



## **NURSING DEPARTMENT**

# **NURSING STUDENT HANDBOOK**

**PRE-LICENSURE UNDERGRADUATE (BSN),  
POST-LICENSURE UNDERGRADUATE (RN TO BSN, RN TO MSN),  
AND GRADUATE (MSN) PROGRAMS**

## **2025-2026 ACADEMIC YEAR V3**

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*Founded in 1936 • Sponsored by the Congregation of Sisters of St. Agnes*

## NOTICE

This Nursing Department Student Handbook provides program-specific information and supplements to the Marian University Academic Catalog. For comprehensive university policies and procedures, please refer to the [Academic Catalog](#). Please note that the Nursing Department policies may be stricter than general Marian University policies; in such cases, the Nursing Department policy applies.

This handbook is accurate at the time of publication. However, policies are subject to change without notice. It is the student's responsibility to stay informed of these changes. The online version, accessible through your program's MO2 page, is the most current and supersedes any printed copy.

## USE OF THIS HANDBOOK

Students are responsible for adhering to the sections of this handbook relevant to their nursing program.

### **Pre-Licensure (BSN) Students should refer to:**

- University Information
- Nursing Department Information
- Nursing Department Policies
- Undergraduate Policies
- Pre-Licensure (BSN) Student Policies
- Appendices

### **Post-Licensure (RN to BSN & RN to MSN) Students should refer to:**

- University Information
- Nursing Department Information
- Nursing Department Policies
- Undergraduate Policies
- Post-Licensure (RN to BSN & RN to MSN) Student Policies
- Appendices

### **Graduate (MSN) Students should refer to:**

- University Information
- Nursing Department Information
- Nursing Department Policies
- Graduate (MSN) Student Policies
- Appendices

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Dear Nursing Student,

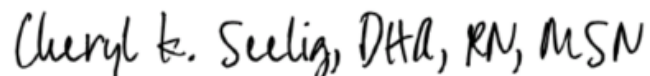
Welcome to Marian University Nursing! We're incredibly excited you've chosen to embark on a career dedicated to making a difference in the lives of others.

This handbook is your primary resource for all program details—policies, procedures, and expectations. Please review it thoroughly; it's designed to be your comprehensive guide.

Our faculty and staff are here to support you every step of the way. We're eager to help you cultivate the knowledge, skills, and compassion essential for becoming an outstanding nurse.

We're thrilled to have you join the Marian University nursing family!

Sincerely,

A handwritten signature in black ink that reads "Cheryl K. Seelig, DHA, RN, MSN". The signature is written in a cursive, slightly slanted style.

Dr. Cheryl Seelig, DHA, RN, MSN  
Associate Dean and Chief Nursing Officer  
Marian University

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# UNIVERSITY INFORMATION

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## 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 Catalog](#)

The [Marian University Academic Catalog](#) is your essential resource for comprehensive information on university policies, procedures, and academic programs.

The Academic Catalog includes, but is not limited to, policies and general information on:

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

**NOTE:** If a Nursing Department policy is more restrictive than a University policy, students must adhere to the more restrictive policy.

## [Marian University Policy on Artificial Intelligence](#)

Students may not copy from any online sites (e.g. Course Hero or Chegg) or utilize composition technologies (e.g. ChatGPT or other GenAI software) to complete any part of any submitted work unless explicitly specified by the instructor. In instances where specific instruction/permission to use GenAI tools is provided, students must acknowledge any work that is not their own. This includes citations for outside scholarship or information gathered from other sources. If you have any questions or concerns about this policy, contact your instructor before submitting any assignments.

# NURSING DEPARTMENT INFORMATION

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## Mission Statement

The Nursing Department is an integral, dynamic, and innovative entity committed to the education and preparation of diverse healthcare 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.

## Philosophy Statement

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 client-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 client care settings, the community, and the nursing profession.

The Nursing Department 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**.

## Accreditation Statement

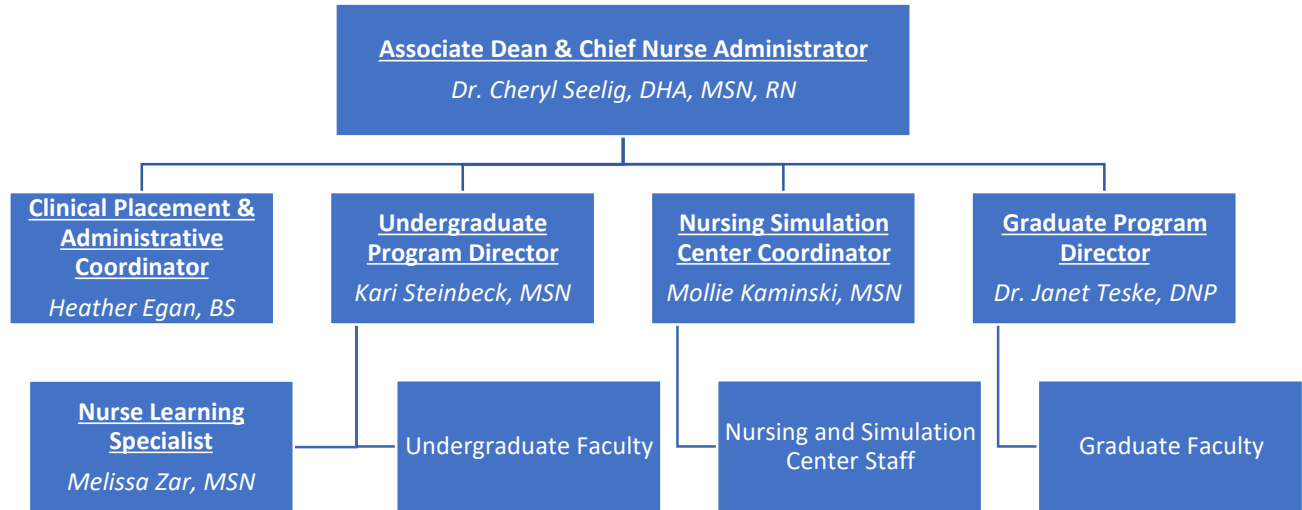
The baccalaureate degree program in nursing, master's degree program in nursing, and the post-graduate APRN certificate program in nursing at Marian University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

## Department Goals

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

1. Provide a curriculum which combines the foundation of liberal arts and biopsychosocial sciences with baccalaureate and graduate level nursing concepts.
2. Provide a curriculum which fosters professional growth, professional development, and a commitment to life-long learning at the baccalaureate and graduate level.
3. Provide a curriculum that fosters strong critical thinking and decision-making skills for the baccalaureate and 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.

## Department Organizational Chart



## Additional Program Resources

The Nursing Department maintains a dedicated virtual resource page on the university's learning management system (MO2) for each of its programs. Students are automatically granted access to the resource page that corresponds to their specific program. If a student believes they haven't been granted access to the correct resource page, they can contact the Clinical Placement and Administrative Coordinator at [clinicalpaperwork@marianuniversity.edu](mailto:clinicalpaperwork@marianuniversity.edu) to request access.

- Pre-Nursing Students: [Pre-Nursing Resources](#)
- BSN Students: [BSN Student Resources](#)
- RN to BSN and RN to MSN Students: [RN to BSN Program \[Master\]](#)
- MSN Students: [Resources for Nursing Students - MSN](#)

# NURSING DEPARTMENT POLICIES – Pre-Licensure (BSN), Post-Licensure (RN to BSN & RN to MSN), and Graduate (MSN) Students

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*This section details policies and procedures applicable to all students in the Marian University Nursing Department Programs, including BSN, RN to BSN, RN to MSN, and MSN. Students are also required to follow the specific policies within this handbook that pertain to their enrolled program.*

## **1. Health and Safety Requirements**

As a nursing student, you are responsible for modeling good health and ensuring the safety of yourself and clients. This includes:

- Developing positive personal health habits.
- Preventing the spread of communicable and infectious diseases.
- Protecting patients and clients.
- Seeking appropriate and timely healthcare.
- Maintaining accurate personal health records.

### **1.1. Required Documentation:**

Clinical and practicum agencies may have health and safety documentation requirements beyond what the nursing department requires. If additional documentation is needed, you will be notified, and it is your responsibility to fulfill these agency-specific requirements.

Any student not in compliance with these health and safety requirements by the given deadlines will be removed from clinical/practicum or receive an incomplete in all of their courses until compliance is achieved.

### **1.2. Health and Safety Documents:**

- 1.2.1. All required health and safety documents must be submitted to the designated records management company chosen by the nursing department. This company confidentially maintains your records on a secure website. This information is shared with clinical/practicum agencies as needed for student placement.
- 1.2.2. Failure to meet health and safety requirements may result in a delay in graduation or inability to complete the program if a student is not able to fulfill clinical/practicum experiences/hours.
- 1.2.3. All proof of vaccination, certification, or test results must include three elements:

- Your legal first and last name.
- The date the requirement was obtained.
- The name of the requirement.

Documentation missing any of these elements will not be accepted.

### **1.3. Management of Personal Health:**

#### **1.3.1. Injury or Illness During the Semester**

If an injury or illness occurs during the semester or breaks that impacts for physical abilities, you must:

- Notify the Undergraduate or Graduate Program Director
- Submit the Fitness for Duty Form (Appendix A) at least three (3) days before returning.

#### **1.3.2. Treatment of Injuries**

You are responsible for the treatment of injuries sustained during clinical, practicum, lab, or simulation learning experiences outside the classroom (e.g., exposure to a bloodborne pathogen). While some clinical/practicum agencies will provide emergency treatment to the student, the student will be financially responsible for any treatment received.

#### **1.3.3. Health Insurance and Liability**

You are strongly encouraged to carry a private health insurance policy. Upon entry into the program, you must sign the nursing department's "Nursing Student Agreement" form, which includes a release of liability.

### **1.4. Immunizations and Certifications**

You must submit documentation from a healthcare provider or the Wisconsin Immunization Registry (WIR) for all required immunizations and titers. All documentation must include dates of administration; "immune" status alone is not sufficient.

#### **1.4.1. *Measles, Mumps, and Rubella:* Proof of protection according to current CDC guidelines. This includes:**

- a. Dates of two (2) MMR vaccines or a positive (immune) titer for each of the three diseases.
- b. If your initial titer is negative (non-immune), a booster vaccine is recommended, followed by a second titer.

- c. If the second titer is also negative (non-immune), you must provide documentation from your primary care provider indicating the recommended course of action.
  - d. If compliance is contraindicated, you must provide documentation from your primary care provider.
- 1.4.2. *Varicella (Chickenpox)*: Proof of protection according to current CDC guidelines. This includes:
- a. Dates of two (2) Varicella vaccines or a positive (immune) titer.
  - b. If your initial titer is negative (non-immune), a booster vaccine is recommended, followed by a second titer.
  - c. If the second titer is also negative (non-immune), you must provide documentation from your primary care provider indicating the recommended course of action.
  - d. If compliance is contraindicated, you must provide documentation from your primary care provider.
- 1.4.3. *Hepatitis B*: Proof of protection according to current CDC guidelines. This includes:
- a. Dates of three (3) Hepatitis B vaccines, or a positive (immune) titer.
  - b. If your titer does not show immunity, revaccination with the 3-step vaccine followed by a repeat titer is recommended.
  - c. Regardless of vaccine or immune status, all students must complete the Hepatitis B Attestation Form.
  - d. A Hepatitis B vaccination declination option exists, but is not recommended.
- 1.4.4. *Tetanus/Diphtheria/Pertussis (Tdap)*: You must provide documentation of one (1) Tdap vaccine administered once in adulthood. If ten (10) years have passed since your Tdap vaccine, you must receive a Td booster vaccine.
- 1.4.5. *Influenza Vaccination*: You must provide documentation of influenza vaccine annually by October 15. Students admitted for the spring semester must submit documentation by the deadline provided by the Clinical Placement Coordinator.
- 1.4.6. *Coronavirus (COVID-19) Vaccination*: The COVID-19 vaccination is recommended by the Marian University Nursing Department, but is not required

for enrollment. However, it may be required by clinical partners for participation in clinical/practicum experiences.

- a. You must follow all agency requirements for health and safety, including COVID-19 vaccination mandates and procedures when entering a clinical/practicum site.

1.4.7. *Tuberculosis (TB) Screening:* You are required to undergo a TB screening a maximum of 12 months before your first clinical/practicum experience.

- a. If it has been longer than 12 months, or if you have never been screened for TB, you must get a 2-step TB skin test, or an Interferon-Gamma Release Assay (IGRA) blood test (e.g., QuantiFERON Gold).
- b. A single-step TB skin test or IGRA blood test is acceptable if previously screened within 12 months.
- c. Positive TB Status

If you have a history of a positive TB screen or convert to positive while in the program, you must provide results of a chest x-ray.

- Recommendations from your primary care provider may be required
- The “Annual TB Assessment” form must be completed.
- You are responsible for monitoring your health for signs and symptoms of tuberculosis.

d. Annual TB Testing

- i. Required for students with no history of positive TB screen.
- ii. Annual TB skin or IGRA blood tests must be done at least every 12 months or more frequently as requested by clinical/practicum agencies.
- iii. Students who do not comply will be excluded from nursing courses and clinical/practicum for the semester.
- iv. Screening can be done at the Marian University Health Office, by your primary care provider, employer, or some local public health offices.
- v. Students will not be assigned to care for clients diagnosed with tuberculosis. Faculty and students will comply with all OSHA safety regulations and agency infection control measures.
- vi. Students should report all contacts with communicable diseases to their instructor, who will evaluate the situation and consult or refer to the

Campus Nurse as needed.

e. TB Test Renewal Dates

To ensure continuous TB coverage for clinical/practicum placements, TB test renewals occur annually on May 1<sup>st</sup>.

- i. If your TB test expires between January and March, the renewal date is May 1 of the same calendar year. (For example, if it expires March 2025, your renewal date is May 1, 2025).
- ii. If your TB test expires between April and December, your renewal date is May 1 of the following calendar year. (For example, if it expires June 2025, your renewal date is May 1, 2026).
- iii. You can always find your specific renewal date by checking your account on the designated record management company's platform.

1.4.8. *Drug Testing*: A 10-panel urine drug screen, ordered and resulted through the designated records management company, may be required following program-specific guidance outlined below. Tests are collected at the approved laboratory as indicated on the order form.

- **BSN Students** – Required once upon program admission and as required by clinical sites.
  - **RN to BSN and RN to MSN Students** – As required by clinical sites.
  - **MSN Students** – As required by practicum sites.
  - **All Students** - The Nursing Department reserves the right to randomly screen any nursing student at any time, at the student's expense. You will be notified in writing via email and have 24 hours to comply. Failure to comply may result in disciplinary consequences up to and including dismissal from the program.
- a. Notification: You will be notified by the Clinical Placement Coordinator when to complete a drug test.
  - b. *Positive Results*
    - i. You will be referred to the 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 your expense.
  - iv. If the second test is positive, you will be dismissed from the nursing program.
- c. *Negative Dilute Results:* A second test will be required at your expense.
- d. *Negative with Addendum Regarding Safety:* If a laboratory medical review officer (MRO) returns a negative result but includes an addendum regarding safety, you will be referred to the Office of Student Affairs.
- 1.4.9. *Criminal and Caregiver Background Checks:* To comply with state laws and regulations, a background check will be conducted for every nursing student through the designated records management company, at the student's expense.
- a. *Disclaimer:* Marian University and the Nursing Department do not exclude students based on the results of background checks. However, placement in clinical/practicum agencies is not guaranteed. Clinical/practicum agencies reserve the right to refuse admittance to their facility based on information obtained in the background check or due to non-disclosure of charges. If you cannot attend clinical/practicum, you cannot meet course requirements and therefore cannot complete the program. Additionally, the Wisconsin State Board of Nursing may or may not grant licensure to any applicant with an unfavorable background check.
  - b. *Background Information Disclosure (BID) Form:* You must complete the BID form and upload it to the designated records management company annually. Your specific renewal date will be available through your account on the record management company's platform.
    - i. If your form was signed between January and March, your renewal date is May 1<sup>st</sup> of the same calendar year. (For example, if you signed in March 2025, your renewal date is May 1, 2025).
    - ii. If your form was signed between April and December, your renewal date is May 1<sup>st</sup> of the following calendar year. (For example, if you signed in June 2025, your renewal date is May 1, 2026).
  - c. *Process:* Background checks are ordered online via the designated records management company's platform. The Clinical Placement Coordinator will notify you of the process and procedure.
  - d. *Adverse Findings:* You will be notified of any adverse findings and results will be reviewed by the respective program director.
  - e. *Non-Disclosure:* Any student who fails to disclose any charges (past or pending)

will be disqualified from attending clinical/practicum.

