



COLLEGE OF HEALTH PROFESSIONS

SCHOOL OF NURSING

MSN Student Handbook

2013 – 2014

**A Supplement to the
Marshall University Student Handbook**

**Prichard Hall
One John Marshall Drive
Huntington, WV 25755-9510**

This handbook is developed for students entering the College of Health Professions Master's of Science in Nursing (MSN) students.

Students are expected to read the Marshall University Catalog and Making the Connection (the Marshall University Student Handbook) in order to be familiar with University policies.

The Master's of Science in Nursing Program is accredited by the:

**Accreditation Commission for Education in Nursing, INC
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
<http://www.acenursing.org>**

The ACEN is a resource for information on the tuition and fees, and length of the programs.

TABLE OF CONTENTS 2013-2014

TOPIC	PAGE
MSN Faculty and Staff Directory	4
Important Phone Numbers: Marshall University	5
Inclement Weather Policy	5
Academic Calendar of Events: Fall, 2013	6
Academic Calendar of Events: Spring, 2014	7
Admission Policy	8
Marshall University Mission Statement	9
School of Nursing Mission Statement	10
Social Justice Policy Statement/Test Security Policy	11-12
Distance Education Policy	13
Philosophy of School of Nursing	14-15
MSN Program Purpose and Program Outcomes	16
MSN Areas of Emphasis	17
Family Nurse Practitioner Plan of Study	18
Nursing Administration Plan of Study	19
Nursing Education Plan of Study	20
Nursing Midwifery Plan of Study	21
Psychiatric Mental Health Nurse Practitioner Plan of Study	22
Course Descriptions	23-26
Computer Lab/Email Accounts	27
Student Organizations	27-28
MSN Student Participation in MU and COHP Committees	29
Scholarships	30
Academic, Health, and Related Policies	31-33
• Academic Dishonesty	33-34
• Academic advisement and registration	35-38
• Academic Appeals	39
• Student Health Policy	40-53
Policies Related to Clinical Nursing Courses	54
Thesis Guidelines	55-56
Policies Related to Graduation Requirements	57
Alphabetical Index	58

*Notice to All Distant Students: Textbook orders/syllabi may be placed through the Marshall University Graduate College Bookstore in South Charleston. To place an order call 1-800-642-9842 ext. 6-2501 or online at www.marshall.grad.bkstr.com.

**COLLEGE OF HEALTH PROFESSIONS
MSN FACULTY & STAFF DIRECTORY
DEAN'S OFFICE
ADMINISTRATION**

Dr. Michael W. Prewitt
Dean
PH 224, 696-261
prewittm@marshall.edu

Cathy Lawson
Administrative Associate
PH 224, 696-3765
lawsonc@marshall.edu

STAFF

Sharon Peters
Records Officer
PH 216, 696-2635
peters@marshall.edu

Jonathan Brown, Director
Learning Resource Center
PH 222, 696-2629
brownj@marshall.edu

Marilyn Fox, Director
Student Services
PH 221, 696-2620
foxm@marshall.edu

Jessica Leighty
Program Assistant
PH 214, 696-2618
billupsj@marshall.edu

MSN SCHOOL OF NURSING FACULTY

Dr. Denise Landry
Chair, Nursing
PH 425, 696-2630
landry@marshall.edu

Dr. Rebecca Appleton
PH 420, 696-2632
appletonl@marshall.edu

Dr. Paula Reilly
PH 419, 696-2626
woodburnp@marshall.edu

Dr. Diana Stotts
PH 404, 696-2623
Director of Graduate
Nursing Program
stotts@marshall.edu

Dr. Robert Stanton
PH 411, 696-2626
rstanton@marshall.edu

Dr. Robin Walton
PH 416, 696-2634
MUGC, 696-1927
walton@marshall.edu

Dr. Susan Welch
PH 410, 696-2631
welchs@marshall.edu

STAFF

Tammy Workman
PH 426, 696-5272
workman@marshall.edu

Tina Powell
PH 421, 696-3821
Runyon6@marshall.edu

Barbie Adams
PH 421, 696-6751
adams122@marshall.edu

PH = Prichard Hall

IMPORTANT PHONE NUMBERS: Marshall University

Alumni Affairs	Erickson Alumni Center	696-3134 1-800/682-5869
Artists Series	Smith Hall - 160	696-6656
Athletic Ticket Office	Henderson Center - 2022	696-4373
Bookstore		
Textbooks	Memorial Student Center	696-2461
Medical Books	Memorial Student Center	696-2457
Office Supplies	Memorial Student Center	696-2463
Manager	Memorial Student Center	696-2456
Bursar's Office	Old Main - 101	696-6620
Campus Christian Center		696-2444
Counseling Service	Prichard Hall - South Lobby	696-3111
Financial Aid, Student	Old Main - 116	696-3162
Graduate College	Old Main - 113	696-6606
Graduate Student Council	Old Main - 113	696-3365
Health Science Library	1600 Medical Center D2, Suite 2400 Huntington, WV 25701-3655	691-1750
Health Services, Student	1600 Medical Center Drive Huntington, WV 25701	691-1106
Identification Card	MU Memorial Student Center Basement	696-6843
Joan C. Edwards Playhouse Ticket Office	Joan C. Edwards Fine Arts Center	696-2787
Legal Aid Advisor	Memorial Student Center - 2W23	696-2285
Newman Center	1609 Fifth Avenue	525-4618
Parking	Bursar's Office	696-6620
Public Safety/Security	Welcome Center	696-4357 696-HELP
Registrar	Old Main – Room 106	696-6410

INCLEMENT WEATHER POLICY

If you have questions pertaining to classes and/or clinicals during inclement weather, you may call the College of Health Professions main telephone number 304-696-6750.

SCHOOL OF NURSING
Academic Calendar of Events: FALL 2013

August 19-23	Registration/Schedule Adjustment
August 26	First Day of Class
August - September 2	University Computing Services Unavailable
September 2	Labor Day Holiday – University Closed
September 20	Application for December Graduation Due in Academic Dean’s Office
September 27	Last day to drop 1st 8 weeks course
October 7	Final draft of thesis due in Admission’s Office
October 15	Mid – Semester
November 1	Last day to drop a full semester individual course
November 4- December 6	Complete withdrawals only
November 11-22	Advance Registration for Spring Semester for currently enrolled students
November 19 - December 20	Advance Registration for Spring Semester open to all admitted/readmitted students
November 25-30	Thanksgiving Break
December 2 -7	“Dead Week”
December 6	Last day to completely withdraw from Fall semester
December 7	Last class day
December 9-14	Finals
December 21 - 26	Advance Registration and Schedule Adjustment for Spring semester suspended
December 20 - January 1	University Offices closed

