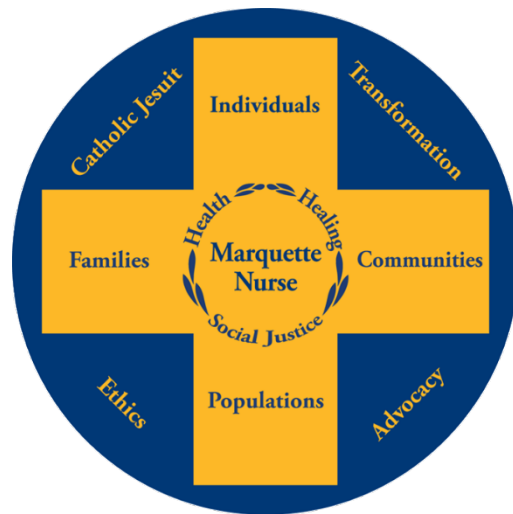


MARQUETTE UNIVERSITY COLLEGE OF NURSING



UNDERGRADUATE STUDENT HANDBOOK 2020 - 2021

This *College of Nursing Undergraduate Student Handbook* contains information, policies and procedures with which you should be familiar. This publication is a supplement to the *Undergraduate Bulletin*. You are responsible for understanding all information and policies found in this publication, the *Marquette University Undergraduate Bulletin*, and the *Marquette University Student Handbook*.

You can view the *College of Nursing Undergraduate Student Handbook* online at <http://mu.edu/nursing/documents/2020-2021-undergraduate-handbook.pdf>.

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COLLEGE OF NURSING CONTACT INFORMATION

<http://www.mu.edu/nursing>

Please Note: All Marquette University phone numbers have the area code (414).

EMORY T. CLARK HALL

The College of Nursing, Emory T. Clark Hall, was constructed in 1982. The four-story building houses classrooms, nursing faculty offices, a student lounge, the Office of Student Services, the Nursing Research Center, and the Wheaton Franciscan Healthcare Center for Clinical Simulation.

Wheaton Franciscan Healthcare Center for Clinical Simulation (CCS)288-3806

BUILDING HOURS

During the academic year, the College of Nursing is open when classes are in session.

OFFICE OF STUDENT SERVICES & INFORMATION DESK

College of Nursing, Office of Student Services, Suite 112288-3800

Director of Student Services, Marissa Delwiche, 112E.....288-3827
marissa.delwiche@mu.edu

Undergraduate Academic Advisor, Julie Radford, 112C.....288-7549
julie.radford@mu.edu

Undergraduate Academic Advisor, Jordan Sadi, 112G..... 288-5660
jordan.sadi@mu.edu

Undergraduate Program Coordinator, Marie Whaley, 112A..... 288-3809
marie.whaley@mu.edu

Clinical Placement Coordinator, Kimberly Wood, 228 288-2054
kimberly.wood@mu.edu

Project BEYOND-2 Mentor/Advisor Specialist, Amber Johnson, 112F288-3628
ambernicole.johnson@mu.edu

Project BEYOND-2 Mentor/Advisor Specialist, Tana Karenke, 112B.....288-6080
tana.karenke@mu.edu

Project BEYOND-2 Nurse Tutor Specialist, Rachel Rapala, 112F.....rachel.rapala@mu.edu

COLLEGE ADMINISTRATION

Dean of Nursing, Dr. Janet Krejci, 241
Administrative Assistant, Irene Cvetich, 243.....288-3812
irene.cvetich@mu.edu

Associate Dean for Academic Affairs, Dr. Jill Guttormson, 267.....288-3819
jill.guttormson@mu.edu

Assistant Dean for Undergraduate Programs, Dr. Sandi Van Den Heuvel, 261.....288-3818
sandra.vandenheuvel@mu.edu

COMMUNICATION

Email: All official communication for the College of Nursing is done through the university email system.

Students *must* check their MU email accounts frequently (at least three times a day).

CAMPUS RESOURCES AND SUPPORT SERVICES

ALUMNI MEMORIAL UNION 288-7250

The Alumni Memorial Union is located north of Wisconsin Avenue on 15th Street and offers a variety of services for students. Included are the Office of Student Affairs, the Information Center, several dining facilities, check cashing service and a postal service. The Golden Eagle sells supplies, cards, books, and apparel.