1.4.10. *Cardiopulmonary Resuscitation (CPR) Certification:* At a minimum, all students must be American Heart Association Basic Life Support (BLS) CPR certified, including 1-person, 2-person, infant, child, and adult CPR, and AED.

- a. Advanced Cardiovascular Life Support (ACLS) certification may be submitted instead of BLS, but is not required.
- b. You must successfully complete the cognitive (online or in-person) and hands-on skills evaluation.
- c. CPR Certification Renewal Dates

To ensure you always have active CPR coverage for your clinical/practicum placements, all CPR certifications must be renewed by May 1<sup>st</sup>. Your certification may not lapse. You can always find your specific renewal date by checking your account on the designated record management company's platform.

1.4.11. *Professional License:*

- **BSN Students** – CNA Certification valid through the conclusion of the Sophomore 2 semester.
- **RN to BSN** - Current Registered Nurse License.
- **RN to MSN Students** – (FNP Track) Current State of Wisconsin Registered Nurse License; (Nurse Administration Track) Current Registered Nurse License
- **MSN Students** – (FNP & Post-Graduate Certificate Track) Current State of Wisconsin Registered Nurse License; (Nurse Administration Track) Current Registered Nurse License

1.4.12. *Headshot:*

- Required for **RN to BSN, RN to MSN, and MSN** students only
- Refer to the program resource page in MO2 for instructions on taking an appropriate photograph

## 1.5. Clinical/Practicum Incident & Significant Exposure Policy

A clinical/practicum incident is defined as any unexpected event that results in or could result in an accident, injury, loss, or contamination. This includes, but is not limited to:

- Significant exposure to blood, body fluids, or communicable diseases.
- Falls or other injuries to a client or student.
- Medication errors.
- Procedure errors.

1.5.1. The Nursing Department adheres to the following statutory definitions regarding sustained contact and exposure to bloodborne pathogens:

- a. Wisconsin Statute [252.15\(1\)\(3m\)](#) defines “significantly exposed” as contact with a potential for HIV transmission through:
  - 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. Occupational Safety and Health Administration (OSHA) Regulations Standard [1910.1030\(b\) \[subpart Z\]](#) defines:
  - i. *Exposure Incident*: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials resulting from an employee’s duties.
  - ii. *Parenteral*: Piercing mucous membranes or the skin barrier through events like needle sticks, human bites, cuts, and abrasions.

### 1.5.2. Immediate Action Following Significant Exposure

- a. Wound Care/First Aid
  - i. Wash needle sticks and cuts with soap and water.
  - ii. Flush splashes to nose, mouth, or skin with water.
  - iii. Irrigate eyes with clean water, saline, or sterile wash.
- b. HIV/AIDS Significant Exposure
  - i. Post-exposure prophylaxis (PEP) should be initiated promptly if necessary, preferably within 1-2 hours post-exposure.
  - ii. The student and instructor should notify the Associate Dean of Nursing as soon as possible and contact the emergency room or treating provider (following agency policy). This provider will initiate prophylaxis and test for HIV antibody in coordination with an Infectious Disease specialist.
  - iii. Continued care will be maintained with the exposed person's primary care provider.

### 1.5.3. Reporting the Incident

- a. Student Responsibility: You must immediately report in-person to the faculty member or preceptor in charge any health or safety incident involving a client or student. You must also complete the necessary clinical/practicum agency documentation with the clinical instructor or preceptor.
- b. Agency Policy: If the agency where the incident occurred has its own policy and procedures for reporting, you must follow them.
- c. Clinical Incident Report Form: A "Clinical Incident Report" form (Appendix C) must be completed by both the student and the faculty member or preceptor in charge. This form must be submitted to the Associate Dean of Nursing as soon as possible after any clinical/practicum incident.
- d. Agency Form Attachment: If the clinical/practicum agency allows a copy of their incident form to be made, attach it to the school's Clinical Incident Report form.

#### 1.5.4. Follow-up Actions

- a. Incident Review Meeting: The student must schedule an appointment with the Associate Dean of Nursing and the faculty member in charge to review the incident.
- b. Significant Exposure Review: In cases of significant exposure, the student, instructor, Associate Dean of Nursing or designee, and Campus Nurse should meet as soon as possible. This meeting will assess and ensure accurate and appropriate documentation of the exposure according to the institution's policy. It will also ensure that the exposed individual receives timely counseling related to testing, treatment, and follow-up.
- c. Facilitation by Campus Nurse: The Campus Nurse or their designee will act as the facilitator if Marian University is the originating institution or if the clinical/practicum agency or exposed individual requests it.
- d. Confidentiality: Confidentiality will be maintained according to federal and state laws. Test results, if available, will only be shared with those individuals specified on a written consent form signed by the tested individual.

#### 1.5.5. Costs Incurred

- a. Student Responsibility: You are responsible for any costs incurred related to any clinical/practicum incident as outlined in the Release of Liability in the Nursing Student Agreement form, which students sign before their first clinical/practicum semester. All students are strongly encouraged to carry a private health insurance policy.
- b. Marian University Employees: Faculty and staff of Marian University are covered as employees for federally mandated services by the employer.

## **2. Class and Clinical Cancellation Policy**

### **2.1. Hazardous Weather Cancellations**

We don't expect you to drive in hazardous conditions. However, classes, labs, simulations, clinical/practicum experiences, and orientations will proceed unless the university officially closes. Permission to miss any part of the clinical/practicum due to weather must be obtained from the clinical instructor

Because clinical/practicum sites vary in location and time, your clinical instructor has the final say on weather-related cancellations for your specific clinical/practicum.

Any cancelled clinical/practicum time must be made up. The make-up schedule will be determined in collaboration with your clinical instructor, the theory course instructor, or

your preceptor. If the university experiences an excessive number of weather-related closures, make-up clinical/practicum sessions might be scheduled during university breaks. If classes are not cancelled but your clinical instructor or preceptor cancels your specific clinical/practicum, you will still need to make up that time.

## **2.2. Unforeseen Agency Clinical/Practicum Cancellations**

In the rare event that a clinical/practicum agency cancels a scheduled learning experience, every effort will be made to reschedule the experience at the same agency.

If rescheduling at the assigned agency isn't possible, your clinical instructor will assign alternative activities to help you meet course outcomes. The theory course instructor will assist in arranging these experiences if needed. For Pre-Licensure Undergraduate (BSN) students, this might include attending a make-up simulation after the semester ends or other client care activities, at the discretion of the instructor or coordinator.

## **3. Liability Insurance**

All actively enrolled Marian University nursing students are covered by the Marian University Liability Insurance. This insurance provides the necessary coverage for your approved clinical and practicum activities associated with your courses.

Students in the MSN program have the option to purchase additional Individual Professional Liability Insurance at their discretion and expense. You can choose any vendor or agent for this supplemental coverage.

If you need a copy of the Marian University Certificate of Liability Insurance, please contact the Clinical Placement Coordinator.

## **4. Personal Appearance and Dress Code**

*This policy outlines expected standards for professional appearance and hygiene. This list is not exhaustive, and Marian University Faculty and clinical/practicum site staff reserve the right to determine appropriateness for the environment.*

- 4.1. Professional Appearance and Cleanliness: Maintaining a professional appearance and meticulous hygiene is crucial to the nursing profession. The Nursing Department has established the following guidelines:

- 4.1.1. Hygiene and Scent

- a. Students and uniforms must be free from strong odors, including tobacco products, perfumes, colognes, or other scented products.
    - b. Uniforms, shoes, and clothing must be kept clean, neat, in good repair, properly

fitted, and appropriate for the office or client care setting as required by the clinical/practicum site.

#### 4.1.2. Hair

- a. Color: Unnatural hair colors (e.g., blue, green, pink) are not permitted.
- b. Style: Hair must be clean, worn off the collar, neatly secured away from the face, and without large accessories.
- c. Facial Hair: Facial hair must be kept short and not exceed two (2) inches in length. Some clinical/practicum agencies may have stricter requirements regarding facial hair, which will supersede this length.

#### 4.1.3. Jewelry

- a. *Rings*: Only smooth wedding bands are allowed.
- b. *Necklaces*: If worn, necklaces must be limited to a simple chain.
- c. *Earrings*: If worn, earrings must be plain, post-type, and no more than one-half inch in diameter. A maximum of three (3) earrings per ear is allowed.
- d. *Other Piercings*: No other visible body piercings (including tongue) are permitted.

#### 4.1.4. *Makeup*: If worn, makeup should be applied modestly.

#### 4.1.5. *Fingernails*: Must be natural, clean, free of polish, and kept short enough to prevent scratching clients or interfering with clean/sterile technique. Artificial nails (e.g., acrylic, gel, extensions) are not allowed.

#### 4.1.6. *Required Items*: Students must have:

- a. *Marian University Student Clinical ID Card*: This card, with the visible picture, is provided to BSN students during orientation and RN to BSN, RN to MSN, and MSN students before their first practicum.
- b. *Agency-Provided ID Cards*: If issued by a clinical/practicum agency, this ID card must be visibly displayed.
- c. Stethoscope

4.1.7. *Prohibited Attire and Items:* The following are not allowed in clinical or practicum settings:

- a. Denim jeans, sweatpants, hooded sweatshirts or hoodies, leggings, yoga pants, jersey knit/athletic jogger pants, loungewear/pajamas, short skirts, shorts, deep-cut necklines, or exposed backs.
- b. Visible skin from neck to knees with the exception of arms.
- c. Visible tattoos.
- d. Products containing fragrances.
- e. Lanyards.
- f. Open-toe shoes or sandals

4.1.8. *Scrub Policy:* When scrubs are required, adhere to the following:

- a. *Top:* You will need to purchase your uniform top from the designated uniform company. This includes a royal blue top with the embroidered Marian logo and an optional warm-up scrub jacket. A plain black or white long-sleeved shirt may be worn underneath. Personal sweaters, sweatshirts, or jackets are not permitted.
- b. *Pants:* Black scrub pants
- c. *Shoes:* Supportive, clean, mostly black shoes. We recommend choosing comfort and practicality over expensive, high-end shoes, as they may encounter bodily fluids in the clinical setting.
- d. *Socks/Hose:* Socks or hose must be worn.
- e. *Watch:* A waterproof watch with a second hand is required. Smartwatches may be worn depending on agency policy and/or instructor discretion, but they must be in airplane mode. (Refer to the [Cell Phone & Smart Watch Policy](#) for more details.)

4.1.9. Business Casual Policy

- a. *Attire:* Button-down shirts, polo shirts, blouses, sweaters, cardigans, dress pants/slacks, skirts, and dresses are appropriate.
- b. *Shoes:* Shoes must adhere to the clinical/practicum agency policy
- c. *Socks/Hose:* Socks or hose must be worn.

- d. *Lab Coat:* MSN students only. A consultation/lab coat may be worn if allowed by the practicum site. (Refer to the “Resources for MSN Students MO2 page” for ordering instructions.)
- 4.1.10. *Agency-Specific Policies:* You must adhere to any additional professional dress code policies of the clinical/practicum agencies. In cases where an agency’s policy is stricter than the Nursing Department’s policy, the agency’s policy will apply.
- 4.1.11. *Consequences for Non-Compliance:* Students who arrive at clinical/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 may result in clinical/practicum failure.

## **5. Cell Phone and Smart Watch Policy**

To maintain focus on patient care and adhere to clinical site regulations, cell phones are not permitted on the unit or in areas of direct client care.

Cell phones must be stored in your car or secured in a designated space provided by the clinical/practicum agency (e.g., break room, locker room, storage cubbies). Cell phone use is restricted to break areas and for emergency purposes only.

Smartwatches may be worn only if permitted by agency policy and/or at the discretion of your instructor/preceptor. If worn, they must be in airplane mode.

It is your responsibility to familiarize yourself with the specific policies of each clinical/practicum agency, as their rules may be stricter than the nursing department's. In such cases, the agency’s policy will always apply. Violations of this policy may result in disciplinary action.

## **6. Professionalism**

### **6.1. Social Media**

The Marian University Nursing Department aligns with professional nursing organization guidelines regarding the use of social media. Please be aware that information shared on social media platforms (including, but not limited to: Facebook, Google+, X (formerly Twitter), LinkedIn, Pinterest, Instagram, Snapchat) may become publicly accessible at any time, regardless of your privacy settings. Therefore, as a nursing student, you are expected to:

- Avoid posting content that is disrespectful of others.

- Never share any confidential, private, or proprietary information related to clients or coursework.

All students are required to review the following resources for important information on the appropriate use of social media:

- **National Council of State Boards of Nursing** “A Nurse’s Guide to the Use of Social Media” (downloaded PDF) [https://www.ncsbn.org/public-files/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf)
- **National Council of State Boards of Nursing** “Social Media Guidelines for Nurses” (video) <https://www.youtube.com/watch?v=i9FBEiZRnmo>

Violations of this social media policy will result in disciplinary action, as outlined in this handbook, up to and including dismissal from the program.

## 6.2. Confidentiality

As a nursing student, you must protect all Protected Health Information (PHI). You will have access to PHI during clinical/practicum and classroom experiences. You must maintain the confidentiality of this information both inside educational settings (classroom and healthcare facility) and outside these settings (e.g., dorm rooms, public places, social media).

- 6.1.1. *What is Protected Health Information (PHI)?* PHI includes the following in any form (oral, written, electronic) and any format (individual records, summaries, 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.
- 6.1.2. *HIPAA Requirements:* The [Health Insurance Portability and Accountability Act \(HIPAA\)](#) of 1996 mandates that healthcare personnel protect clients’ health information. You must agree to maintain strict confidentiality of any information and not disclose it to third parties unless:

- (1) authorized in writing by the healthcare facility, and as appropriate, the client,

practitioner, or provider involved; or

(2) as required by law.

Breaching confidentiality can lead to legal action, including, but not limited to, lawsuits for invasion of privacy.

- 6.1.3. *Prohibited PHI Handling:* PHI must not be transferred to or from, or stored within, any form of personal technology. It also should not be shared in any form of social media.
- 6.1.4. *Access to Records:* Students are not permitted to access personal health records or the records of anyone for whom they are not directly involved in care (this includes your own records).
- 6.1.5. *Reporting Breaches:* If you witness a breach of this confidentiality policy, you have a duty to report the breach to nursing faculty immediately upon discovery.
- 6.1.6. *Consequences of a Breach:* Failure to maintain confidentiality may result in liability to the healthcare facility, clients, and providers, and may lead to legal action against you.
- 6.1.7. *Required HIPAA Training:* You must complete the assigned Vector Solutions HIPAA training. The certificate of completion must be uploaded to your account on the designated record management company's platform. The training will be renewed annually by September 30.

## **6.2. Consequences for Students Who Breach Confidentiality**

Violating the confidentiality of PHI is considered unsafe and unprofessional conduct.

- 6.2.1. *Verification and Reporting:* When a clinical instructor or faculty member becomes aware of a possible breach of confidentiality by a student, they will verify that the behavior occurred and determine if it constitutes a breach requiring disciplinary action.

The faculty member who determines a breach has occurred will:

- Complete a Clinical Incident Report form (Appendix C) for the student.
- Immediately disclose the breach to the respective course instructor and the Associate Dean of Nursing.

The following academic consequences apply to students who breach confidentiality:

- 6.2.2. *First Infraction:* For a first infraction, the student will receive an "F" (failure) for

the course and must repeat the course, following the program course repeat policy. However, the instructor or faculty member may recommend dismissal from the nursing program if the nature of the infraction warrants it. Additionally, for a first infraction:

- a. The instructor/faculty member will complete the Student Conference Record (Appendix B).
  - b. The Associate Dean of Nursing and the instructor of the course where the breach occurred will be notified immediately in writing.
  - c. The student will be counseled by the instructor/faculty member about the consequences of their behavior.
- 6.2.3. *Second Infraction:* If a student commits a second verified and documented breach of confidentiality, they will be dismissed from the Marian University Nursing Department. The instructor/faculty member will notify the Associate Dean of Nursing.