SCHOOL OF NURSING
Academic Calendar of Events: SPRING 2014

January 2	University Offices Open
January 2 - 10	Registration/Schedule Adjustment
January 13	First Day of Class
January 17	Last day to add a class (withdrawals only after this date)
January 20	Martin Luther King, Jr. Holiday - University Closed
February 7	Application for May graduation due in Academic Dean's Office
March 5	Mid-semester
March 28	Last day to drop a full semester individual course
March 17-22	Spring Break - Classes Dismissed
March 31 - May 2	Complete Withdrawals Only
March 31- April 4	Advance Registration for Summer Session for currently enrolled students
April 8	Assessment Day - University Closed - classes dismissed for assessment activities
April 14-25	Advance Registration Fall semester for currently enrolled students
April 28 – May 2	“Dead Week”
May 2	Last class day and last day to completely withdraw for Spring semester
May 3-9	Finals
May 10	Recognition Ceremony - TBA
May 11	177th Commencement Exercises
May 26	Memorial Day Holiday - University Closed
July 15	Health Record Form, PPD, Hepatitis B, CPR Certification due in Records Office

***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, faculty, and staff on the basis of 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 College of Health Professions will make every effort to make reasonable accommodations in its course delivery to insure that students with disabilities receive equal treatment.

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

Revised 02/04

Revised 02/03

Revised SON Faculty 2/26/01

Approved SON Faculty 1/26/93

MARSHALL UNIVERSITY
MISSION STATEMENT

Marshall University is a multi-campus public university providing innovative undergraduate and graduate education that contributes to the development of society and the individual. The University actively facilitates learning through the preservation, discovery, synthesis, and dissemination of knowledge.

Marshall University will:

- Provide affordable, high quality undergraduate and graduate education appropriate for the state and the region;
- Provide services and resources to promote student learning, retention, and academic success;
- Foster faculty staff, and student outreach through service activities;
- Provide a safe and secure employee work environment;
- Make instruction available throughout Marshall's service area using all appropriate modes of delivery;
- Enhance the quality of health care in the region;
- Promote economic development through research, collaboration, and technological innovations;
- Educate a citizenry capable of living and working effectively in a global environment;
- Support and strengthen the faculty, staff, student, and administrative governance structures in order to promote shared governance of the institution;
- Further the intellectual, artistic, and cultural life of the community and region; and
- Adhere to the Marshall University Creed and to the Statement of Ethics.

Revised 02/04

Revised 02/03

***SCHOOL OF NURSING
MISSION STATEMENT***

Consistent with the mission of Marshall University, the School of Nursing is committed to offering quality undergraduate and graduate nursing education. The focus of the College of Health Professions is upon being interactive with the community in assessing the health care needs of the people, including rural and underserved areas, and in responding to contemporary and future needs of society and the nursing profession.

To accomplish this mission, the College of Health Professions:

- Ensures the integrity of the programs through maintenance of rigorous professional education standards and through the high expectation of student learning and performance.
- Encourages involvement of faculty in service to society and the profession.
- Supports the engagement of faculty in research and scholarly activities.
- Provides an environment that is sensitive to a culturally, racially, and ethnically diverse student body, faculty, and staff; and
- Maintains an environment that provides for academic freedom and shared governance.

Revised SON Faculty 02/04
Revised SON Faculty 02/03
Revised SON Faculty 2/26/01
Approved SON Faculty 3/24/97

**Marshall University
College of Health Professions
School of Nursing
Social Justice Policy Statement**

Marshall University is committed to bringing about mutual understanding and respect among all individuals and groups at the University. As part of Marshall University, the College of Health Professions, School of Nursing has made a commitment to social justice. Therefore, no one will be discriminated against on the basis of race, gender, ethnicity, age, sexual orientation, religion, social class, or differing viewpoints. Each student will be viewed as a valuable member of this class and as the faculty for the course I will strive to facilitate an atmosphere/learning environment where mutual understanding and respect are actualized.

Approved SON 2/27/06

Marshall University
College of Health Professions
Marshall University School of Nursing
Test Security Policy

In order to ensure the security of all examinations, the School of Nursing has adopted the following policies:

1. Test Administration

- A. Students may not access any electronic equipment during the exam that has not been provided by the faculty, including but not limited to calculators, cell phones, laptops and PDAs.

2. Test Review

- A. Students will not be allowed to view any exam without direct supervision of course faculty or site facilitator
- B. Students must review tests within time specified by the course faculty.
- C. Limited numbers of students may be allowed to view the exam at one time depending on office size, space, and faculty preference.
- D. Students will be allowed to review the exam only one time, and time limits may be placed on review as specified by course faculty.
- E. NO notes can be taken by the student while reviewing the test, and students are not allowed to access any electronics while reviewing the tests. NO copies electronic or written!
- F. Individual student printouts for exams are to be retained by the faculty.
- G. Faculty have the right to place further restrictions on test review as deemed necessary.

Adopted SON faculty 2/07

**Marshall University
School of Nursing
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 occur on occasion. In the instance where a specific class session is unable to be delivered to a distant site, course faculty will make every effort to make class content available to the distance site faculty/facilitator. 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 times.

Approved SON 08/16/07

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

¹ANA. (1980) *Social Policy Statement*

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

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 Masters 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.

Revised	09-01-89
Reviewed	04-25-94
Revised	11-28-94
Reviewed	02-27-95
Revised	04-24-95
Reviewed	03-24-97
Revised	02-26-01
Revised	02/03
Revised	02/04
Revised	05/09/11

¹AACN. (1996) *Essentials of College and University Education for Professional Nursing*

MSN PROGRAM PURPOSE AND PROGRAM OUTCOMES

PURPOSE

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 masters program

GRADUATE STUDENT LEARNING OUTCOMES¹

Graduates of the MSN program will:

- 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;

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

¹ NLN. (1987). *Characteristics of nursing education leading to a master's degree*. NY: Author.

MSN AREAS 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 nurse midwifery area of emphasis (32 credits) provides an opportunity to develop competency as a nurse midwife.

The psychiatric mental health component (23 credits) provides an opportunity to develop competency as a psychiatric mental health nurse practitioner.

The nursing administration component (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 component (18 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 (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.

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.

MSN FAMILY NURSE PRACTITIONER PLAN OF STUDY

Core Component Courses (12 credits)	CREDITS	AWARDED
NUR 602: Theoretical Foundations in Nursing	3	
NUR 604: Leadership in Nursing	3	
NUR 606: Advanced Nursing Research	3	
NUR 608: Issues in Health Care	3	
Area of Emphasis Component Courses (24 credits)		
NUR 620 Advanced Pathophysiology I	2	
NUR 621 Advanced Pathophysiology II	2	
NUR 622 Advanced Physical Assessment	5	
NUR 624 Advanced Family Nursing Practice I	5	
NUR 626 Advanced Family Nursing Practice II	5	
NUR 663 Advanced Pharmacology I	2	
NUR 664 Advanced Pharmacology II	2	
NUR 695 Internship: Advanced Family Nursing	6	
TOTAL	41	

Rev. 4/08

POST MASTER'S CERTIFICATE: FAMILY NURSE PRACTITIONER

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 (AANP) Certification Examinations for Adult and Family Nurse Practitioner and/or the American Nurses' Credentialing Center Certification Examination for Family Nurse Practitioner.

