



**COLLEGE OF THE PROFESSIONS
NURSING DEPARTMENT**

**GRADUATE NURSING
STUDENT HANDBOOK
2023-2024**

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Note: This handbook is accurate at the time of publishing. Policies contained herein are subject to change without notice. It is the student's responsibility to keep informed of changes. The online document, accessible through the program MO2 page, is the most current version and supersedes the information contained in a print version.

LETTER FROM THE ASSOCIATE DEAN & CHIEF NURSE ADMINISTRATOR

Dear Marian Graduate Nursing Student:

Welcome to the Master of Science Degree in Nursing program at Marian University. You are to be commended for your accomplishments that earned you admission into your selected MSN track. As a graduate nursing student, this handbook serves as one of your resources for successful completion of the MSN program.

The Graduate Student Handbook provides general information regarding policies and procedures for students enrolled as a student in the Nursing Department, as well as program specific information. You will find some practical information about the Nursing Programs within these pages, including information about the Marian University program goals, course requirements, and academic progression. Every effort has been made to assure accuracy at the time of publication; however, the Marian University Nursing Department Faculty, Administration, and Board of Trustees retain the right to make changes as needed. You will be notified of any changes, but it is your responsibility to be knowledgeable on the policies and procedures of the Nursing Programs and those specific to your program.

Also remember to refer to the MO2 page Resources for Nursing Students – MSN for more program information

<https://online2.marianuniversity.edu/course/search.php?search=msn>

I wish you all possible success on your educational journey.

Best wishes,

Cheryl Seelig

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Table of Contents

UNIVERSITY INFORMATION	7
MARIAN UNIVERSITY MISSION, VISION AND CORE VALUES	7
Mission	7
Vision	7
Core Values	7
MARIAN UNIVERSITY ACADEMIC BULLETIN	8
NURSING DEPARTMENT STANDARDS	9
MISSION STATEMENT	9
PROGRAM PHILOSOPHY	9
PROGRAM GOALS	9
PROGRAM POLICIES AND PROCEDURES	10
1. ATTENDANCE POLICY	10
1.1. Class	10
1.2. Practicum	10
1.3. Exam Attendance and Makeup Policy	11
2. STUDENT REPORTING OF ACACEMIC CONCERNS	12
2.1. Informal Procedure:	12
2.2. Formal Procedure:	12
3. ONLINE TESTING	13
3.1. Student Expectations & Testing Fidelity	13
3.2. Types of Academic Dishonesty in Online Testing	13
4. UNIFORM POLICY	14
5. CONFIDENTIALITY	15
5.1. Protected Health Information	15
5.2. Consequences for Students Who Breach Confidentiality	16
6. NURSING STUDENT CONDUCT CODE	17
6.1. Statement on Nursing Academic and Professional Integrity	17
6.2. Professional Conduct	18
6.3. Consequences of Failure to Adhere to the Code of Conduct Policies	18
7. IMPAIRED STUDENT POLICY & PROCEDURE	20
7.1. Impaired Student Statement	20
7.2. Program Philosophy Regarding Impaired Nursing Students	20
8. ESSENTIAL CAPABILITIES OF NURSING STUDENTS	23
8.1. Americans with Disabilities Act Compliance Statement:	23
8.2. Essential Capabilities	23
9. HEALTH AND SAFETY INFORMATION	25
9.1. Required Documentation:	25
9.2. Health and Safety Documents:	25
9.3. Management of Personal Health:	25
9.4. Immunizations and Certifications	25

10. LIABILITY INSURANCE	30
11. PRACTICUM INCIDENT & SIGNIFICANT EXPOSURE POLICY	31
11.1 Procedure	31
11.2 Immediate Action Following Significant Exposure	32
11.3 Costs Incurred	33
12. TYPHON	34
13. COMMITTEE PARTICIPATION WITHIN THE NURSING PROGRAMS	35
14. PROGRAM COMPLETION	36
14.1 Official Transcripts	36
13.1 Graduate and Alumni Evaluations	36
13.2 Certification	36
<i>MSN ACADEMIC INFORMATION</i>	37
Overview	37
Accreditation	37
MSN Program Goals	37
MSN Program Outcomes	38
Family Nurse Practitioner Track	38
Nursing Administration Track	39
Post-Graduate Family Nurse Practitioner Certificate	39
RN to MSN	39
MSN Degree Admission Policy	40
Post-Graduate FNP Certificate Admission Policy	41
Post-Graduate FNP Certificate GAP Analysis	42
Transfer of Credit Policy	42
MSN Academic Plans of Study	43
Nursing Administration Track Progression	44
RN to MSN Progression	44
Progression Policy	44
Traditional MSN	44
RN to MSN	44
Dismissal Policy	45
Application After Academic Dismissal Policy	45
Procedure for Applying for Readmission to the Graduate Nursing Program	45
Readmission Considerations	46
MSN Degree Requirement	46
RN to BSN Grading Scale	46
MSN Grading Scale	46

Scholarly Portfolio	47
Introduction	47
ePortfolio Requirements	47
ePortfolio Process	49
ePortfolio Evaluation	49
MSN Required Courses	50
RN to MSN BSN Bridge Courses	50
MSN Core	50
Advanced Practice Nursing Core	50
Family Nurse Practitioner Track	51
Nursing Administration Track	51
Post-Graduate FNP Certificate	52
Post-Graduate FNP Certificate Gap Analysis	53
Non-Certified or Non-practicing APRN	53
Certified, practicing APRN	54
Family Nurse Practitioner Sample Plan of Study	55
FNP Full-Time Fall Cohort	55
FNP Full Time Spring Cohort	56
FNP Part Time - Fall Cohort	57
FNP Part-Time Spring Cohort	58
Nursing Administration Sample Plan of Study	59
NA Fall Cohort	59
NA Spring Cohort	61
Post-Graduate FNP Certificate Sample Plan of Study	63
Certified, Practicing APRN - Full-time Fall Cohort	63
Certified, Practicing APRN - Full-time Spring Cohort	64
Certified, Practicing APRN - Part Time Fall Cohort	65
Certified, Practicing APRN - Part Time Spring Cohort	66
Non-Certified, Non-Practicing – Full Time Fall Cohort	67
Non-Certified, Non-Practicing – Full Time <i>Spring Cohort</i>	68
Non-Certified, Non-Practicing – Part Time Fall Cohort	69
Non-Certified, Non-Practicing – Part Time <i>Spring Cohort</i>	70
RN to MSN Sample Plan of Study	71
RN to MSN – Full Time Fall Cohort	71
RN to MSN – Part Time Fall Cohort	71
RN to MSN Full Time Spring Cohort	72
RN to MSN Part Time Spring Cohort	72

UNIVERSITY INFORMATION

MARIAN UNIVERSITY MISSION, VISION AND CORE VALUES

Mission

Marian University is a Catholic applied liberal arts community that welcomes diverse spiritual traditions. Sponsored by the Congregation of Sisters of St. Agnes, Marian University engages students in the education of the whole person. We embrace justice and compassion and transform lives for professional service and leadership in the global community

Vision

Developing potential and enriching lives through teaching and learning—united in service for a just and humane world.

Core Values

Community Respecting our diversity as individuals, we encourage, challenge and nurture one another, joining together to accomplish our shared mission and vision.

Learning We engage in a collaborative lifelong process of seeking truth and appropriating knowledge and values to transform the individual, our communities and the world.

Service Through active service and ministry, we support one another and seek to meet the needs of the larger community.

Social Justice We work to create individual and societal change which supports the value, dignity and opportunity of every person.

Spiritual Traditions Valuing Marian's Catholic religious heritage, we respect each individual's freedom to explore a diversity of spiritual beliefs.

MARIAN UNIVERSITY ACADEMIC BULLETIN

The [Marian University Academic Bulletin](#) is a general catalog that provides information regarding University policies, procedures, and academic programs.

Included in the Academic Bulletin are policies, procedures, and general information related, but not limited, to:

- Financial Aid
- Tuition and Fees
- Academic Support and Student Services
- Academic Load
- Grading
- Academic Action
- Academic Record and Transcript
- Transfer
- Commencement
- Degree Requirements
- Withdrawal and Refund
- Grade Appeal
- Academic Grievances and Student Complaints

NOTE: Where a policy of the Nursing Program is more restrictive, students are held to the more restrictive policy.

NURSING DEPARTMENT STANDARDS

MISSION STATEMENT

The Nursing Department is an integral, dynamic, and innovative entity committed to the education and preparation of diverse health care professionals in a faith-based academic institution while improving the health and well-being of individuals, families and communities through the application of evidence-based practice in a global environment.

PROGRAM PHILOSOPHY

Provide state of the art undergraduate and graduate nursing education that endows nursing graduates with the knowledge, values, and skills to work within collaborative interdisciplinary teams to provide safe patient-centered care in any setting. Through the use of research evidence, health informatics, and knowledge of quality improvement, graduates will have the skill set to lead change in individual patient care settings, the community, and the nursing profession.

The undergraduate program will provide a curriculum which fosters personal growth, professional development, and a commitment of **service** to the profession, lifelong **learning**, a **community** of respect, a commitment to **social justice**, and the freedom to explore **spiritual traditions**.

PROGRAM GOALS

The mission and philosophy of the Nursing Programs serve as a foundation for the development of program goals. The graduate program goals are to:

1. Provide a curriculum which combines the foundation of liberal arts and biopsychosocial sciences with graduate level nursing concepts.
2. Provide a curriculum which fosters professional growth, professional development, and a commitment to life-long learning at the graduate level.
3. Provide a curriculum that fosters strong critical thinking and decision-making skills for the graduate level nurse within the nursing, teaching-learning, research, and leadership processes.
4. Foster compassion and respect for people from diverse cultures and the belief that each person has the right to participate in the fullness of life to the greatest extent possible.

PROGRAM POLICIES AND PROCEDURES

1. ATTENDANCE POLICY

To promote professional accountability and to achieve the objectives of class and practicum, the following requirements for attendance will be enforced.

1.1. Class

- 1.1.1. Regular and punctual attendance at all scheduled classes is regarded as integral to course success. Punctuality is non-negotiable—arriving on time is a basic rule of considerate and professional behavior. Attendance is recorded for all classes.
- 1.1.2. The student is responsible to notify instructor at least one (1) week prior to any absence from class.
- 1.1.3. Planned vacations or elective procedures during class time are discouraged, so plan these activities during the time off between semesters.
- 1.1.4. The student is responsible for all material presented in the classroom, whether in attendance or absent.
- 1.1.5. **Hazardous Weather** – Class will be held unless the University closes. If cancelled, make-up will be determined in collaboration with the instructor.

1.2. Practicum

- 1.2.1. Students must attend 100% of scheduled practicum activities and demonstrate meeting of course/practicum objectives.
- 1.2.2. Planned vacations or elective procedures are not to be planned during practicum courses. Students must attend 100% of practicum class and clinical requirements.
- 1.2.3. In extraordinary circumstances, if a student must be absent, he/she must notify the faculty of absence as outlined in the course syllabus *or by specific instructor*.
- 1.2.4. If the student arrives to practicum unprepared, s/he will be considered unsafe and asked to leave the practicum setting. This will be counted as a practicum absence.
- 1.2.5. **Hazardous Weather** – Due to the fact that practicums occur in many different geographic locations and times, cancellation is at the discretion of the instructor. If cancelled, make up will be determined in collaboration with the instructor and/or preceptor.

1.3. Exam Attendance and Makeup Policy

- 1.3.1. Attendance is required at ALL scheduled exams.
- 1.3.2. If the student is unable to be present at the scheduled exam time, he/she is responsible for notifying the instructor at least ONE WEEK PRIOR to the exam time.
- 1.3.3. Students who arrive late to class on days that an exam is being given will not be allowed to take the exam at that time. The student will be required to take a makeup exam and receive one grade lower than scored (Ex: B- to C-).