### **6.3. Statement on Nursing Academic and Professional Integrity**

This statement clarifies the behavioral expectations for all nursing students at Marian University. These expectations encompass general student conduct and specific requirements for nursing students and future nursing professionals. For broader university policies, including academic integrity violations, consequences, and the campus Code of Conduct, please refer to Marian University's Academic Catalog.

Integrity is a foundational value of the nursing profession. As nurses, our personal and professional responsibilities are deeply integrated. As you become a nursing professional, you will embrace and integrate the profession's values with your values (Fowler, 2008). Professional nursing organizations outline clear expectations for nurses and nursing students regarding clinical practice, collegiality, collaboration, ethics, and values.

The Marian University Nursing faculty takes seriously our commitment to graduating nurses who embody the values, ethics, and standards of both the nursing profession and Marian University. We recognize that student integrity directly correlates with integrity as a nurse (Tippitt et al., 2009) and is essential for success. We believe that you share our aspirations for your success.

Professionalism, a key program outcome, and integrity, a core value of nursing, together guide conduct in the classroom, clinical/practicum, laboratory, simulation settings, and anywhere you represent Marian University and the nursing profession. As a student, your practice must always remain within the boundaries of the [Wisconsin State Board of Nursing Nurse Practice Act](#), the [ANA Code of Ethics for Nurses](#), the policies outlined in this handbook, and the policies of healthcare agencies where you are

assigned for clinical/practicum learning.

6.3.1. *Standards of Professional Integrity*: Students are expected to abide by the following:

- a. *Accountability*: The obligation to accept responsibility for your conduct.
- b. *Civility*: Contributing to a positive learning environment by being reflective, courteous, and respectful to others' viewpoints.
- c. *Confidentiality*: Respecting the privacy of clients and peers and safeguarding privileged information.
- d. *Dependability*: Being trustworthy and reliable.
- e. *Ethical Responsibility*: Adhering to the ANA Code of Ethics for Nurses.
- f. *Legal Responsibility*: Operating within the scope of practice for student nurses.
- g. *Professional Appearance*: Following the established dress code for all clinical/practicum and professional activities.
- h. *Punctuality and Promptness*: Being on time for all classes, laboratory sessions, clinical/practicum experiences, and assignments.
- i. *Safety*: Preventing or minimizing risk of harm for clients, peers, and others.
- j. *Veracity*: Being truthful.

We recognize that instances of cheating and disrespectful behavior can occur in academic and professional settings. While there may be explanations for such behaviors, ultimately, none are acceptable. Everyone must understand what is expected in academia and the workplace and how to fulfill these expectations. The following sections detail the behavioral expectations for Marian University nursing students and provide resources to support you in achieving academic and professional integrity.

6.3.2. *Academic Integrity*: The principles of academic integrity, or honesty, as described by Lipson (2004) are:

- When you state you did the work yourself, you actually did it.
- When you rely on someone else's work, you cite it. When you use their words directly, you quote them openly and accurately, and you cite them, too.
- When you present research materials, you present them fairly and truthfully, whether the research involves data, documents, or the writings of other scholars.

These principles are crucial for honest academic work and require knowledge of scholarly methods and resources. Such knowledge is essential for both academic success and evidence-based nursing practice, which involves using research to provide safe, quality client care. Nursing faculty model these principles, in part, by including the *Academic Policies/Academic Honesty* statement in each course syllabus.

6.3.3. *Professional Integrity*: Professional integrity is rooted in the ethical principles of the nursing profession. Integrity or uprightness of character encompasses honesty, regard and respect for human dignity, and conduct that is civil, orderly, decent, and respectful.

Therefore, incivility and unprofessional behavior include negative conduct directed toward peers, faculty, clients, and anyone else you encounter on campus, at clinical/practicum sites, or in any setting where you represent the university and/or the nursing profession.

***A breach of conduct will result in disciplinary action, up to and including dismissal from the program.***

## 6.4. Professional Conduct

As per Nursing Department policy, nursing students are held to the same high standards as professional nurses. This means you must consistently demonstrate appropriate conduct in the classroom, clinical/practicum settings, or any other environment where you represent Marian University and the nursing profession.

You're expected to exhibit professional behaviors that:

- Adhere to legal and ethical codes of nursing.
- Promote the actual or potential well-being of clients, healthcare workers, and yourself in all aspects (biological, psychological, sociological, and cultural).
- Demonstrate accountability in preparation, documentation, communication and continuity of care.
- Show respect for the human rights of all individuals.

Once you've entered your program of study, you are expected to consistently exhibit the behaviors outlined in this handbook's statement on Nursing Academic and Professional Integrity.

## 6.5. Consequences of Failure to Adhere to the Code of Conduct Policies

- 6.5.1. *Disciplinary Actions:* If a failure to adhere to the aforementioned policies is documented, the following actions may be taken, depending on the severity and specific circumstances of each incident:
- Failure of the assignment
  - Failure of the course
  - Notation on your personal record
  - Dismissal from the Nursing Department
  - Dismissal from Marian University
- 6.5.2. *Unsafe Behavior:* If your pattern of behavior endangers the safety of a client, peer, staff member, or instructor, your primary instructor will issue a verbal and written warning as soon as the behavior becomes evident. Based on the incident, a remediation plan may or may not be provided. If your conduct is deemed to be gravely unsafe, you may be immediately removed from the clinical/practicum and will receive an “F” (failure) for the course.
- 6.5.3. *Right to Dismiss:* The faculty of the Marian University Nursing Department reserves the right to place students on probation, suspend, or dismiss them from the program if their 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:

- Acting in a manner that disrupts an academic or extracurricular activity.
- Harassing, exploiting, or intimidating any member of the university community or clients under their care.
- Knowingly misrepresenting facts to a university or agency official.
- Breaching standards of confidentiality.
- Purposefully misleading others or misrepresenting yourself.
- Demonstrating behaviors reflective of an impaired student.

## 7. Impaired Student Policy and Procedure

Client safety is the top priority in healthcare delivery, requiring sound judgment. Factors like lack of sleep, excessive stress, mental health issues, physical health problems, and substance abuse can negatively affect thought processes and decision-making. When impaired by these factors, a student nurse can jeopardize client safety by making unsafe decisions.

If a student’s thought processes and decision-making abilities are impaired, they’ll be

considered unsafe to provide nursing care and will be removed from the classroom or clinical/practicum setting. The student will then face faculty review and possible dismissal from the nursing program. Additionally, the student will be counseled about the importance of seeking voluntary aid or treatment.

Intervening and rehabilitating an impaired nursing student benefits the student, our nursing program, and society. It's important to remember that nursing students are held to the same standards of practice as registered nurses while in their educational program, and the *Wisconsin Nurse Practice Act* protects society from impaired nurses.

## **7.1. Program Philosophy Regarding Impaired Nursing Students**

The Marian University Nursing Department's philosophy aligns with the Wisconsin Nurse Practice Act concerning nursing students impaired by excessive stress, mental health issues, physical health problems, or substance abuse. Our philosophy on impaired nursing students is:

- 7.1.1. 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/practicum performance, potentially making the student a danger to themselves and clients.
  - a. We believe that individuals can learn and change behaviors, and that nursing students with these diseases can be encouraged to seek help and recover.
  - b. We believe that the primary responsibility for seeking treatment lies with the nursing student.
  - c. We are committed to confidentially handling the recognition and treatment of these diseases.
- 7.1.2. Procedure for Addressing Impairment
  - a. Any member of the Nursing Department or university faculty who identifies behavior similar consistent with impairment has the responsibility to confront the student. They should then escort the individual to Student Affairs or directly to the Health Services Office.
  - b. If this occurs at a clinical/practicum site, the clinical instructor or preceptor should work with the agency to escort the student to a local lab for testing/evaluation.
  - c. The student will be required to sign a Consent of Confidential Information Exchange form and submit to a drug/alcohol/psychological assessment and screening by a licensed clinician employed by the University or referred to an outside agency.

- d. Refusal to submit to an assessment and screening will result in immediate dismissal from the nursing program, but not from the University.
- e. Based on assessment and/or screening results, the student must follow the treatment recommendation(s) of the licensed clinician or psychiatrist.
- f. The Dean of Nursing and/or Dean of Faculty or their designee will determine, based on the licensed clinician's or psychiatrist's recommendation, whether the student may continue in the nursing program during the treatment process.
- g. Students who fail to follow through with the prescribed treatment will immediately be dismissed from the nursing program once this failure is identified.
- h. Students permitted 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 Nursing or their designee **before the student can continue with their plan of study.**

#### 7.1.3. Rehabilitation

- a. It is the student's responsibility to provide the Dean of Nursing at Marian University with sufficient evidence of rehabilitation before reinstatement into the program will be considered.
- b. Evidence required includes:
  - Proof of completion of an accepted/recognized inpatient or outpatient treatment program.
  - Letters from recognized recovery programs attesting to current sobriety and the length 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 speak to the student's suitability for the profession.
  - A current mental health status examination by a clinically licensed psychologist or psychiatrist. The evaluation should address the likelihood of similar acts in the future and speak to the student's suitability for the profession.

## 8. Americans with Disabilities Act (ADA) Statements

### 8.1. ADA Compliance Statement

- 8.1.1. The Marian University Nursing Department fully complies with the 1990 Americans with Disabilities Act (ADA) and does not discriminate against qualified individuals with disabilities.

8.1.2. *Defining Disability:* Under the ADA, a disability is defined as:

- A physical or mental impairment that substantially limits one or more major life activities.
- A record of such impairment.
- Being regarded as having such an impairment.

8.1.3. *Qualified individuals:* For the purpose of the Marian University Nursing Department compliance, a qualified individual with a disability is someone who, with or without reasonable accommodation or modification, can meet the “Essential Capabilities” of the Marian University Nursing Department.

8.1.4. *Disability Verification:* If you have a disability, you must have it verified by the Director of Student Accessibility Resources. It is to your advantage to do this as early in the semester as possible to ensure that approved accommodations can be provided promptly.

## **8.2. Accessibility Services Testing**

8.2.1. *Eligibility:* Only students with a documented need for testing accommodations will be permitted to take exams in the Accessibility Services Office.

8.2.2. *Scheduling Exams:* Exams taken in the Accessibility Services Office must be scheduled during the classroom exam time.

8.2.3. *Group Exams:* If a group exam is part of the assessment, you must schedule your exam so you can return to the classroom in time to join the group.

## **9. Essential Capabilities**

9.1. To enter or progress in the nursing curriculum, all candidates must be able to perform the essential capabilities and functional requirements (with or without reasonable accommodations). Marian University Nursing Department students need abilities and skills across five (5) key areas: Cognitive-Conceptual, Behavioral and Social Attributes, Communication, Sensory, and Motor. Students should be able to perform these tasks independently without the use of a surrogate. These essential capabilities must be demonstrated and evaluated in the clinical/practicum, laboratory, and theory (classroom) settings, and include, but are not limited to, the following:

9.1.1. *Cognitive-Conceptual:* Students must demonstrate critical thinking sufficient for clinical judgment. This includes the ability to:

- a. Make effective clinical decisions.
- b. Identify cause and effect relationships with clinical data.

- c. Develop plans of care.
  - d. Perform math calculations requisite to safe dosage calculations and medication administration.
  - e. Read, synthesize, analyze, evaluate, and integrate material in the classroom and the clinical/practicum setting.
  - f. Assimilate multiple clinical findings in a concise, orderly manner.
- 9.1.2. *Behavioral and Social Attributes:* Students must possess the emotional stability and moral reasoning required to fully utilize their intellectual abilities and practice nursing professionally and ethically. These attributes include:
- a. Promptly completing all responsibilities inherent to the diagnosis and care of clients.
  - b. Prioritize competing demands effectively.
  - c. Developing and maintaining mature, sensitive, and effective relationships with clients and the healthcare team.
  - d. Experiencing and effectively communicating empathy for the situations and circumstances of others.
  - e. Tolerating physically demanding workloads and multitasking effectively and efficiently under stress.
  - f. Adapting to changing environments and circumstances.
  - g. Displaying flexibility and learning to function effectively despite the uncertainties inherent in clinical situations.
  - h. Interacting and establishing rapport with individuals, families, and groups from diverse social, emotional, cultural, and intellectual backgrounds.
  - i. Separating personal needs and experiences to maintain objectivity and client-centered care.
  - j. Demonstrating compassion, integrity, honesty, and concern for others, including maintaining confidentiality.
  - k. Demonstrating interpersonal skills, interest, and motivation throughout the education process.
- 9.1.3. *Communication:* Students must be able to speak, hear, and observe clients to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. Abilities include:
- a. Communicating effectively and sensitively with clients, colleagues, and other personnel.
  - b. Using appropriate grammar, vocabulary, and syntax.
  - c. Appropriately interpreting client responses (verbal and nonverbal).
  - d. Communicating effectively and efficiently in English both orally and in writing, with all members of the healthcare team, clients, and families.
  - e. Appropriately initiating health teaching.
  - f. Accurately reporting client information orally and in writing to members of the healthcare team (including charting).

9.1.4. *Sensory*: Students must be able to observe a client accurately. Observation necessitates the functional use of the senses of vision, smell, touch, hearing, and somatic sensation. This includes the ability to:

- a. Coordinate verbal and manual instruction.
- b. Assess a client from 10 feet away to observe client behavior, posture, and response to treatment.
- c. Respond to a timer, alarm, overhead codes, or cries for help.
- d. Hear auditory sounds using a stethoscope.
- e. Hear and interpret verbal communication from clients.
- f. Communicate over the phone.
- g. Perform palpation and other functions necessary for a physical exam.
- h. Assess texture, shape, size, and vibration.
- i. Note temperature changes in skin and equipment.
- j. Perform therapeutic functions (e.g., inserting a urinary catheter or IV, changing dressings, giving medications).
- k. Read gauges that monitor client progress.
- l. Discriminate colors for diagnostic purposes.

9.1.5. *Motor*: Students should have sufficient motor function to elicit information from clients by palpation, auscultation, percussion, and other assessment techniques. Students must also be able to execute gross and fine motor movements required to provide general care and emergency treatment to clients. Many actions require coordination of both gross and fine muscular movements, equilibrium, and the functional use of the senses of touch and vision. This includes the ability to:

- a. Move from room to room and maneuver in small spaces.
- b. Transfer clients who may require physical assistance.
- c. Guard and assist clients with ambulation.
- d. Perform exercise techniques, including applying resistance during exercise.
- e. Lift and carry up to 50 pounds, and exert up to 100 pounds of force when pushing/pulling.
- f. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
- g. Use hands repetitively and use manual dexterity.
- h. Manipulate diagnostic instruments to adequately perform all aspects of a physical assessment.
- i. Calibrate and use equipment.
- j. Apply pressure to stop bleeding.
- k. Perform cardiopulmonary resuscitation (CPR).
- l. Travel to and from academic and clinical/practicum sites.
- m. Spend 75%-90% of clinical/practicum time standing/walking. Shifts may be up to 12 hours.

## 10. Reporting Academic Concerns

Sometimes, students and faculty might disagree about course or academic expectations, or even teaching styles. When these situations come up, it is expected that you handle them professionally by calmly and respectfully discussing your concerns and requests with the person directly involved. Please do not discuss these matters with others outside of this process.

To ensure fair and effective resolution, please follow the procedure below.

### **10.1. Informal Procedure**

10.1.1. Resolving issues related to course or clinical/practicum policies should happen in an orderly and respectful way, starting at the lowest possible level.

You must first discuss the policy and your rationale for any requested exception with your course or clinical instructor before moving up the administrative chain. **Do not skip ahead in the communication.**

10.1.2. You must keep dated summaries of interactions with each individual in the communication chain. Provide this documentation to the next level if necessary.

10.1.3. Resolutions to clinical/practicum or course issues will always be based on established policies. Therefore, you must respect the instructor and faculty decisions that align with policy. Failure to do so may result in disciplinary action for a breach of professionalism.

10.1.4. *Chain of Communication:* If your concern isn't resolved at the initial level, please follow this communication order:

- a. Instructor/Professor
- b. Undergraduate or Graduate Nursing Program Director
- c. Associate Dean of Nursing

### **10.2. Formal Procedure**

For the formal grievance procedure, please refer to the Grievance Policy in the [Marian University Academic Catalog](#).

## **11. Academic Dishonesty in Online Testing**

This policy covers academic dishonesty during both the taking and reviewing of online tests.