Union Station, Alumni Memorial Union288-1518
Marquette Student I.D. Card and Nursing Clinical ID Card (Replacement)
U.S. Post Office
Bus Passes
Check Cashing

BOOK MARQ (TEXTBOOKS) 288-7317

The University Book Marq is located on 16th Street just north of Wells Street. Hours of operation vary with increased hours at the beginning of each semester.

CAMPUS MINISTRY288-6873

The Office of Mission and Ministry partners with Campus Ministry to fulfill Marquette's mission statement for students. Through ministries of faith, justice, service, worship, and pastoral care, Campus Ministry offers Marquette students a wealth of resources and opportunities to engage in questions of faith during their time at Marquette.

CAREER SERVICES.....288-7423

career.services@mu.edu

The Career Services Center is located on the Ground Floor of Holthusen Hall. A complete description of the services offered by the Career Services Office is located in the *Undergraduate Bulletin*.

COLLEGE OF NURSING STUDENT LOUNGE

The nursing student lounge is located on the ground floor of the College of Nursing. The lounge may be used for studying, relaxing, and meeting with other nursing students. It may also be used for nursing organization meetings within the College and serves as the place where social functions of the College of Nursing are held.

COPIER/PRINT WISE

Copier/PrintWise stations for making photocopies or printing from a computer are available in the student lounge. Copier/PrintWise stations are also located in the Raynor Memorial Libraries.

COUNSELING CENTER.....288-7172

The Counseling Center is in Holthusen Hall, 204, and is open from 8am to 4:30pm, Monday through Friday. After regular business hours, call Public Safety at 288-6800.

A staff of professional psychologists and counselors provides individual and group assistance to students with educational, vocational, personal or psychological adjustment problems. Counseling services are confidential and free for full-time students. Part-time students are seen for one free session and then referred to a professional counselor in the Milwaukee community. Career counseling is provided through individual appointments and career exploration groups.

DISABILITIES SERVICES.....288-1645

Marquette University strives to integrate qualified students with disabilities as fully as possible into all aspects of University life. In its efforts to ensure that students with disabilities have the opportunity to participate in all University programs and activities, the Office of Disability Services:

- □ assists students in meeting individual needs and interests on campus in order that their potential can be developed as fully as possible, and
- □ provides awareness of the needs of students with disabilities to the campus community to foster their inclusion in the diverse campus student population.

Before giving students special accommodations for classroom learning and/or testing purposes, they must first fill out an application for special accommodations at the Office of Disability Services (ODS). ODS is located in Marquette Hall, room 05. Once processed, ODS will communicate to the student in writing what accommodations they are eligible to receive. It is the student’s responsibility to give any instructor they are requesting accommodations from a copy of this documentation. **Instructors can only legally provide the accommodations that ODS identifies for the student.**

For more information: <httpP#://www.marquette.edu/disability-services/>

ITS

The Information Technology Services (including user terminals) is located in Cudahy Hall, 2nd floor. User access codes are obtained from the ITS.

LIBRARY FACILITIES(24-hr number) 288-1530

Privileges with Marquette University Student Identification Card: Raynor Memorial Libraries, Marquette University

(Includes interlibrary loans, computerized literature searches, etc.)

Hours vary. For current times, see: <http://www.marquette.edu/library/about/hours.shtml>. It is recommended that students visit the libraries for orientation and to learn of available services. Libraries at many clinical agencies are available for students to use as well.

MARQUETTE CENTRAL.....288-4000

Students can visit Marquette Central when seeking assistance from the offices of the Registrar, Financial Aid and Bursar. With the combination of these three key areas in one physical location, they are able to provide efficient, timely and convenient services. The Marquette Central website is a great online resource as well, providing links to student accounts, student forms, schedule of classes, student employment information and important dates and reminders.

www.marquette.edu/mucentral

MARQUETTE UNIVERSITY POLICE DEPARTMENT

The Marquette University Police Department is open 24 hours each day for emergency use. The non-emergency telephone number is 288-6800. The emergency number is 288-1911. To provide members of the Marquette and surrounding community with a direct means of contacting MUPD, the university maintains Blue Light and Service Phones. Blue Light Phones, most frequently recognized by blue lights on the top of the phones, and Service

Phones, most frequently recognized by red labels, are placed in university buildings, apartments, parking areas and near-off-campus areas.