2. STUDENT REPORTING OF ACACEMIC CONCERNS

2.1. Informal Procedure:

2.1.1. Student discusses issue following the Chain of Command:

- a. Professor/Instructor of the course
- b. Associate Dean of the Nursing Department
- c. Dean of the College of the Professions

NOTE: Students must document date and summary of interaction with each individual in the chain of command.

2.2. Formal Procedure:

See the Marian University [Undergraduate Academic Bulletin](#) for Grievance Policy.

3. ONLINE TESTING

3.1. Student Expectations & Testing Fidelity

- 3.1.1. Online testing may be used across all courses in the Nursing Department (online, hybrid, or face-to-face). All students are expected to uphold the standards of academic integrity during all times, including online testing.
- 3.1.2. Online testing may have various restrictions in regards to allowing resources, calculators or group testing. All online testing expectations will be clearly provided within the course syllabus. Students are responsible for upholding all online testing expectations.
- 3.1.3. Always keep your username and password confidential and to never allow anyone else to log-in to your account. Sharing access or passwords to MO2 is considered a breach of academic integrity and could result in you being removed from your class.
- 3.1.4. When you log-in to MO2, you do so with the understanding and agreement to produce your own work, to complete course activities yourself, and to take course exams, tests or quizzes without the assistance of others.
- 3.1.5. All online reviews of quizzes, tests, or exams are to be done individually. Students are not to share any materials, questions or answers with other students. All questions should be discussed with the course professor.
- 3.1.6. Students who engage in Academic Dishonesty (cheating) are subject to receiving an "F" for the course. In addition, academic dishonesty can result in formal disciplinary action being taken against you by the college. If you have questions about your work in an online course, be sure to ask your instructor.

3.2 Types of Academic Dishonesty in Online Testing

- a. Copying from others on a quiz, test, examination, or assignment (“cheating”)
- b. Allowing another student to copy one’s work on a quiz, test, exam, or assignment
- c. Having others take any exam instead of taking the exam oneself
- d. Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on an exam or prepping a student for a test in another section of the same class
- e. Opening resources (physical or online) during online testing when resources are prohibited.
- f. Reproducing quiz, test or exam materials in any manner (i.e., screenshot, using a device to photograph the screen, any printing).

4. UNIFORM POLICY

4.1. Professional appearance and cleanliness have long been important to the nursing profession. The following policy has been established by the Nursing Department:

- 4.1.1. Business casual dress with consultation/lab coat, if required
- a. For men: button down or polo shirt and slacks
 - b. For women: blouse or shirt with skirt or slacks
 - c. Shoes according to practicum agency policy
 - d. Marian University Student Clinical ID card with picture, which is provided to students during orientation.
 - e. No denim, sweats, leggings, short skirts, deep cut necklines, or exposed backs.
 - f. Clothing must be kept clean, neat, and pressed.
 - g. Meticulous personal hygiene is expected.
 - i. The student and/or uniform must not smell of tobacco products, perfume/cologne, or other scented products.
 - h. Hair
 - i. Unnatural color (i.e. blue, green, pink) not allowed
 - ii. Clean and secured away from the face without large accessories
 - iii. Facial hair must be kept short
 - i. Jewelry
 - i. Smooth wedding bands are allowed
 - ii. A necklace, if worn, must be limited to a simple chain.
 - iii. Earrings, if worn, must be plain post-type earrings and not over one-half inch in diameter. No more than three earrings per ear is allowed. No other visible body piercings (including tongue) are allowed.
 - j. Makeup, if worn, is to be modestly applied
 - k. Fingernails must be clean, free of polish, and short enough to not scratch clients or interfere with clean/sterile technique. Acrylic nails are not allowed.
 - l. No visible tattoos.
 - m. Additional policies regarding professional dress codes within clinical/practicum agencies must be adhered to.

4.1.2. Students who appear for clinical or practicum inappropriately dressed or with poor hygiene will be dismissed from clinical/practicum which will count as an unexcused absence. Consistent or periodic failure to abide by this policy are grounds for clinical/practicum failure.

5. CONFIDENTIALITY

5.1. Protected Health Information

Students must hold confidential all protected health information (PHI). During the course of clinical, practicum and classroom experiences students have access to PHI. The student must maintain confidentiality of that information both inside educational settings (classroom and healthcare facility) and outside those settings (e.g. dorm rooms, any public place, social media).

- 5.1.1. PHI includes the following in any form (e.g. oral, written, and electronic) and any format (e.g. individual records, summaries, and/or internal or external reports)
 - a. Client identities, diagnoses, treatments, or other client medical or health services
 - b. Medical records
 - c. Claims, claim payment and/or reimbursement data and information
 - d. Proprietary business information, customer identities, business or strategic plans
 - e. Healthcare facility financial information
 - f. Policies and procedures of the healthcare agency
- 5.1.2. The [Health Insurance Portability and Accountability Act \(HIPAA\)](#) of 1996 requires health care personnel to protect patients' health information. Health care personnel must agree to maintain strict confidentiality of any information and agree not to disclose this information to third parties, unless, (1) authorized in writing by the health care facility, and as appropriate, the patient, practitioner, or provider involved; (2) as required by law. The student can be subject to legal action including, but not limited to, lawsuits for invasion of privacy.
- 5.1.3. PHI must not be transferred to or from, or stored within, any form of personal technology nor should it be shared in any form of social media.
- 5.1.4. Students are not to access personal health records or records of anyone for whom they are not directly involved in care (including self)
- 5.1.5. Students who witness a breach of this policy have a duty to report the breach to nursing faculty immediately upon of discovery.
- 5.1.6. Failure to maintain confidentiality may result in liability to the healthcare facility as well as clients, and providers, and legal action may be taken.
- 5.1.7. The [Confidentiality Agreement](#) will be reviewed with each student before the student begins the first clinical component of the nursing program. The student must read and sign the agreement at that time.

5.2. Consequences for Students Who Breach Confidentiality

5.2.1. *Verification and Reporting* - Violating confidentiality of PHI constitutes unsafe and unprofessional conduct. The following actions will be taken when a clinical instructor or faculty member becomes aware of a student's possible breach of confidentiality and has verified that the behavior constitutes a breach of confidentiality. The instructor/faculty member must verify that the behavior occurred. The instructor/faculty member will determine whether the behavior of a student constitutes a breach in confidentiality that requires disciplinary action. The faculty member who determines that a breach has occurred will complete a Clinical Incident Report for the student. The faculty member will immediately disclose the breach to the respective course instructor, Assistant Dean of the Nursing Department, and the Dean of the Nursing Department. The following specify the academic consequences for the student who breaches confidentiality:

5.2.2. *First Infraction* - The student will be given an F (failure) for the course and must repeat the course. However, the instructor/faculty member may recommend dismissal from the nursing program if the nature of the infraction warrants.

- a. The instructor/faculty member will complete the *Student Conference Record*
- b. The Associate Dean and the Course Instructor of the course in which the breach occurred will be notified of the breach immediately in writing.
- c. The student will be counseled by the instructor/faculty member about the consequences of his/her behavior.

5.2.3. *Second Infraction* - If a student commits a second breach of confidentiality, and that infraction is verified and documented by the instructor/faculty member, the student will be dismissed from the Marian University Nursing Program. The instructor/faculty member will notify the Associate Dean and the Dean of the Nursing Department.

6. NURSING STUDENT CONDUCT CODE

6.1. Statement on Nursing Academic and Professional Integrity

This statement is to clarify behavioral expectations for our common life together. These expectations include behaviors required of students in general and nursing students and professional nurses specifically. Campus publications describe academic integrity, its violations and consequences. A Code of Conduct for the campus community, as well as other university policies, is outlined in the Student Handbook.

Integrity is a core value of the nursing profession. “Nurses have both personal and professional responsibilities that are neither entirely separate, nor entirely merged, but are integrated. In the process of becoming a professional, the [student] nurse embraces the values of the profession, integrating them with personal values” (Fowler, 2008). Professional nursing publications describe what is expected of nurses including nursing students in terms of e.g., clinical practice, collegiality, collaboration, ethics and values. The Marian University Nursing faculty takes very seriously our obligation to graduate nurses who embody the values, ethics, and standards of the nursing profession and those of Marian University. We know that integrity as a student correlates with integrity as a nurse (Tippitt et al., 2009) and that integrity is essential for success. We believe that you, the student, share our aspirations for your success.

Faculty are not ignorant to the incidence of cheating on campuses and elsewhere. Relationships between students and faculty and student-to-student are too often disrespectful and this can carry over into the practice setting causing intra- and inter-professional issues that can affect safe, quality care for patients. While multiple explanations can be offered for such behaviors, ultimately no excuse is acceptable. All must know what is expected in academia and the workplace and how to fulfill these expectations. What follows are behavioral expectations of Marian University nursing students and resources to assist students in attaining academic and professional integrity.

6.1.1. *Academic Integrity* - The principles of academic integrity or honesty according to Lipson (2004) are:

- When you say you did the work yourself, you actually did it.
- When you rely on someone else’s work, you cite it. When you use their works, you quote them openly and accurately, and you cite them, too.
- When you present research materials, you present them fairly and truthfully. That’s true whether the research involves data, documents, or the writings of other scholars. (p. 3)

These principles are critical to doing honest college work, but require knowledge of scholarly methods and resources. Such knowledge is essential for academic success and evidence-based nursing practice, which is the utilization of research to provide quality and safe patient care. One method of teaching scholarship is through the

example of faculty. One way in which nursing faculty models this is through the inclusion of the *Academic Policies/Academic Honesty* statement included in each course syllabus.

- 6.1.2. *Professional Integrity* - Professional integrity is based upon the ethical principles of the profession. Integrity or uprightness of character includes honesty, regard, and respect for human dignity, conduct that is civil, orderly, decent, and respectful.

Therefore, incivility and unprofessional behavior would include negative behavior that is directed toward peers, faculty, patients and others with whom we have contact on campus, at clinical sites or in any setting where the student represents the university and/or the nursing profession.

A breach of conduct will result in discipline up to and including dismissal from the program.

6.2. Professional Conduct

By policy of the Nursing Department, students are held to the same standards as professional nurses. Therefore, students must demonstrate appropriate conduct in the classroom/clinical/practicum setting or anywhere they are representing Marian University and the nursing profession.

Students will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity; and show respect for human rights of individuals.

Once students have entered their program of study they are expected to consistently exhibit the behaviors outlined in the Statement on Nursing Academic and Professional Integrity.

6.3. Consequences of Failure to Adhere to the Code of Conduct Policies

- 6.3.1. If failure to adhere to the aforementioned policies has been documented, the following options may apply depending on the severity and circumstances of each:
- a. Failure of the assignment
 - b. Failure of the course
 - c. Notation on the student's personal record
 - d. Dismissal from the Nursing Program
 - e. Dismissal from Marian University

- 6.3.2. A student whose pattern of behavior endangers the safety of a client, peer, staff member or instructor will be given a verbal and written warning by the primary instructor as soon as the behavior becomes evident. Based on the incident, the student may or may not be given a plan of remediation. If the student's conduct is deemed to be gravely unsafe, the student may be terminated from the practicum and will receive an "F" for the course.
- 6.3.3. The faculty of the Marian University Nursing Department reserves the right to place on probation, suspend, or dismiss students from the program whose conduct or performance is detrimental to the nursing profession. Probation may or may not precede dismissal. Examples of behavior that violate the Nursing Department standards include, but are not limited to the following:
- a. Acting in a manner that is disruptive to an academic or extra-curricular activity.
 - b. Harassing, exploiting or intimidating any member of the university community or clients under their care.
 - c. Knowingly misrepresenting facts to a university or agency official.
 - d. Breaching standards of confidentiality.
 - e. Purposefully misleading others or misrepresenting self.
 - f. Demonstrating behaviors reflective of an impaired student.