Area of Emphasis Component Courses (29 credits)		
NUR 620: Advanced Pathophysiology I	2	
NUR 621: Advanced Pathophysiology II	2	
NUR 622: Advanced Physical Assessment	5	
NUR 624: Advanced Family Nursing Practice I	5	
NUR 626: Advanced Family Nursing Practice II	5	
NUR 663: Advanced Pharmacology I	2	
NUR 664: Advanced Pharmacology II	2	
NUR 695: Internship: Advanced Family Nursing	6	
TOTAL	29	

**MSN NURSING ADMINISTRATION
PLAN OF STUDY**

Core Component Courses (12 credits)	CREDITS	AWARDED
NUR 602: Theoretical Foundations in Nursing	3	
NUR 604: Leadership in Nursing	3	
NUR 606: Advanced Nursing Research	3	
NUR 608: Issues in Health Care	3	
Area of Emphasis Component Courses (18 credits)		
NUR 642: Organizational Dynamics in Nursing	3	
NUR 644: Financial Strategies in Nursing Administration	3	
NUR 646: Nursing Management in Health Care Settings I	6	
NUR 648: Nursing Management in Health Care Settings II	6	
Elective Component Courses (6 credits)		
NUR 681: Thesis	6	
NUR 616: Curriculum Development in Nursing	3	
NUR 618: Teaching in Nursing	3	
Other approved electives		
TOTAL	36	

POST MASTER’S CERTIFICATE: NURSING ADMINISTRATION

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 educators. The graduates of this program are eligible to take the American Nurses’ Credentialing Center (ANCC) Certification Examination for Nursing Administration or Nursing Administration, Advanced.

Area of Emphasis Component Courses (18 credits)		
NUR 642: Organizational Dynamics in Nursing	3	
NUR 644: Financial Strategies in Nursing Administration	3	
NUR 646: Nursing Management in Health Care Settings I	6	
NUR 648: Nursing Management in Health Care Settings II	6	
TOTAL	18	

**MSN NURSING EDUCATION
PLAN OF STUDY**

Core Component Courses (12 credits)	CREDITS	AWARDED
NUR 602: Theoretical Foundations in Nursing	3	
NUR 604: Leadership in Nursing	3	
NUR 606: Advanced Nursing Research	3	
NUR 608: Issues in Health Care	3	
Area of Emphasis Component Courses (18 credits)		
NUR 616: Curriculum Development in Nursing	3	
NUR 618: Teaching in Nursing	3	
NUR 619: Practicum: Teaching in Nursing	6	
EDF 636: Classroom Assessment	3	
CIEC 600: Computing and Instructional Design	3	
EDF 619: Educational Psychology	3	
Elective Component Courses (3 credits)		
NUR 681: Thesis	6	
NUR 642: Organizational Dynamics in Nursing	3	
NUR 644: Financial Strategies in Nursing Administration	3	
Other approved electives		
CIEC 534 – Application to Technology	3	
CIEC 635 – Nursing Internet in Classroom Teaching	3	
TOTAL	36	

MSN-NE graduates are eligible to take the NLN Certified Nurse Educators Exam.

POST MASTER’S CERTIFICATE: NURSING EDUCATION

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 Examination.

Area of Emphasis Component Courses (21 credits)		
NUR 616: Curriculum Development in Nursing	3	
NUR 618: Teaching in Nursing	3	
NUR 619: Practicum: Teaching in Nursing	6	
EDF 636: Classroom Assessment	3	
CIEC 600: Instructional Design Technology	3	
EDF 619: Educational Psychology	3	
TOTAL	21	

PLAN OF STUDY

The MSN-NM program can be completed in two and half academic years of full-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.

**MSN NURSE MIDWIFERY
PLAN OF STUDY**

Core Component Courses (12 credits)	CREDITS	AWARDED
NUR 602: Theoretical Foundations in Nursing	3	
NUR 604: Leadership in Nursing	3	
NUR 606: Advanced Nursing Research	3	
NUR 608: Issues in Health Care	3	
Area of Emphasis Component Courses (13 credits)		
NUR 620 Advanced Pathophysiology I	2	
NUR 621 Advanced Pathophysiology II	2	
NUR 622 Advanced Physical Assessment	5	
NUR 663 Advanced Pharmacology I	2	
NUR 664 Advanced Pharmacology II	2	
	25 credit hours	
TOTAL FROM MARSHALL UNIVERSITY		
Student transfers to SU at this point		
Advanced Practice Midwifery Courses at Shenandoah University	19	
NM 610 Primary Care of Women	3	
NM 620 Comprehensive Antepartal Care	3	
NM 630 Midwifery Practicum	3	
NM 640 Comprehensive Perinatal Care	3	
NM 650 Integrated Midwifery Practicum	6	
NM 660 Advanced Nurse-Midwifery Role Development	1	
TOTAL CREDIT HOURS FOR MSN-NM Degree from MU	44	

Rev. 4/08

PLAN OF STUDY

The MSN-PMHNP program can be completed in three academic years 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 23 credit hours of specialty psychiatric mental health courses.

**MSN PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER
PLAN OF STUDY**

Core Component Courses (12 credits)	CREDITS	AWARDED
NUR 602: Theoretical Foundations in Nursing	3	
NUR 604: Leadership in Nursing	3	
NUR 606: Advanced Nursing Research	3	
NUR 608: Issues in Health Care	3	
Area of Emphasis Component Courses (13 credits)		
NUR 620 Advanced Pathophysiology I	2	
NUR 621 Advanced Pathophysiology II	2	
NUR 622 Advanced Physical Assessment	5	
NUR 663 Advanced Pharmacology I	2	
NUR 664 Advanced Pharmacology II	2	
	25 credit hours	
TOTAL FROM MARSHALL UNIVERSITY		
Student transfers to SU at this point		
Advanced Practice PMHNP Courses at Shenandoah University		
PMH 645 Individual Therapy Theories	3	
PMH 650 Individual Therapy Practicum	3	
PMH 665 Group, Family, Community Theory	3	
PMH 670 Group, Family, Community Practicum	3	
PMH 685 or 686 Geriatric PMH Nursing or Child & Adolescent PMH Nursing	4	
PMH 695 Advanced NP Practicum in PMH Nursing	3	
HP 576 Substance and Relationship Abuse	3	
NP 690 Advanced NP Role Development	1	
Total	23	

Rev. 4/08

COURSE DESCRIPTIONS

Core Component Courses

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 Perm.).

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, economical, political, and technological forces. Credit Hours: 3 (3 credits theory). PR: Priority given to FNP students, open to other health care profession students with permission.

Area of Emphasis Component Courses: Family Nurse Practitioner

NUR 620 ADVANCED PATHPHYSIOLOGY 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.