- ☐ Student Safety Programs, operated through the MUPD, offers walking escorts and mobile transports to campus and near-off-campus locations during the evening hours. Safety Patrollers operate from 5 p.m. until midnight. LIMO vans operate nightly during the school year from 5 p.m. until 3 a.m., with extended hours from 5 p.m. until 4 a.m. on Friday and Saturday nights when school is in session. After-hours transports can be obtained from 3 a.m. until 7 a.m. For more information on Student Safety Programs and how to request a ride, please visit <http://www.marquette.edu/mupd/safety-tips.php>.

MEDICAL CLINIC.....288-7184

The Marquette University Medical Clinic, located in Schroeder Complex, is committed to quality care and preventive health education for the university community, and providing it in the most accessible, efficient, sensitive, confidential and affordable manner possible. The Med Clinic operates on an all-appointment system and offers same-day appointments. The following services are provided: urgent care, women’s health care, men’s health care, STI evaluation, immunizations, physicals, eating disorder evaluation, skin care, TB testing and documentation, referrals to specialists, etc. Visit their website for a full list of services and to schedule appointments: <http://www.marquette.edu/medical-clinic/>.

PARKING.....288-6911

Parking permits are available at the beginning of each semester.

PROJECT BEYOND - 2

Project BEYOND - 2 (PB-2) supports students from underrepresented backgrounds to successfully complete the nursing program. PB-2 is designed to enhance academic success, leadership development, nursing career socialization and graduation to meet future workforce needs.

PB-2 offers eligible nursing students:

- ☐ An intensive, on-campus, week-long summer Pre-Admission Intensive program for incoming freshmen to enhance readiness for college
- ☐ Academic and personal support sessions which include group and individual tutoring
- ☐ Strategies to enhance test taking, note taking, and study skills
- ☐ Activities to promote self-care
- ☐ Professional nurse mentoring
- ☐ Peer mentoring circles to build community
- ☐ Structured and non-structured programming from staff, university leaders, supportive services, faculty, and community partners
- ☐ Experiential leadership development opportunities
- ☐ Focused programming to learn about the social determinants of education and health
- ☐ Volunteer activities
- ☐ Scholarships and/or stipends

RECREATION CENTER

The Helfaer Tennis Stadium and Recreation Center (288-6976) and Rec Plex (288-7778) offer many recreational opportunities, including tennis, swimming, handball, jogging and others.

STUDENT EDUCATIONAL SERVICES.....288-4252

The Office of Student Educational Services provides a range of academic support services to students. These services include tutoring, study skills and time management, and accommodations and assistance for students with disabilities. Specific review sessions for Chemistry, Anatomy & Physiology and Pharmacology are coordinated by this office. Students should make a formal request if tutoring is desired. If sufficient numbers of requests are made (at least three), the office will make every effort to supply a tutor. Located in Coughlin 125, the Office of Student Educational Services invites students to drop in or phone the office with their requests or questions.

STUDENT DEVELOPMENT.....288-7205

There are many opportunities to become involved in campus life and the Milwaukee community through activities, organizations and service programs. The staff in the Office of Student Development are available to help you make the most of your college experience. They can provide information regarding Greek life, leadership programs, new student programs, and all other student organizations.

UNDERGRADUATE BULLETIN

Students should refer to the current *Undergraduate Bulletin* (<http://www.marquette.edu/undergrad/>) for information on academic policies and procedures.

WRITING CENTER.....288-5542

The Norman H. Ott Memorial Writing Center is a resource for all writers in the Marquette community and the surrounding Milwaukee neighborhood. The writing center is comprised of peer tutors—undergraduates, graduate students, and faculty from the humanities, sciences, and social sciences—who act as conversational partners for writers in all disciplines. Any MU student, faculty or staff can visit and work towards excellence in their writing. <http://www.marquette.edu/writing-center/>

UNDERGRADUATE FINANCIAL ASSISTANCE OPTIONS

Marquette Central.....288-4000

MARQUETTE UNIVERSITY SCHOLARSHIP INFORMATION

Information about undergraduate scholarships and other means of financial assistance can be found on our admissions website:

<http://www.marquette.edu/explore/scholarships.shtml>. Information specific to the College of Nursing is listed below.

STUDENT WORK-STUDY EMPLOYMENT

The College of Nursing offers positions in the college office and Center for Clinical Simulation during the fall and spring semesters. Open positions are posted on Job Connection: <https://jobconnection.mu.edu/>.