7. IMPAIRED STUDENT POLICY & PROCEDURE

7.1. Impaired Student Statement

Client safety is an overriding principle in the delivery of health care. Provision of safe care requires sound judgment. Thought processes and decision making can be adversely affected by lack of sleep, excessive stress, impaired mental health, impaired physical health and substance abuse. Impaired by the aforementioned factors, the nurse can jeopardize client safety by making unsafe decisions.

The student whose thought processes and decision-making ability is impaired will be considered to be unsafe to provide nursing care and will be removed from the classroom/clinical setting. The student will be subject to faculty review and possible dismissal from the program. In addition, the student will be counseled about the importance of seeking voluntary aid and/or treatment as appropriate. Intervention and rehabilitation of an impaired nursing student serves the best interests of the student, our nursing program and society. The **Wisconsin Nurse Practice Act** exists to protect society from impaired nurses. It is important to note that nursing students are held to the same standards of practices as registered nurses when they are involved in their educational program.

7.2. Program Philosophy Regarding Impaired Nursing Students

The philosophy of the Marian University Nursing Department concurs with the Wisconsin Nurse Practice Act in relation to nursing students who are impaired by excessive stress, impaired mental health, impaired physical health, and/or substance abuse. The Nursing Department's philosophy regarding impaired nursing students is:

- a. We recognize that substance abuse or mental illness is a treatable disease. We believe that personal and health problems arising from these diseases can affect academic and clinical performance, making the student a danger to self and clients. We believe that human beings can learn and change behaviors and that nursing students with diseases can be encouraged to seek help in order to recover. We believe that the nursing student has the primary responsibility to seek treatment.
- b. We are committed to confidential handling of recognition and treatment of these diseases.

7.2.1. Procedure

- a. Any member of the Nursing Department or faculty of the University that identifies behavior similar or consistent with impairment has the responsibility to confront the student and escort the individual to Student Services or escort the individual directly to the Health Services Office. If this occurs at a clinical site, clinical instructor should work with the agency where the behavior is identified to escort the student to a local lab for testing/evaluation.
- b. The student will be required to sign a Consent of Confidential Information

Exchange form and submit to a drug/alcohol/psychological assessment and screening completed by a licensed clinician employed by the University or referral to an outside agency.

- c. If the student refuses to submit to the assessment and screening it will result in immediate dismissal from the nursing program, but not the University.
- d. Based on assessment and/or screening the student must follow treatment recommendation(s) of the licensed clinician or psychiatrist.
- e. The Dean of the College of the Professions or designee will make the determination, based on the recommendation of the licensed clinician or psychiatrist, as to whether the student may continue in the nursing program during the treatment process.
- f. Students failing to follow through with the prescribed treatment will be immediately dismissed from the nursing program when this failure is identified.
- g. Students that are allowed to continue in the nursing program while undergoing treatment must submit documentation from their treatment provider indicating compliance with the treatment plan. This evidence must be given to the Dean of the College of the Professions, or designee, **before the student will be allowed to begin each subsequent semester.**

7.2.2. Rehabilitation

- a. It is the responsibility of the student to provide the Dean of the College of Professions at Marian University with sufficient evidence of rehabilitation before reinstatement into the program will be considered.
- b. Evidence of completion of an accepted/recognized inpatient or outpatient treatment program. Letters from recognized recovery programs attesting to current sobriety and the length of time of sobriety if there has been a history of drug and/or alcohol abuse. The evaluation should address the likelihood of relapse in the future, and should speak to the suitability of the nursing student for the profession.
- c. A current mental health status examination by clinical licensed psychologist or psychiatrist. The evaluation should address the likelihood of similar acts in the future, and should speak to the suitability of the nursing student for the profession.

7.2.3. Reinstated Students

- a. To initiate being considered for readmission to the nursing program, the student must supply a signed Consent of Confidential Information Exchange to the Dean of the College of Professions to be able to communicate with the student's treatment provider.
- b. Students who are considered for readmission to the Marian University Nursing Programs must supply sufficient evidence from the recognized program or individual supporting continued compliance with the treatment plan (See "Rehabilitation"). This evidence must be given to the Dean of the College of Professions **before the student will be allowed to begin each subsequent semester**. The student also falls under the random drug/alcohol screening policy of the Nursing Department.

8. ESSENTIAL CAPABILITIES OF NURSING STUDENTS

8.1. Americans with Disabilities Act Compliance Statement:

- 8.1.1. The Marian University Nursing Department does not discriminate against qualified individuals with disabilities and complies with the 1990 Americans with Disabilities Act (ADA).
- 8.1.2. Disability is defined in the Act as (1) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; (2) a record of such impairment; or (3) being regarded as having such an impairment.
- 8.1.3. For the purposes of the Marian University Nursing Department compliance, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential requirements of Marian University Nursing Programs.
- 8.1.4. A student with a disability must have the disability verified by the Director of Student Accessibility Resources. It is to the student's advantage to do this as soon as possible in the semester to ensure that approved accommodations can be granted in a timely manner.

8.2. Essential Capabilities

There are essential capabilities necessary for admission and progression in the complex discipline of nursing in the Nursing Programs at Marian University.

To enter or progress in the nursing curriculum, the candidate must be able to perform all of the essential capabilities and functional requirements (with or without accommodations). Marian University Nursing Programs students must have abilities and skills of five (5) varieties: Cognitive-Conceptual, Behavioral and Social Attributes, Communication, Sensory, and Motor.

A student should be able to perform in a reasonably independent manner without the use of a surrogate. These essential capabilities must be demonstrated in the clinical, laboratory, and theory (classroom) interactions and evaluations, and include, **but are not limited to**, the following:

1. *Cognitive-Conceptual*: A student must demonstrate critical thinking ability sufficient for clinical judgment.
2. *Behavioral and Social Attributes*: Students must possess the emotional stability and moral reasoning required for full utilization of their intellectual abilities to practice nursing in a professional and ethical manner.

3. *Communication*: Students must be able to speak, to hear and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications.
4. *Sensory*: Students must be able to observe a patient accurately. Observation necessitates the functional use of the senses of vision, smell, touch, hearing, and somatic sensation.
5. *Motor*: Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. Students should be able to execute gross and fine motor movements required to provide general care and emergency treatment of patients. Many actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

9. HEALTH AND SAFETY INFORMATION

Students enrolled in the nursing program have a responsibility to model good health through:

- Development of positive personal health habits.
- Utilization of measures to prevent communicable and/or infectious diseases.
- Protection of patients/clients.
- Seeking appropriate and timely health care.
- Maintenance of personal health records.

9.1 Required Documentation:

9.1.1 Clinical agencies may require other or further documentation than what is required by the Nursing Program. Students will be notified if additional documentation is required. It is the student's responsibility to follow clinical agency requirements.

9.2 Health and Safety Documents:

9.2.1 All required health and safety documents are submitted to the designated records management company, as selected by the Nursing Program, and are maintained by that company on a confidential web site. This information is shared with clinical agencies requesting information before student placement.

9.3 Management of Personal Health:

9.3.1 If an injury or illness occurs during breaks between semesters which impacts physical abilities, the student must notify the Undergraduate Nursing Program Director and submit the Fitness for Duty Form a minimum of three (3) days prior to returning.

9.3.2 All students are responsible for the treatment of any injuries associated with clinical learning experiences outside the classroom, such as exposure to a blood-borne pathogen. While some clinical agencies will provide emergency treatment to the student, the student will be financially responsible for any treatment received. All students are strongly encouraged to have a primary health insurance policy and must sign the Nursing Program's Release of Liability form upon entry into the program.

9.4 Immunizations and Certifications

The following must be submitted via documentation from a healthcare provider or the Wisconsin Immunization Registry (WIR). All immunizations and titers must include dates of administration. Documentation of "immune" is not acceptable.

- 9.4.1 *Measles, Mumps, and Rubella*: Proof of protection according to current CDC guidelines is required.
- Dates of 2 vaccines or a Positive (immune) Titer for each of the three diseases listed above.
 - If initial titer is negative (non-immune), a booster vaccine is recommended followed by a second titer.
 - If the second titer is negative (non-immune), documentation from the student's primary care provider indicating recommended course of action is required.
 - If compliance with above is contraindicated, documentation must be provided by the student's primary care provider.
- 9.4.2 *Varicella*: Proof of protection according to current CDC guidelines is required.
- Dates of 2 vaccines or a Positive (immune) Titer.
 - If initial titer is negative (non-immune) a booster vaccine is recommended followed by a second titer.
 - If the second titer is negative (non-immune) documentation from the student's primary care provider indicating recommended course of action is required.
 - If compliance with above is contraindicated documentation must be provided by the student's primary care provider.
- 9.4.3 *Hepatitis B*: Proof of protection according to current CDC guidelines is required.
- Dates of 3 Hepatitis B vaccines, or a Positive (immune) Titer for Hepatitis B
 - If the titer does not show immunity, revaccination using the 3-step vaccine followed by a repeat titer is recommended
 - All students, regardless of vaccine or immune status, must complete the Hepatitis B Documentation Form.
 - A declination option for Hepatitis B vaccination does exist, but is not recommended.
- 9.4.4 *Tetanus/Diphtheria/Pertussis*: Documentation of one Tetanus/Diphtheria/ Pertussis vaccine once in an adult life. If 10 years have elapsed since administration of the Tdap vaccine, the student must receive a Td booster vaccine.
- 9.4.5 *Influenza*: All students are required to provide documentation of influenza vaccine annually by October 15. Any students admitted to the Nursing Program during the spring semester must submit documentation by January 15.

9.4.6 *Tuberculosis Screening*: A single step TB skin test or a TB Blood Assay test (QuantIFERON Gold) is required of all Nursing Students a maximum of 12 months prior to the first clinical or practicum experience. If longer than 12 months, or if the student has never been screened for TB, he/she must get a 2-step TB skin test or TB blood assay test.

- a. Positive TB Status
 - i. Any student with a history of a positive TB screen, or who convert to positive while in the program, must provide results of a chest x-ray. Recommendations from the student's primary care provider may be required. An Annual TB Assessment form must also be completed. Students are responsible for monitoring their own health for signs and symptoms of Tuberculosis.
- b. Annual TB testing
 - i. Required for students with no history of positive TB screen. Annual TB skin testing or TB Gold blood tests must be done at least every 12 months or more frequently as requested by clinical agencies. Students who do not comply will be excluded from nursing courses and clinical for the following semester.
 - ii. Screening may be done at the Marian University Health Office, from the student's primary care provider, employer, or local public health office.
 - iii. Students will not be assigned to care for patients diagnosed with tuberculosis. Faculty and students will comply with all OSHA safety regulations and agency infection control measures. Students should report all contacts with communicable diseases to their instructor who will evaluate the situation and consult or refer to the Director of Campus Health Services as needed.
- c. The annual TB requirement cannot come due during a semester as the clinical agencies require continual TB coverage while in the agencies. Therefore, the TB requirements will be due annually on December 1 or June 1 according to the following:
 - i. TB tests that are due to be updated in December-April will be due December 1
 - ii. TB tests that are due to be updated in May-November will be due on June 1

9.4.7 *Drug Testing:* All students are required to complete a 10-panel drug screen when requested by a clinical agency for placement, regardless of employment status with that agency. The Nursing department also reserves the right to randomly screen any nursing student at any time at the student's expense. Random screening applies to all nursing students.

- a. Students will be notified when to complete this requirement by the Clinical Placement Coordinator.
- b. For random drug testing, students will have 24 hours to comply with the requirement
- c. Positive Results
 - i. Student will be referred to University Counselor for further evaluation.
 - ii. Disciplinary consequences up to and including dismissal from the program may be enacted
 - iii. A second test will be required at the student's expense
 - iv. If the second test is positive, the student will be dismissed from the nursing program
- d. Negative Dilute Results: A second test will be required at the student's expense
- e. Negative with addendum regarding Safety: If a medical review officer (MRO) returns a negative result but includes an addendum regarding safety, students will be referred to the Marian University Human Resources office and will be required to complete a Body of Medical Information form.