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

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, antiallergic 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, 450 hours minimum; 2 1/2 hour seminar on alternate weeks). 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.

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

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).

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).

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.

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 (credits theory/practicum). PR: Admission to MSN Program.

NUR 619 PRACTICUM: TEACHING IN NURSING. Guided experience in didactic teaching of nursing, clinical teaching, supervision and evaluation of students. Credit hours: 6 (6 credits lab). (PR: NUR 618 & NUR 606).

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).

CEIC 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).

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

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).

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).

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).

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

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

E-MAIL 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 on a regular basis to keep informed on all current and any new information concerning College of Health Professions. You will not be receiving this information by regular mail.**

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 4th floor. Distance students call computing services (304-696-3222) to confirm their registration and request that their account information be mailed to their home address.

NURSING STUDENT ORGANIZATIONS

MSN Graduate Alumni Association

The MSN Graduate Alumni Association is an organization whose purpose is to provide a forum for alumni to:

1. Network with fellow nurse practitioners and/or nursing administrators.
2. Communicate personal and professional achievements.
3. Foster professional cohesiveness.
4. Support graduate nursing education.
5. Promote community service in relation to professional expertise.

Students in their second year of clinical courses are eligible to hold offices. All students are encouraged to participate in the MSN Graduate Alumni Association activities. Each year, the MSN-FNP Alumni present the Advanced Practice Nursing Update Conference for nurses in advanced practice. Contact Professor Dr. Diana Stotts for more information, 304/696-2637.

Sigma Theta Tau International, Nursing Honor Society - Nu Alpha Chapter

The nursing honor society is an organization for all nursing students and community leaders who qualify. A graduate nursing student must have completed one-fourth of the nursing credits required for graduation, and have a minimum grade point average of 3.5 to be nominated.

The purpose of the honor society is to:

1. Recognize superior achievement in nursing.
2. Encourage and facilitate leadership development.
3. Foster high nursing standards.
4. Stimulate creative work.
5. Strengthen the commitment to the ideals of the profession.

An induction ceremony for new members is held every spring. Other scholarly activities are planned throughout the year. Contact President, Nu Alpha Chapter for more information.

Nurses' Christian Fellowship

Nurses' Christian Fellowship (NCF) at Marshall University is a part of The National and International Nurses Christian Fellowship, a subsidiary of InterVarsity Christian Fellowship. Within nursing, Nurses Christian Fellowship is a student group which meets one hour weekly throughout the academic year. Nurses Christian Fellowship aims to influence nursing by:

1. Building a group which meets for Bible study, prayer, fellowship, spiritual growth, and outreach.
2. Bringing the good news of the gospel to colleagues, patients, and their families.
3. Fostering involvement in world-wide cross cultural communication of the gospel.
4. Communicating compassion, justice, truth, peace, and hope in nursing.
5. Advocating quality patient care which includes the spiritual dimension

**GRADUATE NURSING STUDENT PARTICIPATION IN MARSHALL
UNIVERSITY AND COLLEGE OF HEALTH PROFESSIONS
COMMITTEES**

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. This Council also plans the Hooding Ceremony.

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

The GAPSC 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 student are elected yearly to serve on this Committee.

GIOVANNA B. MORTON MEMORIAL SCHOLARSHIP

A fund known as the Giovanna B. Morton Memorial Scholarship has been established in the Marshall University Foundation, Inc. This scholarship was established to honor the memory of Giovanna B. Morton for her dedication to nursing students as Program Director and Associate Dean of the College of Nursing and Health Professions.

The recipient shall be selected by a committee of the nursing faculty in cooperation with the Office of Student Financial Assistance. The recipient shall be admitted into the nursing program and have demonstrated clinical excellence and leadership. The recipient shall have an overall GPA of 3.5 or better.

JOHN F. MORTON SCHOLARSHIP AWARD

The John F. Morton Scholarship Award is given in memory of John F. Morton to recognize and honor a family nurse practitioner student who has demonstrated outstanding achievement in clinical practice.

The Graduate Academic Planning and Standards Committee in the Department of Nursing in the College of Health Professions were chosen to select the student for this award. The criteria include a minimum of 3.5 grade point average, Clinical Research Project grade, and evaluations from preceptors and family nurse practitioner faculty.

THE NANCY FAGAN MEMORIAL NURSING SCHOLARSHIP

This is a Memorial Fund Scholarship honoring the legacy of Nancy Fagan, long time faculty member who passed away in 2010.

GRADUATE NURSING PROGRAM

Academic, Health, and Related Policies

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.

MSN GENERAL ACADEMIC POLICIES (approved by Graduate Council, 2012)

1. All Graduate Academic Policies apply to all MSN and PM course work. Students are held accountable for the Graduate Catalog of admission and MSN Handbook upon enrollment 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. Students who make less than a “C” in a clinical course may not progress to the next sequential clinical course. The student must repeat the course the next time offered or within 1 year. They must earn a “B” or higher on the second attempt, failure on the second attempt will result in dismissal from the program.
4. Students may repeat only one required course in which they have earned less than a “C”. The course in which the student earned the “C” can only be repeated once.
5. A student who earns 6 credits of a “C” in nursing courses will be dismissed from the program.
6. No more than 6 hours of “C” may be applied toward the MSN degree or PM certificate.
7. If a student earns an “F” in any course they will be dismissed from the program.
8. No grade below a “C” will be applied toward the MSN degree or PM certificate.

9. Any student dismissed from the program will not be considered for admission to the same area of emphasis in which they were enrolled.
10. 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.
11. Students who do not follow the University procedure for withdrawal from a course will earn a grade of “F” for the course.
12. No more than twelve (12) credit hours may be accepted as transfer credit.
13. All students must have a 3.00 GPA in their major to graduate and receive the MSN, or PM certificate.
14. Students must have an approved plan of study (POS) developed with their advisor prior to registering for any MSN class. Any deviation from the students POS must be approved by their advisor. Failure to comply with this policy can result in administrative withdrawal from a course.

Adopted by SON: 09/01/89
Reviewed by SON: 03/24/97
Revised 02/03
Revised 02/04
Revised 10/22/07
Revised GAPS 2.9.10
Approved SON 2.23.10
Approved SON 2.28.12

Incomplete Grade Policy (Effective Fall, 2009)

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 or not 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”.

ACADEMIC DISHONESTY

Marshall University 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 or tools during an academic exercise. No cell phones, calculators, palm computers 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. This includes text messaging, PDA's, etc during exams.
- c. Unauthorized viewing of another person's work during an academic exercise.
- d. Unauthorized securing of all or any part of assignments or examinations 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.

III. 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

Attempting 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. Students must adhere to all policies in the Student Code of Conduct.