Complete an application online and submit it and your availability to Pengpeng Wang, Research and College Office Coordinator, in Clark Hall, room 217:

pengpeng.wang@marquette.edu.

STATEMENT OF NEED

If all options for assistance have been exhausted, submit a statement of need to the Director of Academic Business Affairs, Clark Hall, room 245. The College of Nursing has a small amount of funding that may be awarded to students with exceptional need.

Note: Students who have not registered with the Office of Student Financial Aid at 288-4000 or completed a FAFSA will not be considered for aid by the College of Nursing.

PROJECT BEYOND - 2

PB-2 offers scholarships and stipends to eligible nursing students on a case-by-case basis. Contact the Project BEYOND – 2 Coordinator, Dr. Terrie Garcia, for further information.

THE MISSION OF THE COLLEGE OF NURSING

Through a transformational Catholic, Jesuit education, Marquette University College of Nursing prepares nurse leaders to promote health, healing and social justice for all people through clinical practice and development of nursing knowledge.

VISION STATEMENT

The Marquette College of Nursing will be a premier program that prepares an increasingly diverse community of clinicians, leaders, educators and researchers who transform health care and will be the College of choice for those who are committed to:

- Providing high quality, compassionate care focused on individuals, families and communities.
- Advocating for social justice to eliminate health inequities.
- Engaging community partners to promote health care for all.
- Generating, evaluating and applying knowledge to improve health and education outcomes.
- Creating a dynamic, innovative learning community.
- Leading change to improve the health care environment.

MARQUETTE UNIVERSITY COLLEGE OF NURSING STUDENT STANDARDS OF CONDUCT

When students are admitted to Marquette University College of Nursing, they become a part of the community of Marquette nursing and of a tradition rooted in Marquette values. As such, all nursing students, through their words, actions, and commitments, are expected to contribute to the development and promotion of a community that, informed by the College of Nursing's Catholic Jesuit ideals, is characterized by respect, caring, and honesty, and to uphold the ethical principles of the nursing profession. These characteristics and expectations are essential to ensure the rights and privileges of all people, preserve the integrity of the Marquette educational community, promote the integrity of the nursing profession and safeguard all those for whom we have the privilege to provide nursing care.

Upon matriculation into Marquette University College of Nursing, each student agrees to abide by the policies and procedures of the University, and the standards of conduct of the College, and to uphold the ethical principles of the nursing profession. The following sections describe the conduct expected of students as members of the Marquette College of Nursing community.

Respect for the Ethical Principles of the Profession

When individuals enter professional nursing education, they accept a moral commitment to uphold the ethical principles of the nursing profession. All nursing students are considered to be a part of the nursing profession and are expected to maintain appropriate conduct and to be committed to the ethical responsibilities and high standards of patient care valued by the profession as described by the Nurses Code of Ethics.¹ As a Marquette nurse, one becomes a member of a community and a tradition that is characterized by respect, caring, and honesty, rooted in Marquette values, and devoted to service to others. Nurses have the awesome honor and responsibility of caring for the sick and suffering, vulnerable persons who depend on nurses to be persons of integrity. These standards are intended to help support the Marquette nursing community in this humbling endeavor.

Respect for Self: The College of Nursing shares in the mission of the University and, in the spirit of *cura personalis*, values all students and is concerned with their personal and professional development as men and women dedicated to the service of others. The expectations of conduct are meant to encourage students to take themselves, their personal and professional development, and their academic pursuits seriously. Examples of violations of the standard of respect for self include behavior and dress that are inappropriate for a person aspiring to professional nursing, excessive

¹ <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>

absenteeism, violating the University's Alcoholic Beverages and Consumption Policy or the University's Drug Policy, or other conduct described in the student handbook.²

Students engaging in such behavior, or observing others doing so, are encouraged, out of respect and concern for self and others, to seek assistance from the College of Nursing or the University. The Marquette nursing community strives to be a community that supports personal and professional growth, promotes the preservation of integrity, and assists one another to refrain from behavior that might impede the ability to enjoy the privileges of education or to fulfill the responsibilities to self and others as professional nurses.