9.4.8 *Criminal Background Checks:* To comply with state laws and regulations, a background check of every nursing student will be conducted through the designated records management company as selected by the Nursing Program.

- a. Disclaimer: Placement in clinical agencies is not guaranteed. Clinical agencies reserve the right to refuse admittance of any student to their facility based on the information obtained in the background check or due to non-disclosure of charges. If a student cannot attend clinical he/she cannot meet course requirements and therefore cannot complete the program. Additionally, the Wisconsin State Board of Nursing may or may not grant RN licensure to any applicant with an unfavorable background check.
- b. All students must complete the Background Information Disclosure form and upload it to the designated records management company annually (by June 1 or December 1 depending on start date).
- c. Criminal background checks are ordered online via the designated records management company. Students will be notified of the process and procedure by the program.
- d. The student will be notified of any adverse findings and results will be reviewed by the respective Program Director.
- e. Any student who fails to disclose any charges (past or pending) will be disqualified from attending clinical.

- 9.4.9 *CPR Certification*: At a minimum, all students must be American Heart Association CPR certified including 1-person, 2-person, infant, child, and adult CPR, and AED
- a. The CPR requirement cannot come due during a semester as the clinical agencies require continual CPR coverage while in the agencies. Therefore, the CPR requirements will be due annually by December 1 or June 1 according to the following:
 - i. CPR certification that is due for renewal in December-April will be due December 1
 - ii. CPR certification that is due for renewal in May-November will be due June 1
- 9.4.10 *Corona Virus (COVID-19)*: All students are required to submit documentation of COVID-19 vaccination to the designated records management company, as provided by the Nursing Department. Students entering a clinical site must follow all clinical healthcare agency requirements for health and safety, including COVID-19 vaccination mandates. If there are concerns regarding one's ability to receive a COVID -19 vaccine due to a documented contraindicated medical condition or a sincerely held religious belief, the student must engage in a discussion with the Clinical Placement Coordinator regarding options. Marian University does not grant exemptions. If a student is not able to fulfill clinical experiences/hours due to lack of meeting health and safety requirements, this may result in delay of graduation or inability to complete the program.

10. LIABILITY INSURANCE

All actively enrolled Marian University nursing students are covered under the Marian University Liability Insurance provided via the University.

This liability insurance provided the required coverage for nursing students within approved course-associated practicum activities.

Students enrolled in MSN studies may purchase additional Individual Professional Liability Insurance at their discretion.

Students who require a copy of the Marian University Certificate of Liability Insurance may contact the Clinical Placement Coordinator.

11. PRACTICUM INCIDENT & SIGNIFICANT EXPOSURE POLICY

A practicum incident is defined as any accident, injury, loss, contamination, or a situation which might result in an accident, injury, loss, or contamination. Incidents are happenings which are not consistent with routine activities. This includes:

- Significant exposure to blood and/or body fluids, or communicable diseases
- Falls by or other injuries to client or student
- Medication errors
- Procedure errors

Any health or safety incident which occurs as part of a nursing student's practicum learning experience shall be reported to the clinical agency and the Associate Dean of the Nursing Department or designee.

11.1 Procedure

11.1.1 *Reporting the Incident*

- a. Students shall report in person to the faculty member in charge any health or safety incident which involves a client or student and complete the necessary practicum agency documentation with the clinical instructor
- b. If one exists, follow the policy and procedures of the agency where the incident occurred.
- c. A *Clinical Incident Report* form must be completed by the student and faculty member in charge and submitted to the Associate Dean of the Nursing Department as soon as possible after a clinical incident occurs.
- d. If the practicum agency allows a copy of their incident form to be made, that copy shall be attached to the school form.

11.1.2 *Follow-up Actions*

- a. The student must make an appointment with the Associate Dean of the Nursing Department and the faculty member in charge to review the incident.
- b. In the case of Significant Exposure, the student, instructor, Associate Dean of the Nursing Department or designee, and Director of Marian University Health Services should meet as soon as possible to assess and ensure accurate and appropriate documentation of the exposure according to the institution's policy and to ensure that the exposed individual receives counseling related to testing, treatment and follow-up in a timely manner.
- c. The Director of Marian University Health Services or his/her designee shall act as the facilitator when the University is the originating institution or if the clinical agency or exposed individual so desires.
- d. Confidentiality according to federal and state laws will be maintained. Test results, if available, will be shared with only those specified on a written consent form signed by the tested individual.

11.1.3 The Nursing Department will utilize the following statutory definitions regarding sustained contact and exposure of all blood borne pathogens.

- a. Under Wisconsin Statute 252.15(1)(3m), “significantly exposed” means contact that carries a potential for transmission of HIV by one or more of the following:
 - i. Transmission, into a body orifice or onto mucous membrane, of blood; semen; vaginal secretions; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluid that is visibly contaminated with blood.
 - ii. Exchange, during the accidental or intention infliction of a penetrating wound, including a needed puncture, of blood; semen; vaginal secretions; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluid that is visibly contaminated with blood.
 - iii. Exchange, into an eye, an open wound, an oozing lesion, or where a significant breakdown of the epidermal barrier has occurred, of blood; semen; vaginal secretions; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluid that is visibly contaminated with blood.
- b. Part 1910.1030(b) of title 29 of the Code of Federal Regulations Subpart Z amended in 1991 defines the following:
 - i. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee’s duties.
 - ii. Parenteral means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

11.2 Immediate Action Following Significant Exposure

11.2.1 Wound Care/First aid

- a. Wash needle sticks and cuts with soap and water.
- b. Flush splashes to nose, mouth, or skin with water.
- c. Irrigate eyes with clean water, saline, or sterile wash.

11.2.2 HIV/AIDS Significant Exposure

- a. Post-exposure prophylaxis (PEP) should be initiated when necessary, promptly, preferably within 1-2 hours post exposure.
- b. The student and instructor (as soon as possible, notify the Dean of the Nursing Department) should contact the emergency room or treating provider (as per agency policy), who will initiate prophylaxis and test for HIV antibody in coordination with an Infectious Disease specialist. Continued care will be maintained with the exposed person’s primary care provider.

11.3 Costs Incurred

- 11.3.1 Students will be responsible for any costs incurred related to any clinical incident per the Nursing Program's Release of Liability Form which students sign annually.
- 11.3.2 Faculty and staff of Marian University are covered as employees for federally mandated services by the employer.

12. TYPHON

All students are required to use Typhon Group Student Tracking electronic system for documenting clinical experiences, conducting preceptor evaluations, and completing an electronic portfolio. Prior to starting their first semester of the program, students will be provided with the web address and password for logging on to the system. Students will need to make a one-time payment of \$100 to use the system throughout the remainder of their educational program. The system remains available to alumni for 5 years after graduation.

Because the system is web-based, students can log on from anywhere without downloading software. All data entered onto the system are stored on a secure, HIPAA compliant server. Students can quickly and easily enter all patient encounter information on one page, including demographics, clinical information, diagnosis and procedure codes, medications, and clinical notes. A special section is available to log the observation, assistance, or completion of various competencies that are appropriate to the student's educational program. Dates and hours of clinical experiences, service learning, and continuing education are entered on a time log. Students and faculty are able to access information in "real-time" and run reports by date, course, semester, clinical site, and preceptor for individual students or in aggregate for an entire class.

Students also will create and customize their electronic portfolios which is a requirement for the MSN degree and can help in seeking employment after graduation.

For access to the Typhon Group NPST, go to:

<https://www.typhongroup.net/marianuniversity> Enter you user Login and Password and click on "Login"

13. COMMITTEE PARTICIPATION WITHIN THE NURSING PROGRAMS

The Nursing Department has several standing committees which meet at arranged times to review, discuss, and make decisions which relate to policies of the student, the faculty, or the total University community. Student input is valuable and student representation and participation is requested.

Graduate Program Committee: Provides ongoing operational management of the MSN program including developing, evaluating and revising program and student policies/procedures and programmatic curricular strategies. One MSN student representative is selected per academic year.

14. PROGRAM COMPLETION

14.1 Official Transcripts

The official academic records for all students are maintained by the Registrar. No record may be released to any unauthorized individual or agency without written approval of the student. Such approval must be given in person or in writing. Records cannot be transmitted as a result of telephone or second person requests or facsimile transmissions.

Marian University follows the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). Specifics on students' rights under this Bill are available in printed form from the Office of the Registrar.

13.1 Graduate and Alumni Evaluations

In order to continuously improve Marian's Nursing Programs, graduates are expected to participate in evaluations of the programs via Final Program Evaluation, level evaluations, and later follow-up questionnaires. Follow-up evaluations are conducted at regular intervals.

In addition, the programs need to track career paths of its graduates. For this reason, graduates should notify Nursing Department about address and name changes, employment changes and graduate school status. Continued accreditation depends upon this feedback. Graduates are asked to return this information to the university in a timely fashion. Participation is appreciated.

13.2 Certification

13.2.1 *Family Nurse Practitioner* - FNP track graduates are eligible to take the certification examination for Family Nurse Practitioners offered through either the American Nurse Credentialing Center (ANCC) or the American Academy of Nurse Practitioners Certification Board (AANPCB). Upon certification as a Family Nurse Practitioner, graduates are eligible seek prescriptive authority in Wisconsin by taking a jurisprudence examination for advanced practice nurse prescribers (APNPs) registering with the federal Drug Enforcement Agency (DEA).

MSN ACADEMIC INFORMATION

Overview

The Nursing Department offers a Master's of Science in Nursing degree (MSN) for registered nurses (RNs) who have previously earned a Bachelor of Science in Nursing (BSN) degree (post-BSN to MSN) for registered nurses who have previously earned an Associate degree in Nursing (ADN) (RN to MSN). Two tracks are offered in the MSN program, the Family Nurse Practitioner (FNP) and Nursing Administration.

A post-graduate Family Nurse Practitioner certificate is available for individuals who already possess a MSN or DNP degree.

The MSN program curriculum is built upon the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) and is congruent with the Essentials of Master's Education in Nursing (AACN, 2011). Additionally, the FNP track adheres to the Criteria for Evaluation of Nurse Practitioner Programs (National Task Force on Quality Nurse Practitioner Education, 2016) as well as the NP Core and Family/across the lifespan population-focused competencies endorsed by the National Organization of Nurse Practitioner Faculties (NONPF).

Accreditation

The master's degree program in nursing at Marian University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

MSN Program Goals

The mission and philosophy of the Nursing Department serve as a foundation for the development of graduate program goals. The nursing graduate program goals are to:

- Provide nursing programs grounded in Judeo-Christian tradition.
- Prepare learners for life-long learning in formal and informal settings.
- Provide nursing education that prepares students to practice nursing in various settings with diverse populations.

MSN Program Outcomes

Upon completion of the Marian University Master of Science in Nursing (MSN) program, graduate will demonstrate the processes of acquiring/generating knowledge, critical thinking, valuing, decision making, and communicating to:

1. Integrate advanced theoretical and scientific knowledge to guide advanced nursing leadership in diverse practice settings.
2. Integrate outcome data, evidence-based practice recommendations and professional standards of care to improve population health outcomes.
3. Apply leadership and inter-professional skills in healthcare delivery systems to ensure safe and quality care.
4. Apply principles of information systems and population health to deliver evidence-based, culturally relevant strategies for individuals, families and aggregate populations.
5. Employ collaborative strategies to advance the profession of nursing through the integration of theory, research, policy, and practice excellence.
6. Advocate for social justice and healthcare policy that promotes safe, cost-effective, and equitable outcomes.
7. Demonstrate critical and self-reflective thinking that promotes advanced role competency and professional accountability.

Family Nurse Practitioner Track

The Family Nurse Practitioner (FNP) track is a 46-credit program based in nursing theory, research, and primary care for individuals and their families.

The program content is guided by the Nurse Practitioner Core Competencies identified by the National Organization of Nurse Practitioner Faculties (NONPF) and acknowledged by the American Association of Colleges of Nursing (AACN).