Approved Nursing Faculty 4/23/07

Approved Nursing Faculty 8/21/03

Approved BSN Faculty 5-13-03

ACADEMIC ADVISEMENT, REGISTRATION, AND PROGRESSION POLICIES

Academic Advisement and Registration

After the student is accepted into the graduate program in nursing, the student is required to meet with a graduate advisor. The student and advisor together develop an outline of the work that the student is to complete in order to be eligible for graduation. The first plan of study is a working plan, which is developed by student and advisor. This ***Plan of Study** is detailed and includes a schedule of courses to be completed during specific semesters of enrollment.

The second plan of study is the Graduate College Official Plan of study and must be completed when the student has completed 12 credit hours of courses in the MSN program. This plan is on our webpage, and is to be completed by the student, mailed to the advisor for signatures and will be forwarded to the Dean of the Graduate College. Once the Dean of the Graduate College approves the plan, the student and the advisor will receive a signed copy of the plan and letter from the Dean of the Graduate College. Students, who do not comply with this requirement, will not be allowed to register for classes.

Graduate College Students who do not register for classes for the semester they are admitted, will forfeit their space in the program, and must reapply.

Rev. 10/22/07 SON

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. 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.

***Found online at www.marshall.edu/cohp/nursing/msn/forms/msnforms.asp**

Leave of Absence*

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. Student must complete the online Leave of Absence form found online at www.marshall.edu/cohp/nursing/msn/forms/msnforms.asp
2. Student's petition for a leave of absence must be submitted to Dr. Diana Stotts, PH 404, stotts@marshall.edu. The application will be forwarded to the Graduate Academic Planning and Standards Committee found online at www.marshall.edu/cohp/nursing/msn/forms/msnforms.asp.
3. Students who do not begin classes for the semester for which they were admitted; Forfeit the place in the program and must reapply to the MSN program.*
4. If a leave of absence is approved by the GAPSC, 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 time limitation set by the Graduate College. Students who have not demonstrated responsibility or shown potential for successful completion of the program will not be granted a leave of absence and will be denied a leave of absence and will be dismissed from the program.
8. Consideration for leaves of absences 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.

Adopted by SON 10/28/96
Reviewed by SON 10/27/97
Revised SON 02/01
Revised SON 02/03
*Revised SON 9/07
Revised GAPS 2/09/10

Withdrawal

All students are required to meet with their advisor prior to dropping a 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 schedule 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.

* Form found online at <http://muwww-new.marshall.edu/cohp/index.php/departments/school-of-nursing/programs7/master-of-science-in-nursing/forms3/>

After this date, 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 schedule for dates.

Transient (Transfer) Credit

Students planning to take courses at other institutions must use the following procedure:

1. Obtain approval from advisor.
2. Seek transient admission to institution where course will be taken.
3. Have transcript of course work sent to the Marshall University Admissions Office, Attention: Graduate College.
4. 12 credits only transferable.

Academic Probation and Retention

The Graduate College will place students whose grade point average falls below 3.0 on academic probation.

Following notification of probation and prior to subsequent registration, students will be counseled by their advisor. During this initial counseling session, the student will be advised of deficiencies and the requirements for removing the deficiencies within the next nine semester hours of enrollment. The student will not be permitted to register without the written approval of the Dean of the Graduate College. A second counseling session will follow the first grading of subsequent enrollment and will be designed to check the student's progress.

If probationary status is not removed within a time period considered satisfactory by the Graduate Dean, the Dean, in consultation with the graduate department, will determine (1) if the student is to be retained or recommended for dismissal, (2) what counseling or remediation steps will be required of the student as a condition of retention.

Students who have been dismissed for academic deficiencies may apply for readmission to the Graduate College after a lapse of one academic year.

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.

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

STUDENT HEALTH POLICY

The College of Health Professions is responsible for ensuring that nursing students have the knowledge and skills required to safely and effectively care for people who require nursing care. Nursing students in the MSN Program, in turn, accept accountability for patient care and safety when they accept admission to the program. This accountability is necessary as nursing is a practice profession and lack of accountability may jeopardize the lives of others. Therefore, the College of Health Professions has developed a policy to assure that the health of the students will not threaten patient safety.

Students must be mentally and physically able to meet the classroom objectives and function safely in the clinical area. Students must notify their faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. Students may withdraw from nursing courses or apply for a leave of absence in order to give themselves time to receive treatment and improve their mental or physical health. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the students' health or the safety of patients.

Students may be dismissed or temporarily suspended from the MSN Program, if they do not notify faculty of their health problems which may affect patient safety. Students may also be dismissed or suspended if, in the faculty member's judgment, they are not able to provide safe patient care. Notification of health problems must be given by the student to the appropriate faculty before the beginning of classes, or when the problem develops or is diagnosed during the course. Notification after-the-fact constitutes a serious lack of accountability on the part of the student.

Injury in Clinical Setting:

Any student who is injured during a clinical 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 their own health plan or one which they may take out with the university. **The student is responsible for paying for his or her own medical expenses.**

Current certification in cardiopulmonary resuscitation is due July 15 ANNUALLY of all MSN STUDENTS.

Student must obtain and maintain Cardiopulmonary Resuscitation (CPR) certification. This certification can be obtained through University course (HE 222), from the Red Cross, American Heart Association, or from other health organizations. This certification must be current and on file in the College of Health Professions Records Office prior to registering for any nursing course with a clinical component. Failure to obtain and maintain current CPR certification will result in the student being declared ineligible to participate in clinical practicum experiences. It is the

responsibility of the student to update this record when CPR is renewed.

a. Current satisfactory health record.

All MSN students must submit a current satisfactory health record to the College of Health Professions Records Office at admission to the MSN program.

Only students with current, satisfactory health forms on file in the College of Health Professions Records Office will be permitted to begin a clinical practicum experience. Students without a health form will not be permitted to participate in a clinical practicum and will receive a grade of unsatisfactory for each session missed.

The health record requires that the health care practitioner complete a physical examination for the student and certify the student's emotional, mental, and physical fitness for carrying out nursing responsibilities. Any deviations and treatments must be noted.

Several medical lab tests are also required for ALL MSN STUDENTS:

1) **PPD screening test for tuberculosis:**

The PPD screening test is to be done **ANNUALLY**. If previous PPD skin test is positive, provide documentation of chest x-ray and follow-up and evaluation by physician. The PPD test may be done at any clinic or doctor's office. The Cabell Huntington Health Department will do this test free. For students wishing to take advantage of this, the health department is located next door to Cabell Huntington Hospital, phone 304/523-6483. Their hours for testing are: Tuesdays 9-11 (return Friday for reading)
Fridays 1-3 (return Monday for reading)
Also the 2nd and 4th Monday of each month from 4-6:30 p.m.

ALL MSN STUDENTS MUST COMPLETE THE 2 Step TB-Test

DUE JULY 15TH

Student Name: _____ Date _____

TST Step II Screening (TB TEST): 2 Step TB Test

The step II test is performed in two stages. It can be done over a two –three week period, but must be completed prior to July 15th.

The first test is administered. All positive results are to be followed up by your primary care physicians before you enter nursing courses.