Respect for Others: It is expected that students will treat others, on and off campus, with respect and charity so as to establish an atmosphere of safety, trust, and respect, without which there is no community. The College of Nursing expects students to treat all others, including fellow students, faculty, staff, and individuals within clinical and community settings, with sensitivity, consideration, and understanding. This includes respecting persons with different cultures, practices, beliefs, and needs, and demonstrating an active concern for the safety, health, and well-being of others. Conduct, whether oral, written, or physical that is intimidating, hostile, or demeaning toward another is in violation of the standard of respect for others. This standard is not intended to set unreasonable limits on spirited debate related to political, social, ethical, or legal issues. Rather, it is intended to foster intelligent, reasoned, respectful, examination and discussion of issues of relevance to nursing and to further the mission of the University in the search for truth, the discovery and sharing of knowledge, and the fostering of personal and professional excellence.

The College of Nursing especially is concerned that students show respect for patients in all matters, respect being rooted in the transcendent dignity of the human person and guaranteed by the rights that flow from human dignity. It is vital that students take, with the utmost seriousness, their fiduciary responsibility toward patients, who, in their vulnerability, entrust their lives into the hands of those who profess to heal.

Respect for Property: Members of the Marquette nursing community are expected to act responsibly as it pertains to the use of any and all property on campus, in clinical and community settings and wherever nursing care is provided, including patient homes and other residential settings. Such a respect for property helps foster essential elements of a well-maintained, quality academic environment, a sense of security, and accomplishment. Respect for property in the clinical and community settings fosters relationships important to the education of students, faculty clinical practices, community outreach, and patient care.

Honesty: Nursing is a moral endeavor based on a trusting relationship between patient and nurse. Honesty is critical to the promotion and preservation of trust and essential to the proper practice of the profession. Marquette nurses are assumed to be persons of high moral character and expected to conduct themselves in a professional manner, maintain high ethical standards, and practice with honesty in all of their

² <http://www.marquette.edu/osl/policies/index.shtml>

educational and professional endeavors, even when their actions may not be discovered.

“Honesty” includes truth-telling and truthful representations in all contexts. Admitting mistakes, should they occur, and striving to correct them and to learn from them, is a mark of honesty. However, engaging in conduct such as cheating, fabrication, plagiarism, or facilitating academic dishonesty, in any manner, are violations of the College of Nursing standard of honesty and the University policy on academic honesty.³ The following definitions are consistent with the definitions in the University policy on academic honesty; do not supersede those definitions, but are intended to provide additional clarification for students in the College of Nursing.

“Cheating” consists of using, attempting to use, or helping another person to use materials, information, or study aids in any academic activity that would provide an unfair advantage. This includes not only in-class tests, quizzes, and examinations, but also online or electronic activities. Unless the course instructor directs otherwise, cheating includes, but is not limited to, doing, or attempting to do, the following:

- ❑ Obtaining, prior to the time authorized by the instructor, a copy of an examination, test, quiz, assignment, answers, or other information;
- ❑ Bringing notes or other materials to an examination, test, or quiz, and keeping them in a location where the student can see their content during the examination, test, or quiz (whether or not the notes or materials are used);
- ❑ Copying another student’s answer to an examination, test, quiz, or other written assignment;
- ❑ Using information relevant to an examination, test, or quiz when such information was obtained through the use of a personal computer or other electronic device during the examination, test, or quiz;
- ❑ Submitting written or other work to satisfy a course requirement that was prepared in another context, such as in another course;
- ❑ Using any materials or information not authorized by the course instructor, or otherwise violating the instructions given by that instructor, in taking an examination, test, or quiz, or in preparing any assignment for any class;
- ❑ Disclosing to another student who is going to take a make-up or special test, examination, or quiz, the content of the test, examination, or quiz, including specific questions or the nature of questions that are on the test, examination, or quiz;
- ❑ Communicating with another person regarding the substance of an examination, test, or quiz, while either person is taking an examination, test, or quiz.

“Fabrication” consists of inventing or falsifying information for the purpose of deception and includes, but is not limited to:

- ❑ Falsifying information in an academic exercise, activity, or assignment, including data, citations, bibliographic sources, or research results;

³ <http://bulletin.marquette.edu/undergrad/academicregulations/#academichonestypolicy>

- ❑ Falsifying information in an application, including job applications, academic applications, and resumes;
- ❑ Falsifying information about a patient, or making false oral or written statements about a patient or the patient’s care, including, but not limited to, a medical record;
- ❑ Making false oral or written statements to court officials, police officers, or University faculty or staff, including University public safety officers;
- ❑ Falsely claiming to be a professional nurse before legal authorization to practice as such;
- ❑ Misrepresenting to the College of Nursing, the University, potential employers, state board organizations, or other educational institutions or organizations one’s academic, professional, or personal qualifications.