Students complete total of FNP I 750 Hours, FNP II 725, FNP III 700 of clinical practice with certified nurse practitioner or physician preceptors.

Graduates are eligible to take the certification examination for Family Nurse Practitioners offered through either the American Nurse Credentialing Center (ANCC) or the American Academy of Nurse Practitioners Certification Program (AANPCP).

Upon certification as a Family Nurse Practitioner, graduates are eligible seek prescriptive authority in Wisconsin by taking a jurisprudence examination for advanced practice nurse prescribers (APNPs), which also qualifies the student to register with the federal Drug Enforcement Agency (DEA) for the prescribing of controlled substances.

Nursing Administration Track

The 35 credit Master of Science in Nursing/Nursing Administration (NA) track provides students the opportunity for interprofessional collaboration with both graduate nursing students and graduate business and health care administration students. Courses are a unique blend of traditional graduate nursing coursework and competency-based graduate management and health care administration coursework. The program culminates with a 225-hour practicum course where students work directly with nurse leaders to integrate didactic learning.

Post-Graduate Family Nurse Practitioner Certificate

The Post-Graduate Family Nurse Certificate (PGFNP) is available to registered nurses holding a Master's degree in Nursing or a Doctor of Nursing Practice degree who desire to continue their education and develop their competencies as a Family Nurse Practitioner.

The Post-Graduate Family Nurse Practitioner Certificate is a variable credit-hour program, ranging from 15 to 30 credits, depending on prior education, advanced practice registered nurse (APRN) certification, and APRN practice. A gap analysis will be performed considering all prior education and experience.

Upon successful completion of program requirements, a certificate is awarded and students are eligible to apply for American Nurses Credentialing Center (ANCC) certification or the American Academy of Nurse Practitioners Certification Board (AANPCB) Family Nurse Practitioner certification.

RN to MSN

The RN to MSN program is available to registered nurses holding an associate degree in nursing who desire to continue their education and earn a graduate degree. Students' progress through a streamlined curriculum completing required general education coursework and developing the necessary foundational knowledge and skills before advancing to graduate level classwork in either the family nurse practitioner (FNP) or Nursing Administration (NA) track.

Upon successful completion of program requirements, an MSN degree is awarded. No BSN degree is awarded. Students completing the FNP track are eligible to apply for American Nurses Credentialing Center (ANCC) certification or the American Academy of Nurse Practitioners Certification Board (AANPCB) Family Nurse Practitioner certification. Students completing the NA track meet the continuing education requirements to be certified through ANCC and/or AONL (additional hours of experience requirements defined by certifying agency).

MSN Degree Admission Policy

Applications to the Master of Science in Nursing (MSN) program are open and reviewed on a rolling basis for both fall and spring semester cohorts. Deadlines for applicant submission is July 15th for Fall semester start and December 15th for Spring semester start. Deadlines may be extended for applicants per the Program Director discretion.

Admission to the graduate program is competitive with selection of students based on academic acumen, congruent professional goals with program track, work experience (if applicable), and professional references.

Applicants seeking admission to the Master of Science in Nursing (MSN) program are required to submit a completed admission packet to the Admissions Office by the deadline specific to the starting term. Application requirements are as follows:

- A minimum cumulative GPA of 3.0 (on a 4.0 scale) for the BSN degree
- Official transcripts from all colleges and/or universities attended
- Unencumbered Wisconsin Registered Nurse (RN) license
- Resume/curriculum vitae
- Two (2) professional references
- Professional Goal Statement
 - All applicants will submit a 4-page, double-spaced maximum length goal statement that addresses the following (please use these as headings):
 - Reasons for choosing Marian University
 - Reasons for choosing the program track (FNP or NA)
 - Personal and professional attributes that will contribute to your success in graduate school
 - Preparations for the rigors of graduate education
 - Short – and long-term professional goals
- Traditional MSN
 - Earned Bachelor of Science degree in Nursing (BSN) from an NLNAC- or CCNE-accredited program (traditional MSN program).
 - Successful completion of an undergraduate physical/health assessment course within the last five (5) years (FNP Track ONLY).
 - Successful completion of an undergraduate course in statistics within the last five (5) years. Statistics course must include content on descriptive and inferential statistics.
- RN to MSN
 - Earned Associate degree in Nursing from an ACEN accredited program (RN to MSN program)

Qualified applicants must also meet all Health and Safety Requirements as specified by the policies of the Marian University MSN program and individual clinical and practicum agencies. These requirements include background checks, drug screening, agency orientations, and immunization documentation.

Background checks of students are implemented in order to follow state laws and regulations as well as clinical/practicum agency requirements. Although Marian University and the Nursing Department do not exclude students based on the results of background checks, clinical/practicum agencies reserve the right to refuse to accommodate any student based on information obtained in the background check. Agency refusal to accept a student for clinical/practicum experiences may result in the student not being able to complete the requirements necessary for progression in and completion of the MSN program.

Students will be prohibited from progressing in the MSN program if, at any time, the documentation of all Health and Safety Requirements is not complete and up to date.

Post-Graduate FNP Certificate Admission Policy

Requirements for admission to the Post-Graduate FNP Certificate program are:

- Completed Marian University Application
- Earned Master of Science in Nursing degree or Doctor of Nursing Practice degree from a NLNAC or CCNE accredited program
- Official transcripts from all colleges and/or universities attended
- 3.0 GPA on a 4.0 scaled in the Master of Science of Nursing or Doctor of Nursing Practice degree; however, all applications will be reviewed on an individual basis
- Unencumbered Wisconsin Registered Nurse (RN) license
- Portfolio
 - Post-graduate students must submit a portfolio of their credentials for applicant review and facilitating program of study planning. The applicant portfolio should include:
 - Updated resume
 - Copies of any relevant APRN work experience including patient populations, roles and responsibilities, and duration of experience
 - Goal statement describing reasons for pursuing Post-Graduate FNP certificate

Qualified applicants must also meet all Health and Safety Requirements as specified by the policies of the Marian University MSN program and individual clinical and practicum agencies. These requirements include background checks, drug screening, agency orientations, and immunization documentation.

Background checks of students are implemented in order to follow state laws and regulations as well as clinical/practicum agency requirements. Although Marian University and the Nursing Department do not exclude students based on the results of background checks, clinical/practicum agencies reserve the right to refuse to accommodate any student based on information obtained in the background check. Agency refusal to accept a student for clinical/practicum experiences may result in the student not being able to complete the requirements necessary for progression in and completion of the MSN program.

Students will be prohibited from progressing in the program if, at any time, the documentation of all Health and Safety Requirements is not complete and up to date.

Post-Graduate FNP Certificate GAP Analysis

In accordance with the 2016 Criteria for Evaluation of Nurse Practitioner Programs, applicants who hold a graduate degree in nursing program will have a Gap Analysis completed by the Graduate Program Director. Previous education, APRN certification, and APRN practice (as applicable) will be used to determine an individual course of study. The completion of required didactic courses and clinical hours can be flexible depending upon waived and/or transferred credits hours.

NOTE:

- Graduate level across the lifespan **Pathophysiology** must have been taken within the past 3 years.
- Graduate level across the lifespan **Advanced Health Assessment** must have been taken within the past 3 years (this may be waived depending on applicant's certification and work experience).
- Graduate level across the lifespan **Advanced Pharmacology** must have been taken within the past 3 years (this may be waived depending on applicant's certification and work experience).

Plans of study will be individualized according to academic didactic and clinical needs.

Transfer of Credit Policy

A maximum of nine (9) graduate credits may be accepted in transfer to the MSN program at Marian University.

All remaining program credit requirements must be completed at Marian University. All college and university coursework, including graduate credits, earned prior to admission must be reported on the application for admission. All credits earned relating to the BSN degree, including all MSN prerequisite courses, must be documented by means of an official transcript requested by the student from the registrar of each institution previously attended. All transcripts must be sent directly from the institution(s) to Marian University.

A transfer of credit application must be filed in conjunction with the application for admission to request transfer of graduate credits earned prior to applying for admission to Marian University. Official syllabi and/or course descriptions must be provided upon request. Graduate credits earned prior to admission but not reported on the transfer of credit application are not considered for transfer after admission.

To be considered for transfer, credits must be:

- Earned from a NLNAC- or CCNE-accredited graduate level program;
- Acceptable to the Master's program in nursing of the transferring institution;
- Completed within the past 5 years; however, the following courses must be completed within the past 3 years:
 - Advanced health assessment
 - Advanced pathophysiology
 - Advanced pharmacology
- Completed successfully with a grade of B or better (a grade of B- is not acceptable for transfer credit); however, such grades are not included in the computation of the Marian University grade point average (GPA);
- Equivalent to or as rigorous as Marian University courses; and
- Appropriate for the student's proposed graduate program at Marian University.

The Nursing Department reserves the right to deny transfer of credit for courses in which the content or practice has changed significantly in the last 5 years. The following are not transferable to the MSN program at Marian University: undergraduate credit, continuing education units (CEUs), workshops, or credit for prior learning.

MSN Academic Plans of Study

In order to predict course enrollments and plan for faculty teaching assignments and clinical facilities, the graduate program needs program information for individual students. Upon acceptance of admission, all students file a plan of study form with the Graduate Program Office. This form will be used for student enrollment into courses each semester.

To alter the original program plan, students are required to obtain MSN Program Director approval and signature before changing courses or their sequence. Changes must be filed with the Graduate Program Office.

Students register for courses per their academic Plan of Study. Students must follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the MSN Program Director and addressed based on a student's individual circumstances.

Nursing Administration Track Progression

Students in the Nursing Administration track will adhere to their plan of study for all NUR courses. MGT and MHCA courses are 1-credit flex courses designed to be taken in any order. Student can take as many courses each semester as desired, however students must stay enrolled at Marian University each semester (minimum of 1 course). Upon entering their last semester of MGT and MHCA courses, students are to notify the graduate program director and clinical placement coordinator in order to prepare for the NUR 662 Nursing Administration Practicum the follow semester.

RN to MSN Progression

Student in s the RN to MSN program will be provided a plan of study. Courses in the RN to BSN bridge courses may be flexible and students are to contact the RN to BSN coordinator for any necessary changes in the BSN bridge courses. Upon entering the graduate level courses, students are to adhere to the Family Nurse Practitioner or Nursing Administration progress plans. Students are to contact the Graduate Nursing Program Director for any necessary changes to the graduate level courses.

Progression Policy

Traditional MSN

Students must earn a grade of B (3.00) or better in all courses in their plan of study for the MSN program. If a student earns a grade below B, he or she may repeat that course one time only and must earn a B or higher in order to progress in the MSN program. Students who earn a grade below B in a second graduate course will be dismissed from the program. Students who receive a grade below B in a practicum course will be required to repeat the practicum **and** the associated co-requisite FNP theory course. Student who receive a grade below a B in a FNP theory course will be required to repeat the FNP theory course **and** the associated co-requisite FNP practicum course.

RN to MSN

Students must earn a grade of B- (80%) or better in all courses in their plan of study for the MSN program. If a student earns a grade below B- in any RN to BSN course, he or she may repeat that course one time only and must earn a B or higher in order to progress in the MSN program. If a student earns a grade below B in a graduate course, he or she may repeat that course one time only and must earn a B or higher in order to progress in the MSN program. Students who earn a grade below B in a second graduate course will be dismissed from the program. Students who receive a grade below B in a practicum course will be required to repeat the practicum **and** the associated co-requisite FNP theory course. Student who receive a grade below a B in a FNP theory course will be required to repeat the FNP theory course **and** the associated co-requisite FNP practicum course.

Revisions to the students' plans of study will most likely result in a delay of the anticipated graduation date.

Dismissal Policy

A student **will** be dismissed from the MSN Program for any of the following reasons:

1. Failure to conduct oneself in a responsible, safe, and professional manner as described in the Graduate Nursing Student Handbook;
2. Academic misconduct, including but not limited to, plagiarism, cheating, or dishonesty;
3. Failure to meet disciplinary probation remediation requirements;
4. Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory, or clinical setting;
5. Arrested on a felony charge while enrolled in the nursing program.