The second step of the TB screening process is to be performed between two weeks to three weeks after the first test but must be complete by July 15th. This test is performed if the results of the first test were negative.

The second step of this screening is to reduce the likelihood that a “boosted effect” will be misinterpreted as a recent infection or new conversion. The “booster effect” is a delay-type of hypersensitivity reaction. A positive reaction to the second test probably is a boosted reaction (indicating a past infection or BCG vaccination).

This Step II policy is designed to reduce the potential of overestimation of new infections. The Step II testing is used for initial skin testing before your entrance to nursing school. ***Thereafter, a TST will be performed annually or periodically if you have had an exposure.***

This Step II procedure must be performed even if you have had annual screening in the past.

Date of 1st TB Test: _____

Reaction and Date Read: _____

(If positive reaction noted in step 1, student must provide documentation of evaluation and/or treatment by a healthcare provider)

Date of 2nd TB Test: _____

Reaction and Date Read: _____

Signature of physician/nurse reading reaction: _____ Date: _____

Documentation Cover Page

Checklist for Required Forms for Marshall University School of Nursing

All forms are to be completed and received by the School of Nursing by July 15th of the year you enter sophomore level of the nursing program. Please print legibly, place a checkmark in each blank below, and sign at the bottom of page.

Last Name: _____ First Name: _____

Middle: _____

MU ID # 901 _____

_____ Health form completed (no missing information or blanks, vaccines must be completed, signatures included where required, documentation of titers included if applicable, waivers signed where needed)

_____ CPR (approved course, current, does not expire before end of academic year)

_____ 2-step TB test (requires two injections, both skin tests completed 2-3 weeks apart, each to be read, 2nd injection repeated no earlier than 2 weeks after the first, documentation of each need to be provided at the same time)

_____ Technical Standards form completed

My signature indicates I have completed and attached all required documents in one packet. I understand individual forms will not be accepted. Failure to submit documentation packet by the deadline may result in **dismissal from the program** or an unsatisfactory in each course with a clinical component. Note: Obtaining two unsatisfactory grades in the clinical component of a course results in **failure** of said course.

Signature of student

Date

School of Nursing
Health Form: DUE JULY 15TH!

Graduate FNP and NM students must complete prior to the first clinical course (NUR 622). Information must be updated when changes in health status warrant.

Section 1: Must be completed by STUDENTS

Name: _____ Date: _____

ID Number: 901 Program: MSN

Address: _____

Phone (home) _____ (work) _____ Date of Birth _____

Medical History (circle appropriate response)

Anemia	YES	NO	Kidney disease	YES	NO
Asthma	YES	NO	Liver disease	YES	NO
Back problems	YES	NO	Lung Disease	YES	NO
Cancer	YES	NO	Mental/emotional problems	YES	NO
Diabetes	YES	NO	Seizure disorder	YES	NO
Fainting	YES	NO	Stroke	YES	NO
Headaches	YES	NO	Tuberculosis	YES	NO
Heart disease	YES	NO	Other (specify below)	YES	NO
Hypertension	YES	NO			

If you answered yes to any of the above please give a brief overview of your problem: _____

Allergies: (medications, food, etc.) _____

Current Prescription Medications _____

Major illnesses/injuries or hospitalizations (list dates): _____

Health Form: **DUE JULY 15TH!**

Section 2: To be completed by health care provider (MD, DO, NP, PA)

Student Name: _____ Date _____

Examination: Please note and physical or emotional problems and current treatment.

HT: _____ WT: _____ B/P: _____ Pulse: _____ Respirations _____

	NORMAL	ABNORMAL	NOT EXAMINED	TREATMENT
Eyes/Vision				
Ears/Hearing				
Nose, Throat, Mouth				
Head and Sinuses				
Neck/Thyroid				
Breast				
Lungs				
Heart				
Abdomen				
Genitalia				
Musculoskeletal				
Neurological				
Vascular/lymph				
Mental/Emotional				
Endocrine				
Other				

Functional Assessment: Student must be able to perform various skills which require manual dexterity and lifting capacity. Please comment regarding their ability to perceive with and utilize the five senses, as well as lift, push, bend, walk, climb, balance, etc. _____

To your knowledge is the student taking any medication which could affect clear thinking or performance and therefore jeopardize patient safety? NO YES

Describe: _____

How long have you known student? _____

Section 2: To be completed by health care provider (MD, DO, NP, PA)

Based upon the history and examination, please indicate your opinion of the student's health status.

_____ Student is in excellent health with no health problems and is able to deal with the physical and mental/emotional components of a professional nursing program.

_____ Student is in very good health with minimal problems which are being treated and is able to deal with the physical and mental/emotional components of a professional nursing program.

_____ Student is in good health and, while receiving treatment for problems noted previously, is able to deal with the physical and mental/emotional components of a professional nursing program.

_____ Student is in poor health and is NOT able to deal with the physical and mental/emotional components of a professional nursing program.

Date: _____ Signature (Health Care Provider): _____

Section 3: Immunization record to be completed by appropriate health care personnel (HCP) (in some cases this may be RN)

Student may attach copies of their immunization records to document immunity, in which case the student MUST complete that part of this form themselves and clearly mark relevant information on the form they are attaching!

Student must provide evidence of immunity to measles (rubeola), mumps, rubella, and varicella

1. Measles and Rubella (Need proof of immunization X 2 or titer)

MMR Vaccine (2 doses) **and at least 4 weeks later** _____

DATE

DATE

OR

Titer _____ Signature of HCP: _____

DATE/RESULTS

2. Tetanus, Diphtheria, Pertussis (Need proof of vaccination)

Tdap Vaccine _____

Signature health care personnel _____ Date: _____

3. TST Step II Screening (TB TEST): **2 Step TB Test**

The step II test is performed in two stages. It can be done over a two –three week period, but must be completed prior to July 15th.

The first test is administered. All positive results are to be followed up by your primary care physicians before you enter nursing courses.

The second step of the TB screening process is to be performed between two weeks to three weeks after the first test but must be complete by July 15th. This test is performed if the results of the first test were negative.

The second step of this screening is to reduce the likelihood that a “boosted effect” will be misinterpreted as a recent infection or new conversion. The “booster effect” is a delay-type of hypersensitivity reaction. A positive reaction to the second test probably is a boosted reaction (indicating a past infection or BCG vaccination).

This Step II policy is designed to reduce the potential of overestimation of new infections. The Step II testing is used for initial skin testing before your entrance to nursing school. *Thereafter, a TST will be performed annually or periodically if you have had an exposure.*

This Step II procedure must be performed even if you have had annual screening in the past.