- 11.1. *Examples of Academic Dishonesty:* Academic dishonesty in online testing includes, but is not limited to:
- i. Sharing access or passwords to electronic resources, such as MO2.
  - ii. Copying from others on a quiz, test, or examination.
  - iii. Allowing another student to copy your work on a quiz, test, exam, or assignment.
  - iv. Having someone else take any exam in your place.
  - v. Giving other students information about an exam, such as telling a peer what to expect or prepping a student in another section of the same class for a test.
  - vi. Opening prohibited resources (physical or online) during online testing.
  - vii. Reproducing quiz, test, or exam materials in any way (e.g., screenshotting, photographing the screen with a device, printing).
- 11.2. *Consequences:* Students who engage in academic dishonesty are subject to receiving an "F" (failure) for the course. Additionally, academic dishonesty can result in formal disciplinary action by the university. If you have questions about your work in an online course, be sure to ask your instructor.
- 11.3. *Agreement:* By logging in to MO2, you agree to take course exams, tests, or quizzes without the assistance of others, unless specifically outlined in the syllabus or directed by the course professor.

## **12. Student Dismissal Policy**

### **12.1. Academic Dismissal Policy**

- 12.1.1. A student will be academically dismissed from the Nursing Department if they violate their program's Course Repeat Policy, as outlined elsewhere in this handbook. Students facing dismissal will receive a notification letter via email from their Undergraduate or Graduate Program Director to their Marian University email address.

A student may petition for re-entry following the "Re-entry after Academic Dismissal Procedure" and is only allowed one (1) re-entry into the program if accepted. Any subsequent unsuccessful course completion (including withdrawal) will result in permanent dismissal from the nursing program. Extenuating circumstances will be considered on a case-by-case basis by the Undergraduate or Graduate Nursing Program Committee.

12.1.2. If a dismissed student chooses to leave the university, they must complete a Withdraw from the University Request Form found on [My Marian](#) and submit it to the Office of the Registrar. The student must also return their nursing identification badge to the Undergraduate or Graduate Program Director. Failure to do so will result in a transcript hold.

## 12.2. Re-entry after Academic Dismissal or Temporary Leave Procedure

12.2.1. When a student re-enters the nursing program, all coursework must be completed within five (5) years of their initial entry into the program. “Initial entry” is defined as the first time enrolled in:

- **Pre-Licensure Traditional (BSN):** NRS 250 – Nursing Fundamentals
- **Post-Licensure Undergraduate (RN to BSN/RN to MSN):** Any NUR 3XX-4XX course
- **Graduate (MSN):** any NUR 5XX-6XX course

Therefore, students who wish to re-enter the nursing program after one (1) calendar year of absence would be required to restart the program from the beginning. The Undergraduate or Graduate Nursing Program Committee will determine the required curricular plan of study. No required courses will be audited if a student is granted re-entry.

12.2.2. Students will be granted re-entry based on seat availability and after all eligibility requirements are met. Students granted re-entry to the nursing program must meet with their academic advisor before registering for classes.

12.2.3. Procedure for Re-entering the Nursing Program after Academic Dismissal:

- a. *Re-entry Application Request Packet:* If you wish to request re-entry, you must compile a Re-entry Application Request Packet. The requirements will be provided to you by the Undergraduate or Graduate Program Director and are due to them no later than three (3) weeks after the end of the semester or term as listed on the Marian University academic calendar. Should you decide to apply for re-entry after this deadline, you must meet with your Academic Advisor to create a progression plan. All components of the packet must be neatly typed and organized.
- b. *Packet Review:* Re-entry Application Requests will be reviewed on a case-by-case basis by the Undergraduate or Graduate Nursing Program Committee. Incomplete packets will not be considered:
  - i. Current name, cell phone, mailing address, email, and a non-Marian email.

- ii. The date of the request as well as the date of requested re-entry (e.g., Fall 2026).
  - iii. A detailed self-assessment of area(s) needing improvement, a description of actions taken to address these areas, and insight gained from the dismissal. This should be thorough and descriptive.
  - iv. Records of meetings with instructors, specialists, tutors, etc.
  - v. Marian University transcripts and attendance records from SabreNet.
  - vi. Documentation of all pre-requisite health and safety requirements if more than one semester has lapsed since you were last enrolled in a nursing course.
  - vii. Transcripts of any other courses taken since dismissal.
- c. ***Undergraduate Students Only (BSN, RN to BSN/RN to MSN)***: If granted re-entry, a learning contract will be developed by the Undergraduate Program Director based on your identified needs. Minimally, the contract will include weekly meetings with the Nurse Learning Specialist and/or course instructor(s) of the course(s) being repeated. The contract will be signed by both the Undergraduate Program Director and you. Failure to uphold the contract will result in permanent dismissal from the nursing program.
  - d. ***Graduate Students Only (MSN)***: If granted re-entry, a learning contract will be developed by the Graduate Program Director based on your identified needs. Minimally, the contract will include meetings with the Graduate Program Director (or designee) and/or course instructor(s) of the course(s) being repeated. The frequency of meetings will be determined by the involved parties. The contract will be signed by both the Graduate Program Director and you. Failure to uphold the contract will result in permanent dismissal from the nursing program.
  - e. ***Notification of Decision***: If re-entry is not granted, you will be notified via email. The decision of the Undergraduate or Graduate Nursing Program Committee is final, and additional Re-entry Applications will not be considered.

### **12.3. Non-Academic Dismissal Policy (Student Behavior)**

Termination from the Nursing Program without an option to re-enter will be enforced for any of the following:

- a. Failure to conduct oneself in a responsible, safe, and professional manner as described in the Nursing Department Student Handbook.

- b. A pattern of behavior that endangers the safety of a client, peer, staff member, or faculty member.
- c. A level of professional integrity that is frequently inconsistent with established guidelines.
- d. Failure to disclose a change in background check status within 48 hours of the occurrence.
- e. Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory, or clinical/practicum setting.
- f. Positive or inconclusive drug screen results after two screenings.
- g. Inability to obtain a completed Fitness for Duty Form (Appendix A) as required for extended absences.
- h. Convicted on a felony charge while enrolled in the nursing program.

#### 12.3.1. *Verification and Reporting*

Violation of any of the aforementioned handbook policies constitutes unsafe and unprofessional conduct. When a faculty member becomes aware of a student's possible policy violation, the following actions will be taken:

- a. The faculty member will verify that the behavior occurred.
- b. They will complete a Student Conference Record (Appendix B) and, when appropriate, a [Marian Cares Form](#).
- c. They will determine the appropriate level of disciplinary action in consultation with the respective department staff, such as the course instructor, , program director, Dean of Nursing, or designee.

#### 12.3.2. *Impact to Student*

Depending on the severity, circumstances, and frequency of violation(s), any or all of the following actions may be enforced:

- a. Written remediation.
- b. Failure of assignment.
- c. Failure of course.
- d. Dismissal from Nursing Program.
- e. Dismissal from Marian University.

## **13. Interruption to Plan of Study**

### **13.1. Temporary Leave**

If you need to take a temporary leave from the university, you must complete the “Withdrawal from the University Request Form” found on [My Marian](#) and submit it to the Office of the Registrar. Please indicate on the form your intended return date.

### **13.2. Re-entry after Interruption in Plan of Study**

Students will be granted re-entry based on seat availability if all eligibility requirements have been maintained. If you are granted re-entry to the nursing program, you must meet with your academic advisor before registering for classes.

## **14. Committee Participation Within the Nursing Department**

The Nursing Department has several standing committees that meet regularly to review, discuss, and make decisions regarding policies affecting students, faculty, or the broader university community. Student input is highly valued, and student representation and participation are actively encouraged.

- *Undergraduate Program Committee:* This committee oversees the operational management of the BSN, RN to BSN, and RN to MSN programs. This includes developing, evaluating, and revising program and student policies/procedures, as well as programmatic curricular strategies. One student representative is selected from each traditional BSN cohort (total of 5 representatives), and one representative from either the RN to BSN or RN to MSN program.
- *Graduate Program Committee:* This committee manages the ongoing operations 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.

## **15. Alumni Evaluations and Feedback**

To continuously enhance Marian University’s nursing programs, graduates are expected to participate in evaluations of the programs. This includes a Final Program Evaluation survey, level evaluations, and subsequent follow-up questionnaires conducted at regular intervals.

Additionally, our programs need to track the career paths of graduates. For this reason, graduates should notify the Registrar’s Office of any changes to their mailing address, email address, phone number, and name. Your feedback is crucial for maintaining continued accreditation. We ask that graduates provide this information to the university in a timely fashion, and your participation is greatly appreciated.

## **16. Certification**

- **Pre-Licensure (BSN):** BSN graduates are eligible to take the National Council Licensure Examination (NCLEX) to become licensed as a Registered Nurse. Upon graduation, students will apply for a nursing license through the board of nursing in the state in which they wish to obtain their license. Once an Authorization to Test (ATT) is granted, students will pay and register for the test at their preferred testing center.
- **Post-Licensure (RN to BSN & RN to MSN):** No additional certification or licensure is required for these programs.
- **Graduate (MSN)**
  - **Family Nurse Practitioner (FNP):** 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 to seek prescriptive authority in Wisconsin by taking a jurisprudence examination for Advanced Practice Nurse Prescribers (APNPs) and registering with the federal Drug Enforcement Agency (DEA).
  - **Nurse Administrator (NA):** No additional certification or licensure is required for this program.

# UNDERGRADUATE POLICIES – Pre-Licensure (BSN) and Post-Licensure (RN to BSN & RN to MSN) Students

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*This section details policies and procedures applicable to all students in the BSN, RN to BSN, and RN to MSN programs. Students are also required to follow the Nursing Department policies within this handbook and any specific to the program of study they are enrolled in.*

## Undergraduate Program Overview

### BSN Program Outcomes

1. **Client-Centered Care:** The graduate will partner with the client whether individual, family, community, or population, and across the lifespan to provide compassionate and coordinated care with respect for preferences, values and needs.
2. **Informatics:** The graduate will integrate information technology for the purposes of communication, workflow efficiency, knowledge management and clinical decision support creating a safe environment.
3. **Quality Improvement:** The graduate participates in Quality Improvement to optimize achievement of client outcomes with an emphasis on safety and organizational processes.
4. **Safety:** The graduate integrates and analyzes aspects of safety to provide quality client-centered, team, and organizational care to improve client outcomes.
5. **Evidence-Based Practice:** The graduate will use clinical judgment based on the exploration and integration of evidence from interprofessional perspectives to improve client outcomes.
6. **Teamwork and Collaboration:** The graduate will effectively collaborate and communicate with interprofessional team members, inclusive of the client and system, while advocating for quality care across the lifespan.
7. **Clinical Judgment:** The graduate utilizes clinical judgment to make evidence-based decisions for safe and high-quality individual, family, community, or population outcomes.
8. **Professionalism:** The graduate incorporates leadership and system thinking skills by following the Code of Ethics in their professional practice.

## 17. Undergraduate Course Grading

### 17.1. Undergraduate Nursing Grading Scale

A	94-100	B-	80-83	D+	67-69
A-	90-93	C+	77-79	D	64-66
B+	87-89	C	74-76	D-	60-63
B	84-86	C-	70-73	F	59 or below

## 17.2. Calculation of Final Course Grade

- a. *Passing Grade:* In all undergraduate nursing courses, a minimum final grade of 80% is considered passing.
- b. *Courses with Exam Average Requirement* (NRS 225, 230, 250, 300, 315, 340, 350, 360, 370, 400, and 450):
  - i. If your average score on **all exams is less than 80%**, your final course grade will be your exam average. There is no rounding in this scenario.
  - ii. If your average score on **all exams is 80% or higher**, your final course grade will be calculated based on all graded course assignments, including exams and other assignments, as outlined in your course syllabus.
- c. *Courses Without Exam Average Dependency* (NRS 205, 262, 305, 362, 410, 462, and 470):
  - i. Your final grade is not dependent on the exam average, but it must be 80% or higher to pass the course.
- d. *Rounding of Final Grades:* With the exception of final grades determined solely by the exam average (as in section 17.2.b.i) when your final course grade is calculated, if the number is **0.5 or above, it will be rounded up only if it changes the letter grade bracket** (e.g., B to B+, B+ to A-). Refer to your course syllabus for more detailed information.

### 17.2.1. General Grading Policies:

- a. Grades given throughout the course will not be rounded up.
- b. Extra credit is not given in the undergraduate nursing program.

## 18. Undergraduate Assignment Due Dates

- 18.1. Assignments submitted after the due date will receive a grade of zero (0%). However, you must still submit the assignment before the final exam for the course. To pass the course, the quality of this late assignment must meet or exceed 80% according to its rubric.
- 18.2. Make-up options for any unplanned, unavoidable late submission are at the discretion of the faculty and will be documented on a Student Conference Record (Appendix B).

## 19. Undergraduate Nursing Course Progression and Repeat Policy

### 19.1. Coursework Progression

To progress into your nursing program, you must:

- a. Earn at least an 80% in all required nursing courses. A withdrawal (WD) is considered a grade of less than 80%.
- b. **Pre-Licensure (BSN) Only:** Complete a nursing student in-service/orientation before clinical each semester.
- c. **Post-Licensure (RN to BSN or RN to MSN) Only:** Complete a nursing student in-service/orientation before NUR 437 Population Health Experiential Learning.
- d. Maintain up-to-date and accurate health and safety records as outlined in the Health and Safety Policy.
- e. No auditing of nursing courses is allowed.

### 19.2. Undergraduate Course Repeat Policy

- a. A grade of 80% or higher is required to progress in the Undergraduate Nursing programs.
- b. If you earn a grade below 80% or withdraw (administrative or self-initiated) from a nursing course, you may repeat the course one (1) time only.
  - i. Remediation will be required. This includes, at minimum, meeting with the Nurse Learning Specialist before the end of the first week of each remaining semester for a learning assessment. Based on this assessment, the Nurse Learning Specialist, the course faculty for the repeated course, and you will sign a remediation plan outlining steps for success.
- c. Earning a grade below 80% or withdrawing (administrative or self-initiated) from a second nursing course will result in dismissal from the program.
- d. You may appeal this dismissal by following the Nursing Department [Academic Dismissal](#) policy outlined elsewhere in this handbook.

19.2.1. *Repeating Sophomore II Courses:* If you are unsuccessful in three or more Sophomore II nursing courses, you will be dismissed from the nursing program and will not be allowed to petition for re-entry.

19.2.2. *Repeating Senior II Courses:* If you are unsuccessful in a Senior II nursing

course, you must repeat that course and re-enroll for a grade (not audit) in NRS 462.

## **20. Undergraduate Typhon**

Typhon is the web-based system students use to document clinical experiences (case and time logs) and conduct preceptor evaluations. All information is stored on a secure, HIPAA-compliant server.

You'll receive a registration email from Typhon at your Marian email account with a link to complete the account. Your account will remain active for the duration of the student's time in the nursing program and five (5) years after graduation.

You can quickly and easily enter all client encounter information on one page, including demographics, clinical information, diagnosis and procedure codes, medications, and clinical notes. A special section is available for logging observations, assistance, or completion of various competencies relevant to your educational program. You have three (3) days from the date of a clinic visit to submit your case logs. Your assigned clinical faculty will review and approve or reject these logs.

You'll track your clinical hours through the "My Time Logs" module using a punch-in/punch-out system. You have three (3) days from the date of a clinic visit to submit your time logs. Your clinical instructor or preceptor will review and approve or reject time logs. Submitting inaccurate records of your time at a practicum site will result in disciplinary action, up to and including dismissal from the program.

It is crucial to be honest and precise when entering information into case and time logs. Ensure you accurately enter the clinical instructor's or preceptor's name and location so they are explicitly credited for their time with you. At the end of each semester, preceptors receive a letter and certificate from Typhon stating the number of hours they worked with a student.

Typhon offers a robust library of instructional guides and videos on how to use the system. If you are new to Typhon, we recommend taking the time to review the resources available within your account.

# PRE-LICENSURE (BSN) STUDENT POLICIES

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*This section details policies and procedures applicable to all students in the traditional BSN program. Students are also required to follow the Nursing Department policies within this handbook and any specific to the program of study they are enrolled in.*

## **21. Pre-Licensure Curriculum**

### **21.1. Admission Criteria**

21.1.1. *Traditional Freshmen:* Traditional freshmen may declare a nursing major if they have completed a high school college preparatory curriculum that includes a minimum of:

- Biology
- Chemistry
- English (4 years)
- Math (2 years, including Algebra)

21.1.2. *Transfer Students:* Students transferring to Marian University may declare a nursing major if they meet the progression criteria outlined below.