Application After Academic Dismissal Policy

Students who were dismissed for academic reasons may reapply to the MSN program under this policy. Students who wish to reapply to the MSN program after being dismissed for academic reasons must do so within one calendar year of the dismissal date. Any applications submitted after one calendar year will follow the general application process.

Procedure for Applying for Readmission to the Graduate Nursing Program

Applicants applying for readmission into the Graduate Nursing Program must complete the Readmission Application Request. This packet is due at least thirty (30) days prior to the start date of the semester the applicant wishes to re-enter, as listed on the Marian University academic calendar. All components of the packet must be submitted electronically. Readmission Application Requests will be reviewed on a case-by-case basis by the Graduate Nursing Program Committee. Applicants may opt to appear before the Committee before a decision on the reapplication materials is made. If readmission is granted, the applicant will be notified by email of their acceptance into the Graduate Nursing Program. Decisions to not readmit applicants are final. The Readmission Application Request must include all components listed below (incomplete packets will not be considered):

- Current name, cell phone, mailing address, and email (include both Marian and non-Marian email)
- The date of the request, as well as the date of requested re-entry (i.e. Fall 2019)
- Reflection and statement outlining reasons for the lack of academic success
- A detailed and descriptive self-assessment of area(s) needing improvement, actions taken to address these areas, and insight gained from previous dismissal.
- Documentation of all pre-requisite health and safety requirements.
- Transcripts of any other courses taken since dismissal.

Readmission Considerations

The student will be granted readmission based on seat availability and after all eligibility requirements are met. The Graduate Program Committee will determine the curricular program required. The student may need to repeat courses other than the courses previously failed. No classes will be audited if a student is granted readmission into the program.

Students will be permitted readmission on a probationary status and must be successful all MSN courses. Failure to achieve a passing grade in one (1) MSN course will result in permanent dismissal, and no further applications for readmission will be accepted.

MSN Degree Requirement

To receive the Master of Science in Nursing (MSN) degree, the candidate must meet the following requirements:

- Successful completion of all coursework
- Completion of the Scholarly Portfolio
- Completion of 600 hours of practicum experience for the FNP track or 675 hours
- Completion of 225 hours of practice experience for the NA track

RN to BSN Grading Scale

A	= 94-100	B-	= 80-83	D+	= 67-69
A-	= 90-93	C+	= 77-70	D	= 64-66
B+	= 87-89	C	= 74-76	D-	= 60-63
B	= 84-86	C-	= 70-73	F	= 59 or below

MSN Grading Scale

A	= 95-100	B-	= 85-86	D+	= 76-77
A-	= 93-94	C+	= 83-84	D	= 74-75
B+	= 91-92	C	= 80-82	D-	= 72-73
B	= 87-90	C-	= 78-79	F	= 71 or below

Scholarly Portfolio

Introduction

All students are required to compile an electronic portfolio (ePortfolio) of evidence that documents and demonstrates attaining the MSN program outcomes and advanced practice nursing role competencies (FNP only). Program outcomes are listed in the Marian University Graduate Student Handbook.

An ePortfolio is collection of digital artifacts (evidence files) that are compiled and shared electronically for the purpose of reflection and evaluation. Rather than compiling necessary supporting documents into a binder, an ePortfolio allows students to store and organize evidence of their learning on the Internet in the form of a website. This medium allows for inclusion of additional types of artifacts such as videos, sound files, images, and links to other website and online resources. The ePortfolio will remain accessible to the Marian University Graduate program after student graduation to be accessed for accreditation purposes only.

ePortfolios should include exemplars that demonstrate how students met the MSN program outcomes and role competencies. Exemplars may include, but are not limited to, projects and papers, evaluation and feedback forms, presentations, evidence of group process, online forum responses, evidence of specialized clinical practice, policy development, relevant images and video. The student is responsible for collecting and organizing their own evidence artifacts.

ePortfolios are submitted for faculty review and assessed by a rubric. Students must complete an ePortfolio as part of the MSN program requirement and receive a minimal of *Proficient* in all rubric categories.

ePortfolio Requirements

ePortfolios must include the following:

1. Introduction Page

The Introduction page will include the student name and date and be a general description of the student's overall change and professional growth during the Marian University MSN program. This description should reflect on both personal and professional growth and is an opportunity for the student to demonstrate insight about his/her development throughout the educational process. You may choose to include a personal photograph of yourself on this page, but it is not required. Length: 500 – 1000 words

2. MSN Program Outcomes Summary Pages

Each MSN Program Outcome will have a summary page. The summary page for each Program Outcome has four sections.

- a. Description of the student's baseline knowledge at the beginning of the Program. (max 150words)
- b. Description of how the student has developed across the educational

- process. (max 150 words)
- c. Description of continuing learning and development areas to support ongoing role development and competence. (max 150 words)
- d. Artifacts and descriptions. A minimum of two artifacts that are exemplary evidence of meeting the MSN Program Outcome. Each artifact will have an explanation of how the artifact demonstrates attaining the program outcomes. (max 150 words per artifact description)

3. Role Competency Summary Pages (FNP track only)

Students will create a summary page for each area of their specific program track professional competencies. As professional role competencies are numerous, students will use the competency categories (see appropriate program outcome/competency table in MO2 resource page). Summary sections should provide an overview incorporating the items within the Competency Area. Students create a summary page for each Competency Area. DO NOT create a summary page for individual items within a Competency Area.

Each summary page has four sections.

- a. Description of the student's baseline knowledge at the beginning of the Program. (max 150words)
- b. Description of how the student has developed across the educational process. (max 150 words)
- c. Description of continuing learning and development areas to support ongoing role development and competence. (max 150 words)
- d. Artifacts and descriptions. A minimum of two artifacts that are exemplary evidence of meeting the MSN Program Outcome. Each artifact will have an explanation of how the artifact demonstrates attaining the program outcomes. (max 150 words per artifact description)

Students will use the following headings on each MSN Program Outcome and Role Competency Summary Page:

- a. Program Outcome and/or Role Competency (names actual outcome or competency)
- b. Baseline Knowledge
- c. Reflection of Growth in Program Outcomes
- d. Plans for continued learning and development
- e. Artifact title and Explanation

4. Artifacts Repository

Students will create an artifacts repository to store a variety of exemplar work. Not all artifacts stored need to be linked to the MSN Program Outcomes, however students should routinely archive artifacts throughout their MSN program to have a repository of work to select from when building their MSN Program Outcomes Summary Pages.

5. CV

Students will upload a copy of a current, professional CV to the ePortfolio.

[ePortfolio Process](#)

Students will begin to organize and structure their ePortfolio within the first semester of the program. It is strongly recommended that students begin to add artifacts and other supporting documents to their ePortfolio with each course. Do not wait until the end of program to start the ePortfolio.

Students formally enroll in NUR 600 Scholarly Portfolio I and NUR 601 Scholarly Portfolio II according to their plan of study. However, students should not wait for these courses to start and develop their ePortfolio. NUR 600 serves to provide an assessment in progress towards completion of the ePortfolio and NUR 601 serves to provide an overall assessment and evaluation of the completed ePortfolio. Both of these courses are evaluated on a Credit/No Credit basis.

Students are to refer to Student Resource – MSN page on MO2 for complete information regarding eportfolio processes and instructions.

[ePortfolio Evaluation](#)

All Eportfolios will be evaluated via the rubric provided on the Student Resource – MSN page.

MSN Required Courses

RN to MSN BSN Bridge Courses

(21-24 credits)

THE 101	Introduction to Christian Theology, 3cr
*MAT 123	Introductory Statistics and Probability, 3 cr
NUR 312	Professional Nursing Concepts, 3 cr.
NUR 308	Health Assessment (FNP track only), 3 cr
NUR 322	Evidence Based Nursing, 3 cr
NUR 406	Healthcare Economics and Policy (NA track only), 3 cr
NUR 436	Population Health, 4 cr
NUR 437	Population Health Clinical (90 hours), 2 cr
NUR 456	Leadership and Healthcare Systems, 3 cr
NUR 457	Management in Nursing (NA track only), 3 cr

*May be waived is completed with 5 years of starting program

MSN Core

(16 credits)

NUR 512	Foundations of Advanced Nursing Practice, 3 cr.
NUR 515	Evidence-Based Practice: Evaluation and Integration, 3 cr.
NUR 528	Healthcare Systems Leadership and Quality Improvement, 3 cr.
NUR 531	Health Promotion and Disease Prevention in Populations, 3 cr.
NUR 535	Health Policy, 2 cr.
NUR 600	Scholarly Portfolio I, 1 cr.
NUR 601	Scholarly Portfolio II, 1 cr.

Advanced Practice Nursing Core

(9 credits)

NUR 540	Advanced Pathophysiology, 3 cr.
NUR 546	Advanced Health and Physical Assessment, 3 cr.
NUR 606	Advanced Pharmacology, 3 cr.

Family Nurse Practitioner Track

(21 credits)

NUR 602	Advanced Diagnostic Skills & Reasoning, 1 cr.
NUR 622	Family Nurse Practitioner Theory I, 3 cr.
NUR 623	Practicum I: Family Nurse Practitioner & Role Development, 3 cr.
NUR 631	Family Nurse Practitioner Theory II, 3 cr.
NUR 632	Practicum II: Family Nurse Practitioner & Role Development, 3 cr.
NUR 642	Family Nurse Practitioner Theory III, 3 cr.
NUR 643	Practicum III: Family Nurse Practitioner & Role Development, 3 cr.
NUR 640	Practice Management for the Advance Practice Registered Nurse, 2 cr.

Nursing Administration Track

(19 credits)

Health Care Administration Graduate Courses:

MGT 700b	Emotional Intelligence - Leadership – Catalysis for Change
MGT 700c	Emotional Intelligence - Leadership – Interpersonal
MGT 720a	Managerial Accounting – Report Interpretation
MGT 720c	Managerial Accounting – Budgeting – Cost Control
MGT 730b	Analytics – Budget, Forecasting, Cost Controls
MGT 740a	Project Management – Strategy - Project Definition
MGT 740c	Project Management – Leadership- Managing Teams
MHCA 750a	Strategic Health Care Management – Workplace
MHCA 750c	Strategic Health Care Management – Prioritization
MHCA 760b	Health Care Policy – Managed Care
MHCA 760c	Health Care Policy – Health Insurance
MHCA 770a	Health Care – Quality
MHCA 770b	Health Care – Patient Safety
MHCA 780a	Legal Aspects of Health Care Administration – HIPAA, Ethics and Tort Law
MHCA 780b	Legal Aspects of Health Care Administration – Contracts, Malpractice and Liability Laws
MHCA 780c	Legal Aspects of Health Care Administration – Employee Discipline, Discharge and Corporate Structure

MSN Practicum:

NUR 662 Nursing Administration Practicum, 3cr.