Date of 1st TB Test: _____

Reaction and Date Read: _____

(If positive reaction noted in step 1, student must provide documentation of evaluation and/or treatment by a healthcare provider)

Date of 2nd TB Test: _____

Reaction and Date Read: _____

Signature of physician/nurse reading reaction: ____ Date: _____

4. Chicken pox (varicella-zoster): Need to provide **proof of immunity** by **one of the following**

Documentation of two doses of varicella vaccine: DATE _____ & _____
Date Date

OR

Titer _____
DATE RESULTS Results

OR

Documented diagnosis of chickenpox/shingles or verification of history of chickenpox/shingles

Signature of Health Care Provider _____ Date: _____

5. Hepatitis B Vaccine (**a series of 3 shots is required or student is to sign waiver below**)

(If the series is not completed at the time this form is submitted to the SON, it is the student's

responsibility to see that this information is submitted to the record's officer as soon as possible)

Hepatitis B Vaccine _____
DATE DATE DATE

Signature of Health Care Provider _____ Date: _____

OR

Titer _____ Signature of HCP: _____
DATE/RESULTS _____

OR the student can sign the waiver:

Section 5: Hepatitis B Vaccine Waiver: To be completed by student (if applicable)

I understand that due to my exposure to blood or other potentially infectious materials as a nursing student I may be at risk of acquiring Hepatitis B. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

Date: _____ Signature (Student): _____

Section 6: To be completed by STUDENT

I understand that this health record has been completed as part of the requirements for enrollment in the nursing program and that it will be used by faculty and staff for that purpose. Furthermore, I understand that this health record may be required by representatives of the clinical agencies who are providing clinical learning experiences for me, or to others who are directly involved in my nursing education.

Unless my written permission is given, no person beyond those indicated above, and only for the above purposes, may review this form.

I verify that the information provided is accurate to the best of my knowledge.

I further understand that it is my responsibility to update this information as changes in either my physical or mental/emotional health warrant. Failure to self-report changes in my health status as I progress through the nursing program may result in disciplinary action and/or dismissal from the nursing program.

Date: _____ Signature (Student): _____

Approved SON 2/23/2010
Revised UGAPS 3/2/ 2010
Approved SON 3/30/2010

Approved CPR Certification Classes

Students must obtain and maintain **annual** CPR certification starting in the sophomore level of the nursing curriculum. **Only the following courses are acceptable:**

1. the American Heart Association Basic Cardiac Life Support for Healthcare Providers,
2. the American Safety Health Institute CPR Pro for the Professional Rescuer;
3. the American Red Cross course with students completing both the Adult CPR and AED course AND the Infant and Children CPR course and,
4. the American Heart Association Heartsaver First Aid, module C (adult and child CPR with mask), module D (adult and child AED) and module E (infant CPR with mask).

CPR certification must be on file with the Records Officer in the College of Health Professions, Prichard Hall, **before July 15th. A copy of the actual card is required to verify certification.**

Accepted: Fall, 1986

Revised: 3/16/2010

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 examples listed are for illustrative purposes only, and not intended to be a complete list of all tasks in a nursing program.

Reasonable accommodations to meet standards may be available for otherwise qualified individuals with disabilities. Contact the Marshall University Disability Services Office for more information if you think you may need accommodation. (Prichard Hall 117, Phone Number 304-696-2271 or www.marshall.edu/disabled.)

Capacity	Standard	Examples
Hearing	Students must have auditory ability sufficient to hear a normal conversation and make fine discriminations in sound.	Detect audible alarms, Detect cries for help, Detect sounds related to bodily functions using a stethoscope e.g. B/P, heart, lung and bowel sounds
Vision	Students must have visual ability sufficient for observation, assessment and performance of safe nursing care.	Observe client responses, Discriminate color changes, Accurately read measurements on equipment, Read medication labels
Tactile Ability	Students must have tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	Perform functions of physical assessment and those related to therapeutic interventions, Perform palpations e.g. pulse, Perform functions of physical examination
Capacity	Standard	Examples
Strength and	Students must possess strength and	Safely transfer clients in and

Mobility	ambulatory capability sufficient to maintain a center of gravity when met with opposing force as in lifting, supporting and/or transferring a client.	out of bed, lift or move clients or objects, Pull or push objects (this includes occasionally lifting 50 pounds and frequently lifting or carrying objects weighing 25 pounds).
Fine Motor Skills	Students must possess fine motor skills sufficient to perform psychomotor skills integral to client care.	Safely manipulate small equipment, such as syringes, vials, ampules and medication packages; Accurately chart on graphics and other flow sheets
Communication	Students must have the ability to use multiple communication techniques (verbal, written, nonverbal, and information technology) that enable them to communicate effectively with clients, teachers and all members of the health care team. They must be able to speak, read and write in English.	Give oral reports, Read graphs, Negotiate interpersonal conflict, Read and understand English printed documents, Obtain and document client information
Intellectual and cognitive Abilities:	Students must have the ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to measure, calculate, reason, analyze and synthesize data in a timely manner. Problem solving, a critical skill demanded of health care practitioners, requires all these intellectual abilities. Additionally, students must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.	Respond appropriately in emergency situations with sustained attention, Process information accurately, thoroughly and quickly to prioritize task, Perform math computations for medication dosage calculation
Capacity	Standard	Examples
Emotional	Students must possess the	Deal with the unexpected (e.g.,

Stability	emotional health required for full use of their intellectual abilities, demonstration of good judgment, prompt and safe completion of all responsibilities, and development of mature and effective relationships with patients. They must be able to work cooperatively with others, adapt to rapidly changing environments, think clearly and tolerate physically and mentally taxing workloads under stressful situations. Additionally they must demonstrate moral reasoning and ethical behaviors.	changing client status), Handle strong emotions of clients in a safe and appropriate manner, Be flexible with changing environments and schedules, Provide clients with emotional support, Demonstrate compassion, integrity, honesty, concern for others; Establish therapeutic boundaries,
------------------	---	--

By signing below, I hereby certify that I have read and understand the Marshall University School of Nursing Technical Standards. My signature also indicates that I understand if I do not meet the above the technical standards and I choose not to seek help through disability services and/or seek accommodations; then this may jeopardize my success in the nursing program.

Name (print)

Name (signature)

Date

Student ID number

Approved SON 2/23/2010
Revised UGAPS 3/2/2010
Approved GAPS 3/9/2010
Revised UGAPS 3/16/ 2010
Approved SON 3/30/2010

POLICIES RELATED TO CLINICAL NURSING COURSES

1. Students are responsible for own transportation to and from all clinical assignments.
2. Students are required to be in professional attire for all clinical practicum. In addition, selected clinical agencies require the students to wear white lab coats.
3. Students must identify themselves in clinical agencies by wearing a Marshall University name tag. ID's are made in the Marshall University Memorial Student Center, Basement W31. The ID tag must contain the following information:

Student name, BSN, RN (or higher degree if appropriate)
 College of Health Professions
 MSN-FNP Student or MSN-NUR ADM Student or MSN-NE Student

4. Students enrolled in the Family Nurse Practitioner area of emphasis must have 2 full years of work experience in nursing to undertake full-time study, or students may opt to study part-time and work in nursing full-time throughout their tenure as a nursing administration student.
5. Each student must show evidence of the following prior to registering for any nursing course with a clinical component:

- b. **Current unencumbered license as a registered nurse in West Virginia and Ohio and for any state where they may be involved in clinical (this may vary r/t distance site).**

Student must have verification on file in the College of Health Professions Records Office that she/he has a current **unencumbered** license as a registered nurse in West Virginia and Ohio. It is the responsibility of the student to update this record when license is renewed, Annually.