“Plagiarism” consists of presenting as new or original the words or ideas of another, and includes the following, whether in draft or final form:

- ❑ Presenting the language of the original author or source, whether quoted or paraphrased, without attribution;
- ❑ Presenting the work of the original author or source without attribution, including facts that are the result of the original author’s research;
- ❑ Presenting an idea of the original author or source without attribution (e.g., failing to acknowledge a source when the student’s own analysis is based on that source);
- ❑ Presenting the exact language of the original author or source with attribution, but without indicating that the language is an exact quotation; Presenting portions of one’s own previously submitted assignments and published and copyrighted work without attributing the previous publication.

Rules and Regulations of the University and of Professional Nursing

Like all students at Marquette, nursing students are expected to comply with University rules and regulations as described in the University Student Handbook.⁴ Failure to conduct oneself as a responsible member of the Marquette community may result in discipline, up to and including expulsion from the University under the procedures set forth in the student handbook. Any conduct reflecting a lack of the character expected of professional nurses, including but not limited to violations of the Wisconsin Board of Nursing Rules of Conduct Chapter N7,⁵ may result in discipline.

⁴ http://www.marquette.edu/osd/policies/doc/Student_Handbook.pdf

⁵ http://docs.legis.wisconsin.gov/code/admin_code/n/7

PURPOSE OF THE UNDERGRADUATE PROGRAM

The primary purpose of the baccalaureate program in nursing is to prepare the graduate to function as a professional nurse in diverse nursing situations, and to work collaboratively with other health workers in coordinating and improving the health care of individuals, families and communities. The baccalaureate program provides a broad, basic foundation for graduate education in nursing and for continuing personal and professional development.

PROGRAM OUTCOMES AND PERFORMANCE INDICATORS

The following program outcomes based on the AACN Essentials of Baccalaureate Education drive the undergraduate curriculum. The graduate of the undergraduate curriculum will demonstrate the following role dimensions of the professional nurse.

- I. **Provider of Care:** The baccalaureate graduate will enter professional nursing practice prepared to use sound clinical judgment in the delivery of high quality, safe, compassionate care.
Performance Indicators:
 - a) Demonstrates use of nursing process.
 - b) Incorporates bio-psycho-social, ethical, and spiritual aspects of health into care.

- II. **Leader of Care:** The baccalaureate graduate will advocate for social justice to eliminate health inequities, and lead change to improve health and the health care environment.
Performance Indicators:
 - a) Recognizes factors contributing to health disparities.
 - b) Identifies resources to promote social justice and eliminate health inequities.
 - c) Designs and evaluates plans to improve health outcomes for individuals, families, and aggregates.

- III. **Member of a Profession:** The baccalaureate graduate will function effectively as an inter-professional and community team member.
Performance Indicators:
 - a) Communicates respectfully in a clear, accurate, relevant manner in oral, nonverbal and written modes.
 - b) Demonstrates ability to function as an effective member of the collaborative care team.