Post-Graduate FNP Certificate

Total credits and courses per Gap analysis:

NUR 540	Advanced Pathophysiology, 3 cr.
NUR 546	Advanced Health and Physical Assessment, 3 cr.
NUR 606	Advanced Pharmacology, 3 cr
NUR 602	Advanced Diagnostic Skills & Reasoning, 1 cr.
NUR 622	Family Nurse Practitioner Theory I, 3 cr.
NUR 623	Practicum I: Family Nurse Practitioner & Role Development, 3 cr.
NUR 631	Family Nurse Practitioner Theory II, 3 cr.
NUR 632	Practicum II: Family Nurse Practitioner & Role Development, 3 cr.
NUR 642	Family Nurse Practitioner Theory III, 3 cr.
NUR 643	Practicum III: Family Nurse Practitioner & Role Development, 3 cr.
NUR 640	Practice Management for the Advance Practice Registered Nurse, 2 cr.
NUR 626	PCG FNP Practicum I, 2cr
NUR 636	PCG FNP Practicum II, 2cr
NUR 646	PCG FNP Practicum III, 2cr

Post-Graduate FNP Certificate Gap Analysis

Non-Certified or Non-practicing APRN

Requirements for National Certification and MU Program	MU Course Number	MU Course Name	Credits	Courses from Transcript that meet requirements	Credits from Transcrip	Required/ Waived (R/W)
Advanced Health Assessment <i>Across the lifespan</i> <i>Must be completed in last 3 yrs</i>	NUR 546	Advanced Health Assessment	3			
Advanced Pharmacology <i>Across the lifespan</i> <i>Must be completed in last 3 yrs</i>	NUR 606	Advanced Pharmacology	3			
Advanced Pathophysiology <i>Across the lifespan</i> <i>Must be completed in last 3 yrs</i>	NUR 540	Advanced Pathophysiology	3			
Appropriate Role Course(s) (NP- focused)	NUR 640	Practice Management for the APRN	2			
Appropriate Practicum Course(s)	NUR 623	FNP Practicum I (250 hours)	3	MUST BE COMPLETED AT MU		
	NUR 632	FNP Practicum II (250 hours)	3	MUST BE COMPLETED AT MU		
	NUR 643	FNP Practicum III (250 hours)	3	MUST BE COMPLETED AT MU		
Appropriate Population-focus/Health promotion Disease prevention/Differential diagnosis Disease management Courses	NUR 622	FNP Theory I	3	MUST BE COMPLETED AT MU		
	NUR 631	FNP Theory II	3	MUST BE COMPLETED AT MU		
	NUR 642	FNP Theory III	3	MUST BE COMPLETED AT MU		
	NUR 602	Advanced Diagnostic Skills & Reasoning	1	MUST BE COMPLETED AT MU		

Certified, practicing APRN

Requirements for National Certification and MU Program	MU Course Number	MU Course Name	Credits	Courses from Transcript that meet requirements	Credits from Transcrip	Required/Waived (R/W)
Advanced Health Assessment <i>Across the lifespan</i>	NUR 590	Advanced Health Assessment	3			
Advanced Pharmacology <i>Across the lifespan</i>	NUR 595	Advanced Pharmacology	3			
Advanced Pathophysiology <i>Across the lifespan</i>	NUR 585	Advanced Pathophysiology	3			
Appropriate Role Course(s)	NUR 640	Practice Management for the APRN	2			
Appropriate Practicum Course(s)	NUR 626	PGC FNP Practicum I (170 hours)	2	MUST BE COMPLETED AT MU		
	NUR 636	PGC FNP Practicum II (170 hours)	2	MUST BE COMPLETED AT MU		
	NUR 646	PGC FNP Practicum III (170 hours)	2	MUST BE COMPLETED AT MU		
Appropriate Population-focus/Health promotion Disease prevention/Differential diagnosis Disease management Courses	NUR 622	FNP Theory I	3	MUST BE COMPLETED AT MU		
	NUR 631	FNP Theory II	3	MUST BE COMPLETED AT MU		
	NUR 642	FNP Theory III	3	MUST BE COMPLETED AT MU		
	NUR 602	Advanced Diagnostic Skills & Reasoning	1			

Family Nurse Practitioner Sample Plan of Study

FNP Full-Time Fall Cohort

Year 1

FALL			SPRING			SUMMER		
NUR 515	Evidence-Based Practice	3	NUR 606	Advanced Pharmacology	3	NUR 531	Health Promotion and Disease Prevention among Diverse Populations	3
NUR 512	Foundations of Advanced Nursing Practice	3	NUR 546	Advanced Health and Physical Assessment	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1
NUR 540	Advanced Pathophysiology	3	NUR531	Healthcare Systems Leadership and Quality Improvement	3			
	TOTAL	9		TOTAL	9		TOTAL	4

Year 2

FALL			SPRING			SUMMER		
NUR 622	Family Nurse Practitioner Theory I	3	NUR 631	Family Nurse Practitioner Theory II	3	NUR 600	Scholarly Portfolio I	1
NUR 623	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3	NUR 632	Practicum II: Family Nurse Practitioner and Role Development (225 Hours)	3	NUR 535	Health Policy	2
			NUR 640	Practice Management for the APRN	2			
	TOTAL	6		TOTAL	8		TOTAL	3

Year 3

FALL		
NUR 642	622 Family Nurse Practitioner Theory III	3
NUR 643	Practicum III: Family Nurse Practitioner and Role Development (225 Hours)	3
NUR 601	Scholarly Portfolio II	1
	TOTAL	7

Total credits: 46

Total clinical hours: 675

FNP Full Time Spring Cohort

Year 1

SPRING			SUMMER			FALL		
NUR 515	Evidence-Based Practice	3	NUR 531	Health Promotion and Disease Prevention among Diverse Populations	3	NUR 606	Advanced Pharmacology	3
NUR 512	Foundations of Advanced Nursing Practice	3				NUR 546	Advanced Health and Physical Assessment	3
NUR 540	Advanced Pathophysiology	3				NUR 528	Healthcare Systems Leadership and Quality Improvement	3
TOTAL		9	TOTAL		3	TOTAL		9

Year 2

SPRING			SUMMER			FALL		
NUR 622	Family Nurse Practitioner Theory I	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1	NUR 631	Family Nurse Practitioner Theory II	3
NUR 623	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3	NUR 600	Scholarly Portfolio I	1	NUR 632	Practicum II: Family Nurse Practitioner and Role Development (225 Hours)	3
			NUR 535	Health Policy	2	NUR 640	Practice Management for the APRN	2
TOTAL		6	TOTAL		4	TOTAL		8

Year 3

SPRING		
NUR 642	Family Nurse Practitioner Theory III	3
NUR 643	Practicum III: Family Nurse Practitioner and Role Development (225 Hours)	3
NUR 602	Scholarly Portfolio II	1
TOTAL		7

Total credits: 46

Total clinical hours: 675

FNP Part Time - Fall Cohort

Year 1

FALL			SPRING			SUMMER		
NUR 515	Evidence-Based Practice	3	NUR 540	Advanced Pathophysiology	3	NUR 531	Health Promotion and Disease Prevention among Diverse Populations	3
NUR 512	Foundations of Advanced Nursing Practice	3	NUR 528	Healthcare Systems Leadership and Quality Improvement	3			
TOTAL		6	TOTAL		6	TOTAL		3

Year 2

FALL			SPRING			SUMMER		
NUR 606	Advanced Pharmacology	3	NUR 622	Family Nurse Practitioner Theory I	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1
NUR 546	Advanced Health and Physical Assessment	3	NUR 632	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3	NUR 535	Health Policy	2
						NUR 600	Scholarly Portfolio I	1
TOTAL		6	TOTAL		6	TOTAL		4

FALL			SPRING		
NUR 631	Family Nurse Practitioner Theory II	3	NUR 642	622 Family Nurse Practitioner Theory III	3
NUR 632	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3	NUR 643	Practicum III: Family Nurse Practitioner and Role Development (225 Hours)	3
NUR 640	Practice Management for the APRN	2	NUR 601	Scholarly Portfolio II	1
TOTAL		8			7

Total credits: 46

Total clinical hours: 675

FNP Part-Time Spring Cohort

Year 1

SPRING			SUMMER			FALL		
NUR 515	Evidence-Based Practice	3	NUR 531	Health Promotion and Disease Prevention among Diverse Populations	3	NUR 540	Advanced Pathophysiology	3
NUR 512	Foundations of Advanced Nursing Practice	3				NUR 528	Healthcare Systems Leadership and Quality Improvement	3
	TOTAL	6		TOTAL	3		TOTAL	6

Year 2

SPRING			SUMMER			FALL		
NUR 606	Advanced Pharmacology	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1	NUR 622	Family Nurse Practitioner Theory I	3
NUR 546	Advanced Health and Physical Assessment	3	*NUR 535	Health Policy	2	NUR 632	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3
			NUR 600	Scholarly Portfolio I	1			
	TOTAL	6		TOTAL	2-4		TOTAL	6

SPRING			SUMMER			FALL		
NUR 631	Family Nurse Practitioner Theory II	3	*NUR 535	Health Policy	2	NUR 642	Family Nurse Practitioner Theory III	3
NUR 632	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3				NUR 643	Practicum III: Family Nurse Practitioner and Role Development (225 Hours)	3
NUR 640	Practice Management for the APRN	2				NUR 601	Scholarly Portfolio II	1
	TOTAL	8		TOTAL	0-2		TOITAL	7

*NUR 535 Health Policy may be taken either Year 2 or Year 3 summer semester

Total credits: 46

Total clinical hours: 675

Nursing Administration Sample Plan of Study

NA Fall Cohort

Year 1 – NURSING GRADUATE COURSES

FALL			SPRING			SUMMER		
NUR 515	Evidence-Based Practice: Evaluation and Integration	3	NUR 528	Healthcare Systems Leadership and Quality Improvement	3	NUR 531	Health Promotion and Disease Prevention in Populations	3
NUR 512	Foundations of Advanced Nursing Practice	3				NUR 535	Health Policy	2
						NUR 600	Scholarly Portfolio I	1
	TOTAL	6		TOTAL	3		TOTAL	6

Year 2-3 – HEALTH CARE ADMINISTRATION GRADUATE COURSES (16 credits)

MGT 700b Emotional Intelligence - Leadership – Catalysis for Change
MGT 700c Emotional Intelligence - Leadership – Interpersonal

MGT 720a Managerial Accounting – Report Interpretation
MGT 720c Managerial Accounting – Budgeting – Cost Control
MGT 730b Analytics – Budget, Forecasting, Cost Controls

MGT 740a Project Management – Strategy - Project Definition
MGT 740C Project Management – Leadership- Managing Teams

MHCA 750a Strategic Health Care Management – Workplace
MHCA 750c Strategic Health Care Management – Prioritization

MHCA 760b Health Care Policy – Managed Care
MHCA 760c Health Care Policy – Health Insurance

MHCA 770a Health Care – Quality
MHCA 770b Health Care – Patient Safety

MHCA 780a Legal Aspects of Health Care Administration – HIPAA, Ethics and Tort Law

MHCA 780b Legal Aspects of Health Care Administration – Contracts, Malpractice and Liability Laws MHCA 780c Legal Aspects of Health Care Administration – Employee Discipline, Discharge and Corporate Structure

Year 3 –Or upon completion of Health Care Administration Graduate Courses NURSING GRADUATE COURSES

FALL							
NUR 662	Nursing Administration Practicum (225 hours)	3					
NUR 601	Scholarly Portfolio II	1					
	TOTAL	4					

Total credits: 35

Total clinical hours: 225

NA Spring Cohort

Year 1 – NURSING GRADUATE COURSES

SPRING			SUMMER			FALL		
NUR 515	Evidence-Based Practice: Evaluation and Integration	3	NUR 531	Health Promotion and Disease Prevention in Populations	3	NUR 528	Healthcare Systems Leadership and Quality Improvement	3
NUR 512	Foundations of Advanced Nursing Practice	3	NUR 535	Health Policy	2			
			NUR 600	Scholarly Portfolio I	1			
	TOTAL	6		TOTAL	6		TOTAL	3

Year 2-3 – HEALTH CARE ADMINISTRATION GRADUATE COURSES (16 credits)

MGT 700b Emotional Intelligence - Leadership – Catalysis for Change

MGT 700c Emotional Intelligence - Leadership – Interpersonal

MGT 720a Managerial Accounting – Report Interpretation

MGT 720c Managerial Accounting – Budgeting – Cost Control

MGT 730b Analytics – Budget, Forecasting, Cost Controls

MGT 740a Project Management – Strategy - Project Definition

MGT 740C Project Management – Leadership- Managing Teams

MHCA 750a Strategic Health Care Management – Workplace

MHCA 750c Strategic Health Care Management – Prioritization

MHCA 760b Health Care Policy – Managed Care

MHCA 760c Health Care Policy – Health Insurance

MHCA 770a Health Care – Quality

MHCA 770b Health Care – Patient Safety

MHCA 780a Legal Aspects of Health Care Administration – HIPAA, Ethics and Tort Law