### **21.2. Pre-Nursing Progression (Freshman-Sophomore I)**

*This section details the requirements for students who have declared pre-nursing as their major.*

#### **21.2.1. Progression to Sophomore II Level Nursing Coursework**

To progress to Sophomore II level nursing coursework, you must meet the following criteria:

- GPA Requirements:** Maintain a minimum 3.0 cumulative GPA (CGPA) calculated on a minimum of 44 college-level credits, using credits from all schools attended. Once 12 credits have been earned at Marian University, only the Marian University credits will be used for CGPA calculation if those credits were earned within the last two (2) years and Marian University is the most recent school attended. If Marian University credits were earned more than two (2) years ago, the CGPA will be calculated using credits from all schools attended.
- Math/Science GPA:** Maintain a minimum 2.75 math/science GPA (MSGPA) calculated on all required cognate math and science courses completed at Marian University or another institution.

- c. *Required Courses:* The 44 college-level credits must include the following courses or their equivalents. Courses marked with an asterisk (\*) must have been completed within the last 7 years. A test-out option exists (see below):
    - i. BIO 100 Life Systems
    - ii. BIO 201 Anatomy & Physiology I\*
    - iii. BIO 202 Anatomy & Physiology II\*
    - iv. BIO 303 Fundamentals of Microbiology\*
    - v. CHE 103 General, Organic, and Biochemistry\*
    - vi. ENG 106 Argumentative and Research Writing
    - vii. MAT 110/111 Intro to College Algebra
    - viii. PSY 105 Human Growth and Development
  
  - d. *HESI A2 Admission Assessment Exam:* You must complete the HESI A2 Admission Assessment Exam, earning a composite score of 75 or above **and** a 75 or above on the Anatomy & Physiology portion of the exam. See the "[A2 Testing and Remediation Policy](#)" below for more details.
  
  - e. *CNA Certification:* You must hold a verifiable and active CNA Certification in any state at the time of progression.
    - i. An active LPN license will be accepted instead of a CNA Certification
    - ii. An active EMT/Paramedic license allows you to perform a skills checkoff instead of a CNA Certification
  
  - f. *Background Check and Health and Safety:* Submission of a criminal background check and fulfillment of all health and safety requirements are mandatory.
  
  - g. *Program Completion Timeline:* You must complete the nursing program within five (5) years from the time you enter your first nursing course.
  
  - h. *Progression Deadlines:* Items a-d above must be completed by July 15 for students wishing to progress to NRS 250 in the fall semester, and by January 1 for students wishing to progress to NRS 250 in the spring semester.
- 21.2.2. *Test-out Policy for Prerequisite Courses:* Transfer students whose science courses are more than seven (7) years old and who are actively employed in a health and/or science-related occupation may opt to test-out instead of repeating the course. You can choose to take the HESI A2 Assessment specific to the course(s) needed. You have one attempt to score a minimum of 75% or better on each specific assessment to avoid repeating the course(s). Students scoring less than 75% will be required to repeat the course(s) in question.

21.2.3. *HESI A2 Testing and Remediation Policy:* The Nursing Department uses the HESI Admission Assessment (A2) exam as a progression criterion for starting sophomore nursing courses. The A2 exam is taken in-person on campus at a time designated by the nursing department. You will have 4 hours to complete the exam, with an additional maximum of 30 minutes of break time to be used at your discretion. Permission to take the exam via third-party remote proctoring may be granted on a case-by-case basis. You are required to complete the HESI A2 before entry to Sophomore II Nursing. The exam date will be provided to eligible students by week three of the semester in which the exam is to be taken.

- a. *Account Creation:* You will receive instructions for creating an account with Evolve, the test publisher, to pay for the exam. If approved for third-party remote proctoring, an account will also be created with that company.
- b. *Exam Sections:* You will take the following sections of the A2 exam: Reading Comprehension, Math, Biology, Chemistry, and Anatomy & Physiology.
- c. Required Scores and Progression:
  - i. *Progression into Nursing:* A score of **75% or higher** for both the overall composite score and the Anatomy and Physiology score.
  - ii. *Conditional Progression:* An overall composite score or Anatomy and Physiology score of **66-74%**. You must participate in the Support and Success Plan (see below).
  - iii. *Ineligible to Progress:* An overall composite score of **65% or less** (Regardless of Anatomy and Physiology score). You may elect to re-take the HESI A2 exam one (1) time, 21 days after the first exam, to increase your score and become eligible. You must earn the opportunity to retake the exam by participating in Phase 1 of the Support and Success Plan (see below). Students who do not score 66% or higher on their second attempt are ineligible to progress into nursing, with no opportunity for appeal.
- d. Students who receive a classification of “Conditional Progression” or “Ineligible to Progress” must meet with the Clinical Placement Coordinator or their designee within three (3) business days of the exam attempt. This meeting is to discuss the exam results and the two-phase Support and Success Plan.

- e. Support and Success Plan Details:
- i. *Phase 1:* Must be completed by one week after the final date of the semester in which the HESI A2 exam was taken.
    - Written reflection on exam preparation and experience.
    - Completion of Elsevier assigned remediation for any section where the score is 74% or less.
    - Completion of MO2 quizzes for any section where the score is 74% or less.
    - Agreement to participate in Sophomore II academic supports (Phase 2).
  - ii. *Phase 2:* Supports during Sophomore II semester
    - Bi-weekly meetings with Nursing Learning Specialist.
    - Bi-weekly meetings with your Support and Success Coach.
    - Meeting with your course instructor before and after each exam, as recommended by the instructor.
    - Meeting with the Writing Center for all papers, at least one week before the paper's due date.
    - Any other remediation, tutoring, or support services assigned by your course instructors, academic advisor, or Support and Success Coach throughout the semester.
- f. *Non-Compliance with Support and Success Plan:* Failure to complete Phase 1 of the Support and Success Plan will result in non-progression into nursing, with no opportunity for appeal. Failure to complete Phase 2 will result in a 10% reduction of your final exam grade in NRS 250, potentially requiring repetition of Sophomore II semester following the course progression policy.

#### 21.2.4. Policy on Repeating Math and Science Cognate Courses for Nursing Majors.

Students in the nursing major must achieve a grade of “C” or higher in all required math and science cognate courses. The following policy outlines the rules for repeating these courses:

- a. *Initial Failure:* If you receive a grade lower than “C” in a required math or science cognate course, you must repeat the course.
- b. *Subsequent Failure:* If you repeat a required math or science cognate course (whether at Marian University or another institution) and receive a grade lower than “C” on the second attempt, you will be dismissed from the nursing major.
  - i. The grade earned on the second attempt, regardless of whether it is lower than the first attempt, will be used to determine program continuation and in

the calculation of the math/science GPA.

- c. *Transcript Notations:* A transcript notation of “WD” (Withdrawal), “WF” (Withdrawal Failing), or “FN” (Failure Non-Attendance) is considered a grade lower than “C” for the purpose of this policy.
- d. *Specific Course Requirements and Repeat Limit:* A minimum grade of “C” (2.0) or better is required in each of the following courses. Students are permitted a maximum of two (2) total repeats across *all* of these listed courses. Students who exceed this limit will be dismissed from the nursing major. Please note that achieving a math/science GPA of 2.75 or higher typically necessitates earning mostly grades of “A” and “B.”
  - BIO 100 – Life Systems
  - BIO 201 – Anatomy and Physiology I
  - BIO 202 – Anatomy and Physiology II
  - BIO 303 – Fundamentals of Microbiology
  - CHE 103 – General, Organic, and Biochemistry
  - MAT 003 – Essential Math and Basic Algebra
  - MAT 110/111 – Intro to College Algebra

21.2.5. *Impact of Non-Compliance:* Failure to meet any requirement by the stated deadline will impact progression and the anticipated graduation date.

### 21.3. Sample Curriculum Plan

Freshman Level					
Semester 1			Semester 2		
BIO 100	Life Systems	3	BIO 201	Anat & Phys I	4
ENG 106	Arg & Rsch Writing	3	CHE 103	Gen, Org, & Bio Chem	5
MAT 110/111	College Algebra	3/4	THE 101	Intro to Theology	3
PSY 105	Human Development	3	Gen Ed	Social Scientific course*	3
SCP 100	Scoop 100	3			
<i>Credits</i>			<i>Credits</i>		
<i>15/16</i>			<i>15</i>		
Sophomore Level					
Semester 1			Semester 2 (Enter Nursing Program)		
BIO 202	Anat & Phys II	4	NRS 205	Found of Prof Nursing	3
BIO 303	Fund. of Microbiology	3	NRS 230	Health Assessment (L&L)	4
PHI 130	Know. Values & Society	3	NRS 250	Fundamentals of Nursing (L&C)	4
Gen Ed	Humanistic course*	3	NRS 262	Prep for Prof Practice I	1.5
Gen Ed	English course*	3	Gen Ed	Diversity Lit.*	3
<i>Credits</i>			<i>Credits</i>		
<i>16</i>			<i>15.5</i>		
Junior Level					
Semester 1			Semester 2		
NRS 225	Pathopharmacology I	3	NRS 305	Evidence Based Nursing	3
NRS 300	PCC across Lifespan I (L&C)	6	NRS 340	Pathopharmacology II	3
NRS 315	Psychosocial Integrity (L&C)	3	NRS 350	PCC across Lifespan II (L&C)	6
	Elective credits	3	NRS 362	Prep for Prof Practice II	1.5
<i>Credits</i>			<i>Credits</i>		
<i>15</i>			<i>16.5</i>		
Senior Level					
Semester 1			Semester 2		
NRS 400	PCC across Lifespan III (L&C)	6	NRS 360	PCC Maternity (L&C)	1.5
NRS 410	Leadership & HC Syst	3	NRS 370	PCC Pediatrics (L&C)	1.5
NRS 430	Population Health (L&C)	5	NRS 450	PCC across Lifespan IV	4
<i>Credits</i>			<i>Credits</i>		
<i>14</i>			<i>13</i>		
*For General Education course needed for this area, please consult your program sheet for options.					
A course can be utilized in both the major or minor and general education requirements, but cannot double in more than one category.					
(L&L) = Students must register for both the lecture and lab sections					
(L&C) = Students must register for both the lecture and clinical sections					
[Fall 2025-Spring 2026 Program Sheet]					

## 22. Pre-Licensure Course Policies

### 22.1. Attendance

To promote professional accountability and achieve course objectives, the following attendance requirements are enforced:

22.1.1. *Excessive Absences:* If you miss 20% or more of class meetings (whether face-to-face or virtual), the faculty will complete and submit a Withdrawal Form to the Office of the Registrar with your knowledge. A grade of withdrawal, “WD,” will be recorded for the first 10 weeks. If withdrawn after 10 weeks, you will receive a grade of Withdrawal Failing, “WF,” except in mitigating circumstances as determined by the Office of the Registrar. Documentation must be placed in your academic file. For courses not following the standard semester, this policy will adhere to the timing per the University Refund Policy in the Academic Catalog.

22.1.2. *Extracurricular Activities (Athletics, Field Trips, ROTC, etc.):*

- a. You must provide each of your instructors with a copy of your full practice, competition, or event schedule as soon as it is available.
- b. You are responsible for all materials and assignments covered during any class time you miss. Instructors are not responsible for re-teaching missed material due to extracurricular conflicts.
- c. Failure to notify the instructor in advance of a class absence due to an extracurricular activity will result in an unexcused absence. Unexcused absences count toward the 20% absence limit for the course.
- d. Attendance is mandatory for all lab, clinical, simulation, and HESI activities (or equivalent high-stakes assignments/sessions). Excused absences will not be granted for these specific required activities, even for extracurricular events. Refer to the clinical attendance policy 23.1 for full details.

22.1.3. *Known Unavoidable Absences:* If you have a known, unavoidable reason for missing class (e.g., medical or legal obligation), you must notify the instructor at least one (1) week before the scheduled absence, if possible, and provide official documentation. Failure to do so may result in an unexcused absence, counting toward the 20% limit.

### 22.2. Examinations

22.2.1. General Examination Rules

For any examination, assessment, test, or quiz you are expected to:

- a. Uphold standards of academic integrity at all times, including during online testing.
- b. Use only school-provided calculators or calculators embedded in testing software.
- c. Ensure your desktop only includes the computer or mobile device for testing, provided scratch paper, and a pen/pencil. Any other item may be confiscated by the proctor during the examination.
- d. Leave all personal materials such as bags, phones, hats, and jackets outside the classroom before the exam begins.
- e. Smartwatches are not allowed.
- f. Do not ask the proctor questions regarding exam content during the exam.
- g. Remain seated during the exam.
- h. Round answers to medication calculation items at the end of the calculation to a whole number, unless instructed otherwise on the exam.
- i. For paper exams, only answers provided on the official answer sheet will be accepted. Faculty may adjust score if answer sheets have a missed row resulting in a consecutive number of incorrect answers.

#### *22.2.2. Tardy or Missed Exams*

- a. Attendance is required at all scheduled exams.
- b. If you are unable to be present at the scheduled exam time, you are responsible for personally notifying the instructor prior to the exam time. Failure to notify the instructor beforehand will result in a 0% for the missed exam.
- c. If you arrive after the exam has been opened, you will only have the remaining time to complete the exam; additional time will not be granted. You will also receive a 5% grade reduction for that exam.
- d. If you have a known unavoidable reason (including school-related extracurricular activities) for missing class on an exam date (e.g., medical or legal obligations), you must notify the instructor at least one (1) week prior, provide official documentation, and schedule an alternate test time. Failure to do so may result in an unexcused absence.

- e. Exceptions due to extreme hardship may be made at the discretion of the instructor and must have written documentation.
- f. Missed exams will be made up at the discretion of the course instructor.
- g. If a group exam is included, you must schedule your individual exam to allow you to return to the classroom in time to join the group.

## **23. Pre-Licensure Clinical Policies**

Clinical experiences encompass orientations, observations, simulations, laboratories, off-site experiences, and agency-based experiences. Throughout this section, the term “clinical” refers to any and all of these experiences.

### **23.1. Attendance**

23.1.1. *100% Attendance is Mandatory:* You must attend 100% of all scheduled clinical experiences, defined as: orientations, observations, simulations, laboratories, off-site experiences, and agency-based experiences. Successful completion of clinical objectives requires your presence at every session to meet clinical objectives.

23.1.2. *First Day Absence:* Absence on the first day of clinical or clinical orientation will result in removal from the course (administrative withdrawal).

23.1.3. *Extraordinary Absences and Make-up:* If you must be absent due to extraordinary circumstances (e.g., documented illness, emergency, or legal requirement), you must follow these procedures:

- a. *Notification:* You must notify the faculty as outlined in the course syllabus or as specified by the clinical instructor during orientation.
- b. *No excused absences for athletics:* You will not be excused from clinical experiences for athletic activities (e.g., games, practices).
- c. Switching clinical groups is not allowed.
- d. Nursing Department faculty and staff will attempt to reschedule your missed clinical hours, but rescheduling is not guaranteed.
- e. If you're unable to make up a missed clinical experience during the semester, you will receive an incomplete (I) grade for the course. You will then be required to successfully complete the make-up simulation, including all pre- and post-assignments, as scheduled by the Nursing Department.
- f. *Consequence of No Notification:* Failure to notify the instructor of a clinical

absence may result in failure of the clinical course. Exceptions due to extreme hardship may be made at the discretion of the faculty if you provide written documentation.

- g. Only one total missed clinical, lab, or simulation experience is allowed throughout the semester, and it must be made up. A second missed experience (clinical, lab, or simulation) will result in failure of the clinical course.

23.1.4. *Return to Clinical After Absence:* If you've been absent from clinical for more than one (1) day due to any circumstance, you must submit a completed Fitness for Duty Form (Appendix A) to the Undergraduate Program Director a minimum of three (3) days before returning to clinical.

23.1.5. *Unprepared or Unprofessional Conduct:* Students who arrive at clinical unprepared, inappropriately dressed, or with poor hygiene will be considered unsafe and/or unprofessional and asked to leave the clinical setting. This will count as a clinical absence and will require clinical make-up.

