearly to serve on this Committee.

Scholarships

Marshall University School of Nursing (SON) has a limited number of endowed scholarships available. The Graduate Academic Planning & Standards (GAPs) Committee of the School of Nursing awards the scholarships to students based on financial need and the meeting of criteria specified by the founders of scholarship. You may access information regarding the scholarships by contacting the GAPs Chair. You may also access general scholarship information from <http://www.marshall.edu/wpmu/sfa> Possible Graduate Scholarships are: The Giovanna B. Morton Memorial Scholarship, John F. Morton Scholarship Award, and the Nancy Fagan Memorial Nursing Scholarship.

Recognition Ceremony

All MSN Nursing graduates are encouraged to participate in this traditional ceremony which honors and recognizes the achievements of the nursing graduates. This annual event is planned by the Student Affairs Committee and is held in Huntington, WV. Graduates purchase tickets for their family and friends. Money from ticket sales is used to offset the cost of this event. Information is provided in the MSN Newsletter.

MSN Nursing graduates should purchase cap, gown and master's hood from the MU bookstore. MSN students will be hooded during the ceremony.

FAQ's

Do I have 2 plans of study (POS) in the MSN program?

Yes! The first one is your informal POS that your advisor helps you fill out on admission. The second is required by the Graduate School it is your formal POS. After you have completed 12 credit hours of graduate classes, they require that you submit a POS on their form. Complete

the form and send it to your advisor for a signature, they will forward it to the Graduate College after it is signed. If you don't do this a HOLD will be put on your records and you will not be able to register for classes.

Link to the Graduate School POS: <https://www.marshall.edu/graduate/plan-of-study-template/>

I need to take time off from the MSN program, but I don't want to drop-out. What do I do?

First contact your Advisor by email or phone, and let them know about your circumstances, discuss if you are eligible for a leave of absence (LOA). Complete the LOA form and email it to the Director of the Nursing graduate program. Your LOA will be reviewed by the GAPS committee and a decision made.

Link to the LOA form: <https://www.marshall.edu/nursing/files/Leave-of-Absence-Form.pdf>

I am doing poorly in a class, I have less than a C. What should I do?

Contact your advisor by phone or email and see if they have any suggestions as how to improve your grade. Marshall has a writing & tutoring center that has tutors for many subjects and tutoring is available for online students also.

Link to Writing Center: <https://www.marshall.edu/writingcenter/>

Link to Tutoring Center: <http://www.marshall.edu/uc/tutoring-services/>.

What if I want to withdraw from a class?

First: Contact your advisor by phone or email to discuss your options. Please do not drop a class until you discuss the ramifications with your advisor.

How long will it take for a professor to respond to my email?

Most professors check email daily during business hours on weekdays of fall or spring semester and respond then. Emails sent outside of those hours (nights or weekends) may not get addressed until business hours during the week.