To apply for an Ohio license write to:

Executive Director
 Ohio Board of Nursing
 77 South High Street, 17th Floor
 Columbus, OH 43266-0316
 Phone: 614/466-3947
 Fax: 614/466-0388

To apply for a West Virginia license write to:

WV Board of Examiners for
 Registered Professional Nurses
 101 Dee Drive
 Charleston, WV 25311
 Phone: 304/558-3596
 Fax: 304/558-3666

6. Student Medical Expenses

Nursing students may have the following exams/tests done at the Student Health

Services, Marshall Medical Center, phone 304/691-1106:

Physical Exam (to be paid at time of service); Hepatitis B Series (3 injections);
PPD; MMR

Nursing students may have the following done at the Cabell Huntington Hospital
Laboratory at 1600 Medical Center Drive:

MMR titer & Hepatitis B Titer

These fees apply to both undergraduate and graduate students. Fees are subject to
change. The exams can be scheduled by calling 304/691-1106.

Contact Judy Watters at 304/691-1190, if questions arise.

The Cabell Huntington Health Department also gives Hepatitis B Series of 3
injections. Check with Cabell Huntington Health Department for cost.

Any student who is injured during a clinical practicum 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 her/his own health plan or one which may be taken out
with the University. The student is responsible for paying for her/his own
medical expenses. Most health care agencies require that students carry health
insurance.

7. Professional Liability Insurance Coverage for Students

Practicing registered nurses who have malpractice insurance are covered under
their individual policy while completing clinical assignments required for their
Master of Science in Nursing degree or their Post Master's Certificate in Family
Nurse Practitioner. They are supplemented, if need be, by the State of West
Virginia Certificate of Liability Insurance. Registered nurses who do not have
individual malpractice insurance are covered by the State of West Virginia
Certificate of Liability Insurance while engaged in Marshall University related
activities.

THESIS GUIDELINES

A thesis is a report of the results of a research study. Requirements include a

presentation and an oral defense of that research. The thesis must be prepared according to nursing guidelines. The student must also adhere to the regulations governing a thesis requirement as outlined in the Marshall University Graduate Catalog.

1. The student notifies his/her advisor of the intent to write a thesis.
2. The student develops a research proposal as part of NUR 606.
3. The student and the faculty advisor select a thesis advisor from nursing. The thesis advisor must have full graduate faculty membership at Marshall University.
4. The thesis advisor and student select at least two more faculty to serve on the thesis committee. At least one of these must be from nursing. All must have at least associate graduate membership. In special situations, adjunct graduate faculty may serve on the committee.
5. The student must apply for Institutional Review Board (IRB) approval at the earliest possible time. (Forms may be obtained from the thesis advisor). IRB approval must be obtained prior to implementing the study.
6. The student registers for NUR 681. Enrollment in NUR 681 must be maintained continuously until completion of the thesis.
7. The thesis advisor reports a mark of PR (progress) for satisfactory work at the end of each semester for which the student is registered for NUR 681. The maximum amount of credit which may be earned toward graduation credits for the thesis is six credit hours. The advisor may report a grade of F at the end of any semester when there is unsatisfactory progress and the student should not be permitted to continue to enroll for the research. Should the thesis not be completed within six hours, the student continues to enroll in NUR 681; however, these additional credits will not apply toward the graduation requirement.
8. The thesis advisor discusses the development of the proposal for a thesis with the student. The proposal from NUR 606 may be used as a preliminary draft. Additions to the proposal will include an update in the literature review and a section on the work plan - facilities, permission or access, equipment, budget, and a time table. Other additions may be requested by the committee.
9. The student issues copies of the thesis proposal to the committee at least two weeks prior to the proposal defense.
10. The student defends the proposal before the committee.
11. Upon signed acceptance of the proposal, the student starts implementation of the research.
12. The student meets regularly with the thesis advisor and confers with the committee (individually, or as a group) as needed for guidance.

13. The student presents the final draft of the thesis to the thesis advisor, the committee, and dean of the Graduate College prior to the deadline for that semester as published in the Schedule of Courses. Writing guidelines include:
 - a. APA style
 - b. type is letter quality computer print
14. The student, with the approval of the committee, schedules the presentation and defense of the thesis at least 3 weeks prior to the thesis due date as published in the Schedule of Courses.
15. The candidate gives a presentation of the thesis at a meeting open to the academic community. A defense of the thesis is conducted with the committee.
16. All theses and dissertations are to be submitted electronically. Full instructions for electronic theses and dissertations (ETDs) are to be found at www.marshall.edu/etd.
17. When the student has successfully defended the thesis, the thesis advisor, with the concurrence of the committee, assigns a grade which applies to up to six hours earned for NUR 681.

Any student who requests to deviate from these instructions must obtain prior permission from the thesis advisor and the dean of the Graduate College.

Approved by SON Graduate Academic
Planning and Standards Committee: 9/09/91
Approved by Dean of Graduate School: 9/19/91
Revised: 2/11/92
Revised: 5/01/97
Revised 02/01
Revised 02/06

POLICIES RELATED TO GRADUATION REQUIREMENTS

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 *calendar of the final term or semester in which the degree requirements will be completed. Forms for applying for graduation may be obtained from the above office. For master's students, a receipt for a diploma fee of \$30.00, payable at the Bursar's Office, must be attached to the application before it will be accepted by the Graduate College Office. Students who fail to apply may not take the master's comprehensive examination and will not be graduated.

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 particular 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.

Approved GAPS 03/02

*Academic Calendar found on Marshall's Web page: www.marshall.edu/calendar/academic/

ALPHABETICAL INDEX

TOPIC	PAGE
Academic Calendar: Fall, 2012	6
Academic Calendar: Spring, 2013	7
Academic, Health and Related Policies	31-34
Academic Advisement and Registration	35-38
Academic Appeals	39
Student Health Policy	40-53
Admission Policy	8
Clinical Nursing Courses Policies	54
Course Descriptions	23-26
E-Mail Accounts for Students	27
Graduation	57
Inclement Weather Policy	5
Mission Statements	9-10
MSN Faculty & Staff Directory	4
MSN Areas of Emphasis	17
MSN Program Purposes and Program Outcomes	16
Philosophy	14-15
Distance Education	13
Plans of Study: FNP, NA, NE, and Midwifery	18-22
Scholarships	31
Social Justice Policy Statement/Test Security Policy	11-12
Student Organizations	27-29
Student Participation in MU & COHP Committees	30
Thesis Guidelines	55-56