23.1.6. *Travel for Clinical:* You may be required to travel up to two (2) hours for clinical placements. Accommodations regarding clinical site/unit preference cannot be guaranteed.

## 23.2. **Tardiness and Early Departures**

Being tardy to or leaving early from clinical counts as an absence. A second tardy or early departure will result in failure of the clinical. You must arrive by the time stated by your instructor.

## 23.3. **NRS 470 - Senior Capstone and Externship**

The Senior Capstone requires the successful completion of 150 hours supervised by a BSN-prepared preceptor.

### 23.3.1. *Capstone Request Procedure*

- a. *Schedule:* Days and shifts are determined by the healthcare facility/preceptor. Nights and weekends are extremely common.
- b. *Prohibited Direct Contact:* Do not contact healthcare organizations or potential preceptors to request placement.
- c. *Submission:* Students must submit their request via the provided Microsoft Forms link. Requests received after the designated deadline may result in a placement not being secured, which means the student will not be able to complete the course.

- d. *Unit Preference:* Students will provide three (3) hospital-based units of interest. Clinic-based settings are not allowed as the course objectives cannot be met.
- e. *Hospital/System Preference:* Students will provide two (2) preferred hospitals/healthcare systems for placement.
- f. *Eligibility based on GPA:*
  - i. Students with a cumulative GPA of  $\leq 2.99$  will complete their Capstone in a med/surg unit.
  - ii. Children's Wisconsin & Froedtert Placements:
    - 1. A cumulative GPA of  $\geq 3.5$  is required.
    - 2. Due to the highly competitive nature of requests at these facilities, a second request for another healthcare system will also be submitted.
- g. *Accruing Hours:* Capstone hours can only be accrued during the semester the student is enrolled in NRS 470. Students must meet with their course instructor in class, review the syllabus and Capstone requirements before accruing hours.
- h. *Preference Not Guaranteed:* Preferences are not guaranteed, as there is a high number of declined requests.
- i. *Faculty/Staff Review:* All requests will be reviewed by Nursing faculty and staff for appropriateness. Nursing faculty and staff have the right to submit a placement request determined to be most appropriate to the student's skill and competency.

23.3.2. *Intern/Extern Policy:* Students employed as an Intern or Extern at a clinical agency may be able to count hours worked in that role as capstone hours. Approval is not guaranteed and depends on the Nursing Department's assessment of whether course objectives can be met at the placement, as well as the agency's agreement.

- a. *Procedure:*
  - i. It is the student's responsibility to secure an Intern/Extern position.
  - ii. The student must provide the Clinical Placement Coordinator proof of Intern/Extern employment status, along with name and contact information for their supervisor.
  - iii. The Clinical Placement Coordinator will contact the agency placement coordinator and supervisor to discuss this option. The Clinical Placement

Coordinator will then inform the student of the agency's decision.

b. *Policy:*

- i. A student working as an Intern/Extern and applying hours toward Capstone may not begin to apply hours until after the first NRS 470 class meeting of the semester. This option is available only if the clinical site can meet the course objectives.
- ii. The student will be assigned a Marian University faculty site visitor. The student must communicate their schedule with the site visitor. The site visitor will grade the student's clinical paperwork per the NRS 470 syllabus.
- iii. The student must complete all required coursework and abide by all published due dates as indicated in the NRS 470 syllabus/calendar.
- iv. The student is required to complete 150 hours in the Intern/Extern role, providing hands-on care at a professional nurse level. Other approved activities may include attending committee meetings, professional development, or other experiences as approved by the faculty site visitor. Any time spent as a 'sitter' or in a non-nursing role may not be counted toward the required 150 hours.
- v. If employment as an Intern/Extern is terminated for any reason, the student may not continue Capstone hours at that placement. Termination for unsafe practice may result in discipline up to and including dismissal, as per policy. An attempt will be made to secure an alternate placement; however, this is not guaranteed. All Marian University Nursing Program policies supersede clinical agency policies.

## 23.4 Clinical Evaluation Policy

23.4.1. *Ongoing Evaluations:* Students will receive weekly feedback from clinical instructors regarding their progress toward meeting clinical objectives. If weekly objectives are not met, a Student Conference Record (Appendix B) will be completed and signed by the student.

23.4.2. *Midterm Evaluations:* If a student is not meeting clinical objectives at midterm, they will be notified, and a Student Conference Record (Appendix B) will be initiated. The faculty and student will collaboratively develop a Clinical Performance Improvement Plan via the Student Conference Record (Appendix A). The student will have the opportunity to remediate as indicated in the plan by the end of the semester during which the midterm failure occurred.

23.4.3. *Final Evaluations:* Final clinical evaluations are based on student progress toward meeting the Program Outcomes. Clinical instructors will complete final

clinical evaluations at the end of each clinical rotation. The average score of the final evaluation must meet the minimum requirements below. Averages less than the minimum requirements will result in failure of the clinical course.

Semester	Minimum Required Average
Senior 2	4.5
Senior 1	4
Junior 2	3
Junior 1	2
Sophomore 2	1

23.4.4. *Clinical Skills Remediation:* If a student fails to meet clinical skills performance outcomes/expectations of the course, they will be notified by the theory course instructor, clinical instructor or preceptor. The student will be required to meet with the theory course instructor and/or clinical instructor to discuss deficiencies and the expected level of performance. The theory course instructor and/or clinical instructor/preceptor will develop a skills remediation plan, which will be documented on a clinical conference record.

During the remediation period, the student will be allowed to attend clinical. However, the student will not be able to perform the deficient skill(s) until remediation has been completed.

The remediation plan will include the following requirements:

- a. The student will contact the skills lab coordinator by email or in person within 24 hours of the clinical meeting to schedule remediation session(s).
- b. The skills lab coordinator will schedule the remediation and provide the student with resources to develop a study plan and prepare for remediation. This may include content from any of the course's resources. Students who are unprepared for skills remediation may be asked to reschedule at the discretion of the skills lab coordinator.
- c. Taking/repeating/reviewing additional assignments or other learning activities that correlate with the skill content may be required by the faculty, and/or skills lab coordinator.
- d. During skills remediation, the student will practice and demonstrate proficiency of the skill(s). Proficiency and remediation completion will be documented by the lab coordinator and/or lab staff.
- e. If the student is unable to complete remediation during the scheduled session(s), additional sessions may be required.

- f. Following the completion of remediation, the student will schedule a follow-up appointment with the theory course instructor and/or clinical instructor.

Failure to complete the remediation process is grounds for failure of both the clinical and theory course.

### **23.5. Clinical Failure**

If a student fails the clinical portion of a course for a second time due to unsafe or unprofessional practice, the student is dismissed from the program without the option to re-enter.

## **24. Pre-Licensure Required Clinical Skills**

To progress in the program, you must successfully pass the clinical portion of each course. The Clinical Evaluation Tool is utilized to determine pass or fail status. To pass clinical, you'll need to demonstrate competency in the skills listed below. Remember, you're responsible for documenting all skills performed during clinical using the designated tracking method.

### **24.1 NRS 250 Fundamentals of Nursing**

- a. Assessment: Physical Exam
- b. Assessment: Vital Signs
- c. Elimination: Administering a Small Volume Enema
- d. Elimination: Administering a Large Volume Enema
- e. Elimination: Emptying Ostomy Bag
- f. Fluid and Electrolytes: Monitoring intravenous therapy/pump
- g. Gas Exchange: Use of Pulse Oximeter
- h. Gas Exchange: O2 delivery device, nasal cannula, mask
- i. Medication: Administering a Subcutaneous Injection
- j. Medication: Administering an Intradermal Injection
- k. Medication: Administering an Intramuscular Injection
- l. Medication: Administering Buccal and Sublingual Medication
- m. Medication: Administering Ear Drops
- n. Medication: Administering Eye Drops
- o. Medication: Administering Inhaled Medications
- p. Medication: Administering Medication via nebulizer
- q. Medication: Administering Nasal Medication
- r. Medication: Administering Oral Medications, Tablet or Liquid
- s. Medication: Administering Topical Medication
- t. Medication: Administering Medication via Gastrostomy tube/NG tube
- u. Medication: Dosage Calculations
- v. Medication: Suppository, Vaginal, Rectal
- w. Nutrition: Administering a Tube Feeding
- x. Safety: Hand Hygiene, Application of Clean Gloves, Standard Precautions
- y. Safety: Use and Application of Restraints

- z. Wound Care: Cleaning and Applying Sterile, Dry Dressing, Clean, No Touch

## **24.2 NRS 230 Health Assessment**

- a. Assessment: Health Assessment & Physical Examination; General Survey
- b. Assessment: Health Assessment & Physical Examination; Vital Signs
- c. Assessment: Health Assessment & Physical Examination; Psychosocial
- d. Assessment: Nutrition, Blood Glucose Monitoring
- e. Assessment: Health Assessment & Physical Examination; Skin, Hair, Nails
- f. Assessment: Health Assessment & Physical Examination; Head, Eyes, Ears, Nose, and Throat
- g. Assessment: Health Assessment & Physical Examination; Respiratory System
- h. Assessment: Health Assessment & Physical Examination; Cardiovascular System
- i. Assessment: Health Assessment & Physical Examination; Abdomen
- j. Assessment: Health Assessment & Physical Examination; Musculoskeletal System
- k. Assessment: Health Assessment & Physical Examination; Neurological System
- l. Assessment: Health Assessment & Physical Examination; Breasts, Axillae, and Reproductive System

## **24.3 NRS 300 Patient Centered Care across the Lifespan I**

- a. Documentation in MAR
- b. Elimination: Inserting/Removing an Indwelling Urinary Catheter
- c. Elimination: Performing an Intermittent Closed Irrigation Urinary Catheter
- d. Elimination: Use of Bladder Scanner
- e. Fluid and Electrolytes: Pumps and Tubing
- f. Fluid and Electrolytes: Discontinue Intravenous Therapy
- g. Fluid and Electrolytes: Initiating Intravenous Therapy
- h. Fluid and Electrolytes: Maintaining Intravenous Therapy, Pumps
- i. Fluid and Electrolytes: Priming and Secondary Bag
- j. Medication: Administering Intravenous Medications, Saline Locks, IV Push
- k. Gas Exchange: Performing Incentive Spirometry
- l. Gas Exchange: Review use of Pulse Oximeter
- m. Post op: Deep Breathe and Cough, Leg Exercises, Repositioning
- n. Post op: SCD, Returning a Client from Surgery
- o. Safety: Principles of Surgical Asepsis and Sterile Gloving, Sterile Fields
- p. Specimen Collection: Sputum
- q. Wound Care: Assessment and Documentation
- r. Wound Care: Caring for Wound Drains (Penrose, Jackson-Pratt, Hemovac)
- s. Wound Care: Cleaning and Applying Sterile, Dry Dressing
- t. Wound Care: Wound Vacuum
- u. Wound Care: Collecting a Wound Culture
- v. Wound Care: Irrigation of Wound

## 24.4 NRS 350 Patient Centered Care across the Lifespan II

- a. Fluid and Electrolytes: Accessing and De-accessing Implanted Ports
- b. Fluid and Electrolytes: Blood Transfusion
- c. Fluid and Electrolytes: Flushing a Central Venous Access Device
- d. Fluid and Electrolytes: Maintenance of Central Venous Access Device, Dressing Change
- e. Gas Exchange: Inserting an Oropharyngeal Airway
- f. Gas Exchange: Providing Care of a Chest Drainage System
- g. Gas Exchange: Providing Tracheostomy Care
- h. Gas Exchange: Suctioning the Nasopharyngeal and Oropharyngeal Airways
- i. Gas Exchange: Suctioning the Tracheostomy – Open System
- j. Gas Exchange: Using a Handheld Resuscitation Bag and Mask
- k. Perfusion: Telemetry Monitoring
- l. Specimen Collection: Blood

## 24.5 NRS 400 Patient Centered Care across the Lifespan III

- a. Elimination: Ostomy Care
- b. Nutrition: Gastrostomy Tube Management
- c. Nutrition: Irrigation of Nasogastric Tube
- d. Nutrition: Nasogastric Tube Insertion and Removal
- e. Specimen Collection: Stool

## 25. Nursing Skills Laboratory and Simulation Center

The mission of the Nursing Skills Laboratory and Simulation Center is to provide a safe, supportive, and interactive student-centered environment. The nursing skills laboratory enhances learning by integrating classroom content with hands-on experiences, promoting problem solving, clinical reasoning, critical thinking, and clinical judgment. This unique environment prepares learners to deliver care in complex healthcare settings.

### 25.1. Operations

25.1.1. *Hours of operation:* The lab is open to meet the needs of students and faculty.

25.1.2. *Orientation:* Orientation to the nursing skills laboratory is provided at the sophomore orientation before you use of the facilities.

25.1.3. *Materials and Supplies:* All supplies and equipment are provided for practice and return demonstration. Do not use supplies from the clinical agency supply carts for practice. All supplies must remain in the nursing skills laboratory. Do not remove any supplies from the cabinets unless instructed to do so. Students at any level may request assistance to practice all skills.

## 25.2. Safety

- 25.2.1. *Practice Procedures:* All skills are to be practiced on manikins or equipment. You are strictly prohibited from practicing invasive procedures on another person in the nursing skills laboratory. Practicing invasive procedures on another person violates the Nursing Department's Professionalism Policy.
- 25.2.2. *Incident Reporting:* Any health or safety incident that occurs as part of a nursing skills laboratory learning experience must be reported to the Laboratory Coordinator and the Undergraduate Program Director.
- 25.2.3. *Latex Sensitivity:* Wherever possible, latex-free products and equipment have been purchased. However, some essential products and manikins do contain latex. It is your responsibility to report any latex sensitivity to the Laboratory Coordinator and take appropriate precautions.
- 25.2.4. *Children:* Children are not allowed in the laboratory or simulation areas.

## 25.3. Attendance and Assignments

- 25.3.1. *Scheduled Labs:* Attendance is required at all scheduled skills labs. You are expected to arrive on time or notify lab staff of your absence before the scheduled lab time. An attempt to reschedule a missed lab will be made if possible, but you are responsible for obtaining the missed information. The return demonstration dates will not change.
- 25.3.2. *Pre-Assignments:* All assignments must be completed before the skill lab class. If pre- assignments are not completed at the beginning of class, you will not participate in any in-class demonstration. All return demonstrations will be scheduled outside of skill lab class time.

## 25.4. General Responsibilities

- 25.4.1. *Dress Code:* Students participating in a return demonstration or simulation must arrive in full Marian uniform, adhering to the [Personal Appearance and Dress Code Policy](#).
- 25.4.2. *Cleanliness and Order:* Each student is responsible for returning supplies and equipment to the designated area before leaving the lab. Practice areas and labs must remain clean and orderly.
- 25.4.3. *Report Damage:* Report damaged, malfunctioning, or broken supplies and equipment to the coordinator or laboratory staff as soon as you notice them.
- 25.4.4. *Phone Usage:* No phone calls are allowed in the laboratory. Cell phones may not be used during simulation activities. Video recording on your personal phone is

permitted in the lab with the permission of the lab instructor.

25.4.5. *Prohibited Materials:* Do not use markers, pens, alcohol, or betadine on or near manikins or equipment. Dry supplies will be provided for practice.

## 25.5. **Food and Drink**

No eating is allowed in the nursing skills laboratory. Only water is permitted in the lab area.

## 25.6. **Return Demonstrations**

25.6.1. *Requirement:* Return demonstrations are a psychomotor skills component of the nursing program that you must complete to fulfill the course requirements. Competency in these skills will be validated via a one-on-one return demonstration/check-off with an instructor.

25.6.2. *Deadlines:* You must satisfactorily complete each skill's return demonstration/check-off by the assigned date. Return demonstration cannot be scheduled during class time.

25.6.3. *Missed Check-offs:* If you sign up for a check-off time and fail to arrive without notifying the instructor before your assigned time, you will receive an unsatisfactory for that skill.

## 25.7. **Skill Remediation for Unsatisfactory Check-offs**

25.7.1. If a demonstration does not meet minimum criteria, you will receive an unsatisfactory and must remediate the skill.

25.7.2. *First Attempt:* If your first attempt is unsuccessful, you must complete a video recording of the skill. The recording will be reviewed by lab staff at least 24 hours before the next return demonstration/check-off.