MHCA 780b Legal Aspects of Health Care Administration – Contracts, Malpractice and Liability Laws MHCA 780c Legal Aspects of Health Care Administration – Employee Discipline, Discharge and Corporate Structure

Year 3 –Or upon completion of Health Care Administration Graduate Courses NURSING GRADUATE COURSES

SPRING			FALL			SUMMER		
NUR 662	Nursing Administration Practicum (225 hours)	3						
NUR 601	Scholarly Portfolio II	1						
	TOTAL	4						

Total credits: 35

Total practicum hours: 225

Post-Graduate FNP Certificate Sample Plan of Study

Certified, Practicing APRN - Full-time Fall Cohort

Year 1

FALL			SPRING			SUMMER		
NUR 540	Advanced Pathophysiology	3	NUR 622	FNP Theory 1	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1
NUR 546	Advanced Health Assessment	3	NUR 626	PGC FNP Practicum I (170 Hours)	2			
			NUR 606	Advanced Pharmacology	3			
	TOTAL:	6		TOTAL	8		TOTAL	1

Year 2

FALL			SPRING			SUMMER		
NUR 631	FNP Theory 2	3	NUR 642	FNP Theory 3	3			
NUR 636	PGC FNP Practicum II (170 Hours)	2	NUR 646	PGC FNP Practicum III (170 Hours)	2			
NUR 640	Practice Management for the APRN	2						
	TOTAL	7		TOTAL	5		TOTAL	

Total Credits: 15-27

Total Clinical Hours: 510

Certified, Practicing APRN - Full-time Spring Cohort

Year 1

SPRING			SUMMER			FALL		
NUR 540	Advanced Pathophysiology	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1	NUR 622	FNP Theory 1	3
NUR 546	Advanced Health Assessment	3				NUR 626	PGC FNP Practicum I (170 Hours)	2
						NUR 606	Advanced Pharmacology	3
	TOTAL:	6		TOTAL	8		TOTAL	1

Year 2

SPRING			SUMMER			FALL		
NUR 631	FNP Theory 2	3				NUR 642	FNP Theory 3	3
NUR 636	PGC FNP Practicum II (170 Hours)	2				NUR 646	PGC FNP Practicum III (170 Hours)	2
NUR 640	Practice Management for the APRN	2						
	TOTAL	7		TOTAL	5		TOTAL	

Total Credits: 15-27
Total Clinical Hours: 510

Certified, Practicing APRN - Part Time Fall Cohort

Year 1

FALL			SPRING			SUMMER		
NUR 540	Advanced Pathophysiology	3	NUR 546	Advanced Health Assessment	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1
TOTAL:		3	TOTAL		3	TOTAL		1

Year 2

FALL			SPRING			SUMMER		
NUR 606	Advanced Pharmacology	3	NUR 622	FNP Theory 1	3			
NUR 640	Practice Management for the APRN	2	NUR 626	PGC FNP Practicum I (170 Hours)	2			
TOTAL		5	TOTAL		5	TOTAL		

Year 3

FALL			SPRING			SUMMER		
NUR 631	FNP Theory 2	3	NUR 642	FNP Theory 3	3			
NUR 636	PGC FNP Practicum II (170 Hours)	2	NUR 646	PGC FNP Practicum III (170 Hours)	2			
TOTAL		5	TOTAL		5	TOTAL		

Total Credits: 15-27
Total Clinical Hours: 510

Certified, Practicing APRN - Part Time Spring Cohort

Year 1

SPRING			SUMMER			FALL		
NUR 540	Advanced Pathophysiology	3				NUR 546	Advanced Health Assessment	3
	TOTAL:	3		TOTAL			TOTAL	3

Year 2

SPRING			SUMMER			FALL		
NUR 606	Advanced Pharmacology	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1	NUR 622	FNP Theory 1	3
NUR 640	Practice Management for the APRN	2				NUR 626	PGC FNP Practicum I (170 Hours)	2
	TOTAL	5		TOTAL	1		TOTAL	5

Year 3

SPRING			SUMMER			SUMMER		
NUR 631	FNP Theory 2	3				NUR 642	FNP Theory 3	3
NUR 636	PGC FNP Practicum II (170 Hours)	2				NUR 646	PGC FNP Practicum III (170 Hours)	2
	TOTAL	5		TOTAL			TOTAL	5

Total Credits: 15-27
Total Clinical Hours: 510

Non-Certified, Non-Practicing – Full Time Fall Cohort

Year 1

FALL			SPRING			SUMMER		
NUR 540	Advanced Pathophysiology	3	NUR 606	Advanced Pharmacology	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1
			NUR 546	Advanced Health and Physical Assessment	3			
	TOTAL	3		TOTAL	6		TOTAL	1

Year 2

FALL			SPRING			SUMMER		
NUR 622	Family Nurse Practitioner Theory I	3	NUR 631	Family Nurse Practitioner Theory II	3			
NUR 623	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3	NUR 632	Practicum II: Family Nurse Practitioner and Role Development (225 Hours)	3			
			NUR 640	Practice Management for the APRN	2			
	TOTAL	6		TOTAL	8		TOTAL	

Year 3

FALL								
NUR 642	622 Family Nurse Practitioner Theory III	3						
NUR 643	Practicum III: Family Nurse Practitioner and Role Development (225 Hours)	3						
	TOTAL	6						

Total credits: 21-30
Total clinical hours: 675

Non-Certified, Non-Practicing – Full Time *Spring Cohort*

Year 1

SPRING			SUMMER			FALL		
NUR 540	Advanced Pathophysiology	3				NUR 606	Advanced Pharmacology	3
						NUR 546	Advanced Health and Physical Assessment	3
	TOTAL	3		TOTAL			TOTAL	6

Year 2

SPRING			SUMMER			FALL		
NUR 622	Family Nurse Practitioner Theory I	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1	NUR 631	Family Nurse Practitioner Theory II	3
NUR 623	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3				NUR 632	Practicum II: Family Nurse Practitioner and Role Development (225 Hours)	3
						NUR 640	Practice Management for the APRN	2
	TOTAL	6		TOTAL	1		TOTAL	8

Year 3

SPRING			SUMMER		
NUR 642	Family Nurse Practitioner Theory III	3			
NUR 643	Practicum III: Family Nurse Practitioner and Role Development (225 Hours)	3			
	TOTAL	6			

Total credits: 21-30
 Total clinical hours: 675

Non-Certified, Non-Practicing – Part Time Fall Cohort

Year 1

FALL			SPRING		
NUR 540	Advanced Pathophysiology	3	NUR 606	Advanced Pharmacology	3
TOTAL		3	TOTAL		3

Year 2

FALL			SPRING			SUMMER		
NUR 546	Advanced Health and Physical Assessment	3	NUR 622	Family Nurse Practitioner Theory I	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1
			NUR 623	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3			
TOTAL		3	TOTAL		6	TOTAL		1

Year 3

FALL			SPRING		
NUR 631	Family Nurse Practitioner Theory II	3	NUR 642	622 Family Nurse Practitioner Theory III	3
NUR 632	Practicum II: Family Nurse Practitioner and Role Development (225 Hours)	3	NUR 643	Practicum III: Family Nurse Practitioner and Role Development (225 Hours)	3
NUR 640	Practice Management for the APRN	2			
TOTAL		8	TOTAL		6

Total credits: 21-30
 Total clinical hours: 675

Non-Certified, Non-Practicing – Part Time *Spring Cohort*

Year 1

SPRING			SUMMER			FALL		
NUR 540	Advanced Pathophysiology	3				NUR 606	Advanced Pharmacology	3
	TOTAL	3		TOTAL			TOTAL	3

Year 2

SPRING			SUMMER			FALL		
NUR 546	Advanced Health and Physical Assessment	3	NUR 602	Advanced Diagnostic Skills & Reasoning	1	NUR 622	Family Nurse Practitioner Theory I	3
						NUR 623	Practicum I: Family Nurse Practitioner and Role Development (225 Hours)	3
	TOTAL	3		TOTAL	1		TOTAL	6

Year 3

SPRING			Summer			Fall		
NUR 631	Family Nurse Practitioner Theory II	3				NUR 642	Family Nurse Practitioner Theory III	3
NUR 632	Practicum II: Family Nurse Practitioner and Role Development (225 Hours)	3				NUR 643	Practicum III: Family Nurse Practitioner and Role Development (225 Hours)	3
NUR 640	Practice Management for the APRN	2						
	TOTAL	8					TOTAL	6

Total credits: 21-30
 Total clinical hours: 675

RN to MSN Sample Plan of Study

RN to MSN – Full Time Fall Cohort

Year	Semester	Course	Credits
	Fall I	NUR 312 Professional Nursing Concepts	3
	Fall I	MAT 123 Introductory Statistics and Probability	3
	Fall II	NUR 322 Evidence Based Nursing	3
	Fall II	THE 101 Introduction to Christian Theology	3
	Summer Main	NUR 436 Population Health	4
	Summer Main	NUR 437 Population Health Clinical (90 hours)	2
	Spring I	NUR 456 Leadership and Healthcare Systems	3
	Spring I	NUR 308 Health Assessment (FNP track only)	3
	Spring I	NUR 406 Healthcare Economics and Policy (NA track)	3
	Summer I	NUR 457 Management in Nursing (NA track only)	3
	Fall	MSN Orientation Enter Fall FNP or NA FT Plan of Study	

RN to MSN – Part Time Fall Cohort

Year	Semester	Course	Credits
	Fall I	NUR 312 Professional Nursing Concepts	3
	Fall II	MAT 123 Introductory Statistics and Probability	3
	Spring I	NUR 322 Evidence Based Nursing	3
	Spring II	THE 101 Introduction to Christian Theology	3
	Summer Main	NUR 436 Population Health	4
	Summer Main	NUR 437 Population Health Clinical (90 hours)	2
	Spring I	NUR 456 Leadership and Healthcare Systems	3
	Spring II	NUR 308 Health Assessment (FNP track only)	3
	Spring II	NUR 406 Healthcare Economics and Policy (NA track)	3
	Summer I	NUR 457 Management in Nursing (NA track only)	3
	Fall	MSN Orientation Enter Fall FNP or NA PT Plan of Study	

RN to MSN Full Time Spring Cohort

Year	Semester	Course	Credits
	Spring I	NUR 312 Professional Nursing Concepts	3
	Spring I	MAT 123 Introductory Statistics and Probability	3
	Spring II	NUR 322 Evidence Based Nursing	3
	Spring II	THE 101 Introduction to Christian Theology	3
	Summer Main	NUR 436 Population Health	4
	Summer Main	NUR 437 Population Health Clinical (90 hours)	2
	Fall I	NUR 456 Leadership and Healthcare Systems	3
	Fall I	NUR 308 Health Assessment (FNP track only)	3
	Spring II	NUR 406 Healthcare Economics and Policy (NA track	3
	Summer I	NUR 457 Management in Nursing (NA track only)	3
	Spring	MSN Orientation Enter Spring FNP or NA FT Plan of Study	

RN to MSN Part Time Spring Cohort

Year	Semester	Course	Credits
	Spring I	NUR 312 Professional Nursing Concepts	3
	Spring II	MAT 123 Introductory Statistics and Probability	3
	Summer I	NUR 322 Evidence Based Nursing	3
	Summer II	THE 101 Introduction to Christian Theology	3
	Fall Main	NUR 436 Population Health	4
	Fall Main	NUR 437 Population Health Clinical (90 hours)	2
	Spring I	NUR 456 Leadership and Healthcare Systems	3
	Spring II	NUR 308 Health Assessment (FNP track only)	3
	Spring II	NUR 406 Healthcare Economics and Policy (NA track	3
	Summer I	NUR 457 Management in Nursing (NA track only)	3
	Fall	MSN Orientation Enter Fall FNP or NA PT Plan of Study	