25.7.3. *Second Attempt:* If your second attempt is unsuccessful, you must complete a written one-page reflection. This reflection should identify the potential or actual implications your unsuccessful performance would have on client outcomes and the nursing profession. You must include a professional reference related to the unsuccessful portion of the skill (e.g., medication error, break in sterile technique). Submit this one-page document to the Nursing Resource and Simulation Center Coordinator at least 24 hours before the next return demonstration/check off.

25.7.4. *Third Attempt:*

- a. Sophomore II-Junior I: The third attempt of any skill will be performed with the Nursing Resource and Simulation Center Coordinator.

- b. Junior II-Senior I: The third attempt of any skill will be performed with the Nursing Resource and Simulation Center Coordinator and the theory course instructor or Undergraduate Program Director. The skill may be recorded.

25.7.5. *Fourth Attempt:*

- a. Sophomore II-Junior I: The fourth attempt of any skill will be performed with the Nursing Resource and Simulation Center Coordinator and the theory course instructor or UGP program director?. The skill may be recorded.
- b. Junior II-Senior I: There is no fourth attempt for students in this level.

25.7.6. *Course Failure:*

- a. Sophomore II-Junior I: Four (4) unsatisfactory check-offs, for any reason in the skills lab portion of any nursing course, will result in failure of the course, regardless of your earned theory grade.
- b. Junior II-Senior I: Three (3) unsatisfactory check-offs, for any reason, in the skills lab portion of any nursing course will result in failure of the course, regardless of your earned theory grade.

## 25.8. **Simulation Center**

25.8.1. *Punctuality and Make-up:* You are expected to arrive on time for all simulation activities. Being late or absent will require the simulation to be rescheduled during the make-up simulation. You will receive an incomplete in the course until the make-up simulation is completed.

25.8.2. *Preparation:* To ensure the best possible learning experience, you are to complete all assigned activities and review any conditions and/or procedures anticipated in the simulation before attending simulation activities.

25.8.3. *Realism and Professionalism:* Students and faculty are expected to engage in all simulation experiences with realism and professionalism at all times. This includes maintaining standard precautions (e.g., hand washing, gloving when necessary) and keeping clients clothed or covered at all times when not performing procedures that necessitate exposure.

25.8.4. *Recording:* Simulation activities may be recorded on a closed-circuit system to allow for review by involved students and instructors. No recordings will be shown outside of the simulation activities without prior consent from all parties involved. Any student with a concern regarding recording must speak with the simulation faculty prior to any simulation activities.

25.8.5. Confidentiality: Out of respect for the learning process and other students involved, strict confidentiality must be maintained in all simulation and laboratory activities. You may not discuss client cases, scenario outcomes, or interactions with students outside of the direct group involved in that activity. You may be asked to sign a confidentiality agreement.

## **26. Pre-Licensure Student Organizations**

### **Marian University Student Nurses Association (MUSNA)**

MUSNA is the local chapter of the Wisconsin Student Nurses Association (WSNA) and the National Student Nurses Association (NSNA). As a member, you can participate at the local, state, and national levels. We encourage all students preparing for the nursing profession to join and get involved with MUSNA.

Purpose of MUSNA:

- Develop an understanding and appreciation for the nursing profession.
- Provide programs that stimulate professional interest and concern.
- Foster the development of the student's whole person, their professional role, and their responsibility for delivering healthcare.
- Encourage active membership in professional organizations, thereby familiarizing students with their professional responsibilities and obligations at local, state, and national levels.
- Broaden nursing education by facilitating informal learning experiences and opportunities for socialization among peers.

# POST-LICENSURE (RN to BSN & RN to MSN) STUDENT POLICIES

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*This section details policies and procedures applicable to all students in RN to BSN and RN to MSN programs. Students are also required to follow the Nursing Department policies within this handbook and any specific to the program of study they are enrolled in. Once students in the RN to MSN program progress into MSN coursework, they will follow the policies of the MSN program.*

## Post-Licensure Program Overview

Marian University offers two tracks in the Post-Licensure Undergraduate Curriculum: the RN to BSN and the RN to MSN programs.

Our admission counselors are here to help you review your previous nursing education and apply previously completed nursing credits under Marian University's articulation agreements and/or transfer policies. For specific admission criteria, please refer to the [Marian University Academic Catalog](#).

### **RN to BSN**

The RN to BSN completion program at Marian University is 100% online, with most courses offered in a 7-week format. This allows you to earn your Bachelor of Science in Nursing (BSN) degree in a minimum of three semesters.

This program is designed for registered nurses who hold an associate's degree in nursing or a nursing diploma and are looking to advance their education and open up new, quality job opportunities within healthcare.

### **RN to MSN**

The RN to MSN program is for registered nurses with an associate's degree in nursing who want to continue their education and earn a graduate degree. Students in this program will move through a streamlined curriculum, completing required general education coursework and developing essential 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; a BSN degree is not awarded.

- Students completing the FNP track are eligible to apply for certification through either the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse

Practitioners Certification Board (AANPCB) Family Nurse Practitioner.

- Students completing the NA track meet the continuing education requirements for certification through ANCC and/or AONL (additional hours of experience requirements are defined by the certifying agency).

## **27. Post-Licensure Admission**

### **27.1. RN to BSN**

To be eligible for the RN to BSN program, you'll need"

- An Associate's Degree in Nursing (ADN) or nursing diploma from an accredited school of nursing.
- A minimum cumulative GPA of 2.0 (on a 4.0 scale) for the ADN degree.
- An unencumbered Registered Nurse (RN) license.
- A completed application.
- Official transcripts from all post-secondary institutions you've attended.

### **27.2. RN to MSN**

To be eligible for the RN to MSN program, you'll need:

- An earned Associate Degree of Nursing from an NLNAC or CCNE-accredited program.
- Official transcripts from all colleges and universities you've attended.
- A current, unencumbered Wisconsin Registered Nurse license (for the FNP track) or a current Registered Nurse License (for the Nurse Administration track).
- A minimum cumulative GPA of 3.0 (on a 4.0 scale) for the ADN degree.
- Successful completion of an undergraduate statistics course within the last five (5) years. This course must include content on descriptive and inferential statistics.
- Your resume or curriculum vitae.
- A professional goal statement:
  - This statement should be a maximum of four pages, double-spaced, and address the following topics using them as headings:
    - Reasons for choosing Marian University
    - Reasons for choosing the Nursing Administration or Family Nurse Practitioner program
    - 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

## 28. Post-Licensure Academic Plans of Study

Upon admission to either the RN to BSN or RN to MSN program, you'll receive an individualized plan of study. This plan considers factors like your enrollment status (full- or part-time) and your program start semester.

If you wish to alter your plan of study, you must discuss your request with your academic advisor or the Program Director. Alterations may be granted if the projected class schedule and course sequencing requirements allow. You'll use this plan of study when enrolling for classes each semester.

Please be aware that revisions to your plan of study will most likely result in a delay of your anticipated graduation date.

Before starting any nursing courses, you must complete all pre-requisite general education requirements and assigned orientations.

## 29. Post-Licensure Required Courses

### **29.1. RN to BSN Track Courses**

<b>General Education Requirements</b>	
THE 101	Introduction to Christian Theology, 3 cr.
MAT 123*	Introductory Statistics and Probability, 3 cr.
*May be waived if completed within 5 years of starting program	
<b>7-Week Courses (24 credits)</b>	
NUR 312	Professional Nursing Concepts, 3 cr.
NUR 322	Evidence Based Nursing, 3 cr.
NUR 406	Healthcare Economics and Policy, 3 cr.
NUR 456	Leadership and Healthcare Systems, 3 cr.
NUR 457	Management in Nursing, 3 cr.
NUR 467	Theoretical Foundations of Nursing, 3 cr.
NUR 470	Professional Nursing Synthesis, 3 cr.
<b>15-Week Courses (6 credits)</b>	
NUR 436	Population Health, 4 cr.
NUR 437	Population Health Experiential Learning, 2 cr.

## 29.2. RN to MSN Track Courses

<b>General Education Requirements</b>	
THE 101	Introduction to Christian Theology, 3 cr.
MAT 123*	Introductory Statistics and Probability, 3 cr.
*May be waived if completed within 5 years of starting program	
<b>7-Week Courses (FNP: 18 credits or NA: 21 credits)</b>	
NUR 308	Health Assessment, 3 cr. (FNP track only)
NUR 312	Professional Nursing Concepts, 3 cr.
NUR 322	Evidence Based Nursing, 3 cr.
NUR 406	Healthcare Economics and Policy, 3 cr. (NA track only)
NUR 456	Leadership and Healthcare Systems, 3 cr.
NUR 457	Management in Nursing, 3 cr. (NA track only)
<b>15-Week Courses (6 credits)</b>	
NUR 436	Population Health, 4 cr.
NUR 437	Population Health Experiential Learning, 2 cr.

## 30. Post-Licensure Examination Policy

### 30.1. Exam Make-up for Missed Exams

- a. *Expected Attendance:* You're expected to attend all scheduled exams.
- b. *Notification of Absence:* If you can't be present at the scheduled exam time, you are responsible for personally notifying your instructor before the exam time.
- c. *Failure to Notify:* If you fail to notify the instructor before the exam, you will receive a 0% for the missed exam.
- d. *Late Arrival:* If you log on after the exam has been distributed, you'll only have the remaining time to complete it; no additional time will be granted. You'll also receive a 5% grade reduction for that exam.
- e. *Known Unavoidable Absences:* If you have a known unavoidable reason for not attending the class on a scheduled exam date (e.g., medical or legal obligations, or school related extracurricular activities), you must notify your instructor at least one (1) week before the scheduled absence, provide official documentation, and schedule an alternate test time. Failure to notify will result in a 0% for the exam and will be documented on a Student Conference Record (Appendix B).

- f. *Unplanned Unavoidable Absences:* Make-up options for any unplanned, unavoidable absence from an exam are at the discretion of the faculty and will be documented on a Student Conference Record (Appendix B).

### **31. Post-Licensure Experiential Learning Policy**

Experiential Learning experiences include, but are not limited to, orientations, observations, simulations, laboratories, off-site experiences, and agency-based experiences. In this section, the term “clinical” refers to any and all experiential learning experiences.

The Clinical Placement Coordinator will guide you through the process of finding an experiential learning site. To ensure a smooth process, please refrain from contacting potential placement sites or preceptors without prior approval from the Clinical Placement Coordinator.

#### **31.1. Attendance**

- 31.1.1. *100% Attendance Required:* You must attend 100% of all scheduled clinical experiences, including all orientation, observations, simulations, laboratories, off-site experiences, and agency-based experiences, to successfully meet clinical objectives.
- 31.1.2. *Extraordinary Absences:* In extraordinary circumstances requiring an absence, you must notify the faculty as outlined in the course syllabus or by your specific preceptor/ healthcare agency clinical orientation.
  - a. If you’re unable to make up a missed clinical experience during the semester, you’ll receive an incomplete for the course.
  - b. Failure to notify the instructor of a clinical absence may result in failure of the clinical course. Exceptions due to extreme hardship may be made at the discretion of the faculty if you provide written documentation.
  - c. Only one missed clinical, lab, or simulation day may be made up. A second missed clinical experience will result in failure of the clinical course.
- 31.1.3. *Return to Clinical After Absence:* If you’ve been absent from clinical for more than one day due to any circumstance, you must submit a completed Fitness for Duty Form (Appendix A) to the Undergraduate Program Director at least three (3) days before returning to clinical.
- 31.1.4. *First Day Absence:* Absence on the first day of clinical or orientation will result in removal from the course (administrative withdrawal).
- 31.1.5. *Unprepared or Unprofessional Conduct:* If you arrive at clinical unprepared, inappropriately dressed, or with poor hygiene, you’ll be considered unsafe and/or

unprofessional and asked to leave the clinical setting. This will be counted as a clinical absence and will require a make-up.

31.1.6. Travel for Clinical: You may have to drive up to two (2) hours for clinical placement. Accommodations regarding clinical site/unit preference cannot be guaranteed

## **31.2. Tardiness and Early Departures**

Being tardy to or leaving early from orientation, clinical, or observations counts as an absence. A second tardy or early departure will result in failure of the clinical. You must arrive by the time predetermined in collaboration with the instructor/preceptor.

## **31.3. Clinical Evaluation Policy**

31.3.1. *Ongoing Evaluations*: Students will receive regular feedback from clinical instructors regarding their progress toward meeting clinical objectives. If weekly objectives are not met, a Student Conference Record (Appendix B) will be completed for the student.

31.3.2. *Midterm Evaluations*: If a student is not meeting clinical objectives at midterm, you'll be notified, and a Student Conference Record (Appendix B) will be initiated. The faculty and student will develop a Clinical Performance Improvement Plan via the Student Conference Record (Appendix B). This plan must be approved by the Undergraduate Nursing Program Director. You'll have the opportunity to remediate as indicated on the plan by the end of the semester during which the midterm failure occurred.

31.3.3. *Final Evaluations*: Clinical instructors/preceptors will complete final clinical evaluations at the end of each clinical rotation.

# GRADUATE (MSN) STUDENT POLICIES – Family Nurse Practitioner (FNP) and Nursing Administration (NA) Students

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*This section details policies and procedures applicable to all students in the MSN program. Students are also required to follow the Nursing Department policies within this handbook and any specific to the program of study they are enrolled in.*

## MSN Program Overview

The Nursing Department offers a Master of Science in Nursing (MSN) degree for registered nurses who have either:

- Previously earned a Bachelor of Science in Nursing (BSN) degree.
- Previously earned an Associate Degree in Nursing (ADN) and successfully completed Marian University's BSN-MSN bridge program.

We offer two tracks within the MSN program: the Family Nurse Practitioner (FNP) and Nursing Administration (NA).

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

The MSN program curriculum is built upon the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) and aligns 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).

## MSN Program Goals

Our Nursing Department's mission and philosophy serve as the foundation for the graduate program goals. The nursing graduate program aims to:

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

## MSN Program Outcomes

Upon completing the Marian University Master of Science in Nursing (MSN) program, graduates will demonstrate 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 rooted 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 a total of 750 hours of clinical practice with certified nurse practitioner or physician preceptors over three (3) practicum experiences.

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 to seek prescriptive authority in Wisconsin by taking a jurisprudence examination for advanced practice nurse prescribers (APNPs). This also qualifies the student to register with the federal Drug Enforcement Agency (DEA) for prescribing controlled substances.

## **Nursing Administration Track**

The 34-credit Master of Science in Nursing/Nursing Administration (NA) track offers students opportunities for interprofessional collaboration with both graduate nursing students and graduate business and healthcare administration students. Courses uniquely blend traditional graduate nursing coursework with competency-based graduate management and healthcare 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 Practitioner Certificate is a variable credit-hour program, ranging from 15 to 30 credits. The exact credit hours depend 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. Students are then eligible to apply for American Nurses Credentialing Center (ANCC) certification or the American Academy of Nurse Practitioners Certification Board (AANPCB) Family Nurse Practitioner certification.

## **32. MSN Degree Admission Policy**

Applications to the Master of Science in Nursing (MSN) program are reviewed on a rolling basis for both fall and spring semester cohorts. The application deadline for the Fall semester start is July 15<sup>th</sup>, and for the Spring semester start it's December 15<sup>th</sup>. These deadlines may be extended at the Program Director's discretion.

Admission to the graduate program is competitive. Student selection is based on academic achievement, alignment of professional goals with the chosen program track, relevant work experience (if applicable), and professional references.

To apply, you'll need to submit a completed admission packet to the Admissions Office by the deadline for your desired start term. Application requirements include:

- An earned Bachelor of Science degree in Nursing (BSN) from an NLNAC- or CCNE-accredited program.
- A minimum cumulative GPA of 3.0 (on a 4.0 scale) for your BSN degree.
- Successful completion of an undergraduate physical/health assessment course within the last five (5) years (FNP Track ONLY).
- Successful completion of an undergraduate statistics course within the last five (5) years. This course must include content on descriptive and inferential statistics.
- Official transcripts from all colleges and universities you've attended.
- An unencumbered Wisconsin Registered Nurse (RN) license.
- Your resume or curriculum vitae.

- A Professional Goal Statement. This should be a maximum of four (4) double-spaced pages and address the following topics using them as headings:
  - Reasons for choosing Marian University
  - Reasons for choosing your 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

### 32.1. Post-Graduate FNP Certificate Admission Policy

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

- A completed Marian University application.
- An earned Master of Science in Nursing (MSN) degree or Doctor of Nursing Practice (DNP) degree from a NLNAC- or CCNE-accredited program.
- Official transcripts from all colleges and universities attended.
- A 3.0 GPA on a 4.0 scale in your MSN or DNP degree; however, all applications will be reviewed on an individual basis.
- An unencumbered Wisconsin Registered Nurse (RN) license.
- A portfolio of your credentials for applicant review and program of study planning. Your portfolio should include:
  - An updated resume.
  - Copies of any relevant APRN work experience, including client populations, roles and responsibilities, and duration of experience.
  - A goal statement describing reasons for pursuing the Post-Graduate FNP certificate.

### 32.2. Post-Graduate FNP Certificate Gap Analysis

Following the 2016 Criteria for Evaluation of Nurse Practitioner Programs, if you hold a graduate degree in nursing, a Gap Analysis will be completed by the Graduate Program Director. Previous education, APRN certification, and APRN practice (as applicable) will be used to determine an individualized plan of study. The completion of required didactic courses and clinical hours can be flexible, depending upon waived and/or transferred credit hours.

Note:

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

Your plan of study will be individualized based on your academic, didactic, and clinical needs.

### 32.3. Transfer of Credit Policy

You can transfer a maximum of nine (9) graduate credits into the MSN program at Marian University. All remaining program credit requirements must be completed here.

You'll need to report all college and university coursework, including graduate credits, earned before applying for admission. All credits related to your BSN degree, including all MSN prerequisite courses, must be documented via an official transcript sent directly from each institution to Marian University.

To request a transfer of graduate credits earned before applying to Marian University, you must submit a transfer of credit application along with your admission application. Be prepared to provide official syllabi and/or course descriptions if requested. Graduate credits earned before admission but not reported on the transfer of credit application won't be considered for transfer after you've been admitted.

To be considered for transfer, credits must meet the following criteria:

- Earned from an NLNAC- or CCNE-accredited graduate-level program.
- Acceptable to the Master's program in nursing of the transferring institution.
- Completed within the past five (5) years. However, the following courses must be completed within the past three (3) years:
  - Advanced Health Assessment
  - Advanced Pathophysiology
  - Advanced Pharmacology
- Successfully completed with a grade of B or better (a grade of B- is not acceptable for transfer credit). Please note that grades are not included in the computation of the Marian University GPA.
- Equivalent to or as rigorous as Marian University courses.
- Appropriate for your proposed graduate program at Marian University.

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

### **33. MSN Academic Plans of Study**

When you're admitted to the MSN program, you'll receive an individualized plan of study. This plan is tailored to factors like your enrollment status (full- or part-time) and the semester you begin the program.

If you'd like to alter your plan of study, you'll need to discuss this request with your academic advisor or the Graduate Program Director. Changes may be approved if the projected class schedule and course sequencing requirements allow for it. You'll use this plan of study when enrolling for classes each semester.

For students in the Nursing Administration track, you must adhere to your plan of study for all NUR courses. While you can take as many courses as you wish each semester, you need to remain enrolled at Marian University every semester (taking a minimum of one course). As you enter your final semester of MGT and HCA courses, please notify the designated faculty member to prepare for the NUR 662 Nursing Administration Practicum the following semester.

Keep in mind that any revisions to your plan of study will most likely delay your anticipated graduation date.

## 34. MSN Required Courses

### 34.1. Family Nurse Practitioner Track Courses

<b>Core Courses (16 credits)</b>	
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.
<b>Advanced Practice Nursing Core (9 credits)</b>	
NUR 540*	Advanced Pathophysiology, 3 cr.
NUR 546	Advanced Health and Physical Assessment, 3 cr.
NUR 606*	Advanced Pharmacology, 3 cr.
<b>Family Nurse Practitioner Track Courses (21 credits)</b>	
NUR 602	Advanced Diagnostic Skills and 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 Adv. Practice Registered Nurse, 2 cr.
*100% online class	
All other classes in Hybrid format (both in class and online delivery)	

### 34.2. Post Graduate FNP Certificate Courses

<b>Advanced Practice Nursing Core</b>	
NUR 540*	Advanced Pathophysiology, 3 cr.
NUR 546	Advanced Health and Physical Assessment, 3 cr.
NUR 606*	Advanced Pharmacology, 3 cr.
<b>Family Nurse Practitioner Track Courses</b>	
NUR 602	Advanced Diagnostic Skills and 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 Adv. Practice Registered Nurse, 2 cr.
Total required credits and courses per gap analysis *100% online class All other classes in Hybrid format (both in class and online delivery)	

### 34.3. Nursing Administration Track Courses

<b>Core Courses (16 credits)</b>	
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.
<b>Health Care Administration Graduate Courses (15 credits)</b>	
MGT 700*	Emotional Intelligence for Leadership, 3 cr.
MGT 720*	Managerial Accounting and Control, 3 cr.
MGT 740*	Project Management, 3 cr.
HCA 750*	Strategic HC Mgmt Wkplace, Comm Prioriti, 3 cr.
HCA 780*	Advanced Health Care Law, 3 cr.
<b>MSN Practicum (3 credits)</b>	
NUR 662*	Nursing Administration Practicum, 3 cr.
*100% online class	

### **35. MSN Degree Requirement**

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

- Successfully complete all coursework.
- Complete 750 hours of practicum experience for the FNP track.
- Complete 225 hours of practice experience for the NA track.

### **36. MSN Grading and Progression**

#### **36.1. 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>B</b>	<b>= 87-90</b>	C-	= 78-79	F	= 71 or below

35.1.1. Grades are given throughout the course and will not be rounded up.

35.1.2. Extra credit is not given in the graduate nursing program.

#### **36.2. Course Repeat Policy**

- A grade of B (87%) or higher is required to progress in the MSN program.
- If you earn a grade below a B (87%) or withdraw, “WD,” (administrative or self-initiated) from a nursing course, you may repeat the course one (1) time only.
- Earning a grade below a B (87%) or withdrawing, “WD,” (administrative or self-initiated) from a second MSN course will result in dismissal from the program.
- Students may appeal this dismissal following the Nursing Department [Academic Dismissal](#) policy outlined in this handbook.

#### **36.3. Practicum Repeat Policy**

- A grade below a B (87%) in an FNP practicum course requires repeating both the practicum and the associated co-requisite FNP theory course.
- A grade below a B (87%) in an FNP theory course requires repeating both the theory course and the associated co-requisite FNP practicum course.
- The repetition of both the theory and practicum courses together counts as one (1) repeat, except in the following situation:
  - If you earn below a B (87%) in both the theory and practicum courses, this will be considered two (2) repeats and will result in dismissal from the program with no right to appeal.

## **37. MSN Attendance Policy**

To promote professional accountability and achieve course objectives, the following attendance requirements are enforced.

### **37.1. Class**

- 37.1.1. Regular and punctual attendance at all scheduled classes is regarded as integral to course success. Punctuality is non-negotiable, as arriving on time is a basic rule of considerate and professional behavior. Attendance is recorded for all classes.
- 37.1.2. You are responsible for notifying your instructor at least one (1) week before any absence from class.
- 37.1.3. Planned vacations or elective procedures during class time are discouraged. Please plan these activities during the time off between semesters.
- 37.1.4. You are responsible for all material presented in the classroom, whether you are in attendance or absent.

### **37.2. Practicum**

- 37.2.1. You must attend 100% of scheduled practicum activities and demonstrate meeting the course/practicum objectives.
- 37.2.2. Planned vacations or elective procedures are not to be planned during practicum courses. You must attend 100% of the practicum class and clinical requirements.
- 37.2.3. In extraordinary circumstances, if you must be absent, you must notify the faculty of your absence as outlined in the course syllabus by your specific instructor.
- 37.2.4. If you arrive at the practicum unprepared, you will be considered unsafe and asked to leave the practicum setting. This will be counted as a practicum absence.
- 37.2.5. You will accurately and honestly record practicum time via your Typhon time log. Falsifying records may result in disciplinary action, up to and including dismissal from the Nursing program.
- 37.2.6. You may only work with the preceptor whom you have been assigned and who has been approved by the Nursing Department. Any changes in preceptor must be discussed with and approved by the supervising clinical faculty or the Clinical Placement Coordinator. If a preceptor substitution is approved, notes indicating the change must be documented in the Typhon time log. Preceptor substitutions may not exceed 16 hours per semester.

37.2.7. You are responsible for paying any placement fees assessed by a healthcare system or agency for practicum experiences. You must complete the Financial Responsibility Agreement and adhere to all its stipulations. The Clinical Placement Coordinator will assist you with this process when it is required.

37.2.8. You must adhere to all practicum policies, procedures, and guidelines outlined in the Preceptor Handbook. In case of discrepancies between the Nursing Department Student Handbook and the Preceptor Handbook, the Nursing Department Faculty and Staff will review the conflicting policies and determine the appropriate course of action.

### **37.3. Exam Attendance and Makeup Policy**

37.3.1. Attendance is required at ALL scheduled exams.

37.3.2. If you are unable to be present at the scheduled exam time, you are responsible for notifying the instructor at least one (1) week before the exam time.

37.3.3. Students who arrive late to class on exam days will not be allowed to take the exam at that time. You will be required to take a makeup exam and receive one (1) grade lower than scored (e.g., a B- would become a C-).

## **38. MSN Preceptor Networking**

Policies and procedures for networking with potential preceptors for NUR 623, 632, and 643 are detailed on the MSN Resource Page in MO2. Because healthcare system placement guidelines frequently change, the MO2 page serves as a dynamic extension of this handbook. Adherence to these procedures is mandatory, and failure to comply may result in disciplinary action.

A comprehensive orientation on the practicum and preceptor process will be held the semester before NUR 623 enrollment. You must attend this orientation before contacting any potential preceptor.

## **39. MSN Typhon**

Typhon is the web-based system students use to document clinical experiences (case and time logs), conduct preceptor evaluations, and complete an electronic portfolio. All information is stored on a secure, HIPAA compliant server.

To request Typhon access for your coursework, email the Clinical Placement Coordinator at [clinicalpaperwork@marianuniversity.edu](mailto:clinicalpaperwork@marianuniversity.edu). You'll then receive a registration email from Typhon at your Marian email account with a link to complete the account and make a one-time credit card payment of \$100. Your account will remain active for the duration of the student's time in the nursing program and five (5) years after graduation.

You can quickly and easily enter all client encounter information on one page, including demographics, clinical information, diagnosis and procedure codes, medications, and clinical notes. A special section is available for logging observations, assistance, or completion of various competencies relevant to your educational program. You have seven (7) days from the date of a clinic visit to submit your case logs. Your assigned clinical faculty will review and approve or reject these logs.

You'll track your practicum hours through the "My Time Logs" module using a punch-in/punch-out system. You have seven (7) days from the date of a clinic visit to submit your time logs. Your preceptors will review and approve or reject time logs. Submitting inaccurate records of your time at a practicum site will result in disciplinary action, up to and including dismissal from the program.

Time spent in class on case conference and discussion should be recorded in the "My Conference Logs" section of Typhon. This time shall not exceed 16 hours per practicum semester.

It is crucial to be honest and precise when entering information into case and time logs. Ensure you accurately enter the preceptor's name and location so they are explicitly credited for their time with you. At the end of each semester, preceptors receive a letter and certificate from Typhon stating the number of hours they worked with a student.

Typhon offers a robust library of instructional guides and videos on how to use the system. If you are new to Typhon, we recommend taking the time to review the resources available within your account.

# Appendices

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[Appendix A: Fitness for Duty Form](#)

**MARIAN UNIVERSITY**

**NURSING DEPARTMENT**

**Fitness for Duty – Return to Classroom, Skills Lab, Simulation Lab, and Clinical Setting**

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

To participate in lab, simulation, and clinical activities all students are required to meet all essential capabilities and functional requirements as outlined below and in the Nursing student handbook, with or without reasonable accommodations. The fitness for duty form is required for all students who experience illness, injury, hospitalization, or other circumstances that result in a change in health status and/or ability to meet essential capabilities or functional requirements or absence from the program of more than one week. This form must be completed by a healthcare provider and submitted to the appropriate Program Director a minimum of 3 days before the student’s return. Students with a documented need for accommodations contact Marian University’s Director of Accessibility Resources. Students are notified in writing if they may safely resume coursework and/or clinical activities with or without accommodations.

**Provider:**

Please use the following information to determine if this student can safely return to: Classroom, Skills Lab, Simulation Lab, and Clinical Activities. You need only review the section relevant to the reason the student is under your care (cognitive/behavioral or physical).

<p><b>Cognitive/Behavioral</b></p> <p>1) Critical thinking ability sufficient for clinical judgment to make effective clinical decisions including reading text books and interpreting client responses (verbal and nonverbal)</p> <p>2) Emotional stability and moral reasoning required for full utilization of intellectual abilities to practice nursing in a professional and ethical manner including developing and maintaining appropriate relationships with patients and the healthcare team, and ability to function effectively despite uncertainties inherent in clinical situations.</p> <p>Please circle or check: <b>Classroom</b> _____    <b>Skills Lab</b> _____    <b>Simulation Lab</b> _____    <b>Clinical Setting</b> _____</p>
<p><b>Physical</b></p> <p>1) Sufficient motor function to perform assessment techniques, execute gross and fine motor movements required to provide general care and emergency treatment of patients including (but not limited to):</p> <ul style="list-style-type: none"><li>a) General mobility, maneuver in small spaces, squat, crawl, bend, stoop, reach above shoulder level, use standing balance, and climb stairs, and ability to stand/walk for 8-12 hours</li><li>b) Transfer, guard, and ambulate patients who may require physical assistance.</li><li>c) Lift and carry up to 50 pounds, exert up to 100 pounds force or push/pull, provide resistance during exercise</li><li>d) Use hands repetitively and use manual dexterity to manipulate diagnostic instruments</li><li>e) Apply pressure to stop bleeding and perform cardiopulmonary resuscitation (CPR), perform palpation, assess texture, shape, size, and vibration, note temperature changes in skin and equipment.</li><li>f) Assess a patient from 10 feet away to observe patient behavior, posture and response to treatment.</li><li>g) Respond to a timer, alarm, overhead codes or cries for help, hear via stethoscope, and interpret verbal communication</li><li>h) Travel to and from academic and clinical/practicum sites.</li></ul> <p>Please circle or check: <b>Classroom</b> _____    <b>Skills Lab</b> _____    <b>Simulation Lab</b> _____    <b>Clinical Setting</b> _____</p>

Please indicate your recommendation below. If you have questions or concerns prior to making your recommendation please contact the Nursing Program at 920-923-8569.

As of the date of your signature below, please indicate your recommendation regarding this student's ability to return to the classroom, skills lab, simulation lab, and/or clinical setting. Future dates are not accepted.

To resume participation in the clinical setting the student must be

- 1) free of any restrictions or limitations that may endanger the student's health or clients' safety in the clinical setting.

Or

- 2) able to safely participate in clinical activities with restrictions/limitations via reasonable accommodations (please list recommendations).

As of the date of my signature below, I find the above-named student:

\_\_\_\_\_ fit for duty with NO restrictions or limitations in the classroom, skills lab, simulation lab, or clinical setting.

\_\_\_\_\_ fit for duty in the classroom, skills lab, simulation lab, and/or clinical setting WITH the following restrictions or limitations (include recommendations for accommodations\*) until \_\_\_\_\_ (date):

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\_\_\_\_\_ NOT fit for duty at this time; may reconsider after \_\_\_\_\_ (date)

\_\_\_\_\_  
Healthcare Provider Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Healthcare Provider Printed Name

\_\_\_\_\_  
Clinic Name

\_\_\_\_\_  
Clinic Phone Number

Approved 4.1.22 ND

Appendix B: Student Conference Record

**MARIAN UNIVERSITY**

**Nursing Department**

**STUDENT CONFERENCE RECORD – General**

Student name (type or print legibly): \_\_\_\_\_

Course #: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Date of Incident(s): \_\_\_\_\_ Date this form was discussed with the student: \_\_\_\_\_

**Location of Incident(s):** \_\_\_\_\_

**Incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remediation Plan/Consequence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

---

*This section is to be completed by the student.*

I have read this documentation, discussed it with the responsible faculty/clinical instructor, and received a copy.

My comments are: (optional)

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Follow-up: \_\_\_\_\_

Outcome: \_\_\_\_\_

\_\_\_\_\_

Reviewed and received by Level Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and received by Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 1/31/2025

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