FALL				SPRING			
Freshman				Credits			
NURS	1001	Nursing & Health in the Jesuit Tradition	3	NURS	1002	Dimensions of the Nursing Profession in the Jesuit Tradition	3
BISC	1060	Chemistry for the Health Professions	3	BISC	2070	Biochemistry for the Health Professions	3
ENGL	1001+#	Foundations in Rhetoric	3	BISC	1015	Principles of Human Anatomy & Physiology	5
PSYC	1001	General Psychology	3	HEAL	1025+#	Culture & Health (ESSV 1)	3
THEO	1001+#	Foundations in Theology	3	PHIL	1001+#	Foundations in Philosophy	3
<u>OR</u> PHIL	1001+#	Foundations in Philosophy	3	<u>OR</u> THEO	1001+#	Foundations in Theology	3
TOTAL			15	TOTAL			17
Sophomore				Credits			
HEAL	2045	Normal and Therapeutic Nutrition	3	NURS	2002	Health Assessment & Fundamentals 2 (Includes Clinical)	4
NURS	2001	Health Assessment & Fundamentals 1	3	NURS	2110	Pharmacology	3
NURS	2100	Pathophysiology 1	3	NURS	2200	Pathophysiology 2	3
PSYC	2101+#	Introduction to Life-Span Developmental Psychology for Nursing Students	3	NURS	2500	Concepts and Interventions for the Promotion of Mental Health	3
CORE	1929+#	Method of Inquiry Foundation	3	MCC	+#	Discovery (DSCV) ¹	3
TOTAL			15	TOTAL			16
Junior				Credits			
NURS	3201#	Evidence Based Practice and Nursing Research	3	NURS	3700#	Nursing Concepts and Interventions for the Care of Adults - Older Adults I	3
NURS	3600#	Community and Population Health	3	NURS	3900#	Family Centered Nursing of Children	3
NURS	3800#	Maternity Nursing and Women's Health	3	NURS	3984#	Nursing Care for Persons with Chronic Conditions - Clinical	4
NURS	3965+#	Community Centered Nursing Clinical (ESSV 2)	2	CORE	4929+#	The Service of Faith and Promotion of Justice	3
NURS	3966#	Family Centered Nursing Clinical	2	MCC	+#	Discovery (DSCV) ¹	3
MCC	+#	Discovery (DSCV) ¹	3	TOTAL			16
TOTAL			16	TOTAL			16
Senior				Credits			
NURS	4800	Leadership in Professional Nursing Practice	3	NURS	4000+	Quality and Safety in Nursing (WRIT)	3
NURS	4700	Nursing Concepts and Interventions for the Care of Adults - Older Adults II	3	NURS	4984	Transition into Professional Nursing Practice - Clinical	5
NURS	4964	Nursing Care for Persons with Acute Conditions - Clinical	4	HEAL	4901#	Palliative Care	3
MCC	+#	Discovery (DSCV) ¹	3	ELEC	#	Nursing or Health Elective	3
MCC	+#	Discovery (DSCV) ¹	3	ELEC	#	General Elective	3
TOTAL			16	TOTAL			17

HEAL 1025: fulfills ESSV 1 core requirement
HEAL 4901: fulfills DSCV (NSM) in Basic Needs and Justice theme
NURS 3965: fulfills ESSV 2 core requirement
NURS 4000: fulfills writing-intensive (WRIT) core requirement

Total Credits: 128

+ MCC requirement
Courses offered both semesters



¹ The four courses in the Discovery Tier (DSCV) of the MCC must be completed in the same theme and include the following content areas: Humanities (HUM), Social Science (SOC), Natural Science and Mathematics (NSM) and one elective (ELE), which is an additional course from any of the three content areas. A maximum of two courses in the Discovery Tier can apply towards a primary major.

MARQUETTE CORE CURRICULUM

The Marquette Core Curriculum (MCC) is the center of every Marquette University student's educational experience. Rooted in Jesuit perspective and values, the MCC creates students who communicate responsibly and ethically, engage the world as moral actors and citizens with purpose, collaborate with diverse others using a broad disciplinary focus, and become leaders in discovery to solve global problems.

The MCC consists of three tiers: Foundations, Discovery and Culminating.

FOUNDATIONS

This beginning tier aims to engage students in contemplating, analyzing and communicating with others about concrete situations in multidisciplinary ways, drawing from theology, philosophy and rhetoric. Students will take these courses in the first two years.

- THEO 1001: Foundations in Theology
- PHIL 1001: Foundations in Philosophy
- ENGL 1001: Foundations in Rhetoric
- Methods of Inquiry (MOI)
- Engaging Social Systems and Values (ESSV1)

DISCOVERY

This tier allows students to discover the ways in which multiple disciplines approach a particular question, challenge or problem. Students will take the discovery courses starting in their second year. Student will take a total of four courses in the discovery tier.

- Humanities
- Social Sciences
- Natural Science and Mathematics
- Discovery course elective

Two of the courses must be denoted as:

- Engaging Social Systems and Values 2 (ESSV2)
- Writing Intensive (WRIT)

CULMINATING

This integrates the MCC experience, emphasizing reflection on and application of knowledge and skills developed at the university. Students will take this course during years three or four at the university.

CORE 4929: Service of Faith and Promotion of Justice

MARQUETTE UNIVERSITY **CORE REQUIREMENTS**

Year 1	Year 2	Year 3	Year 4
Foundation Tier (15 Credits) Foundations in Theology Foundations in Philosophy Foundations in Rhetoric Methods of Inquiry Engaging Social Systems and Values 1 – Requirement			
	Discovery Tier (12 Credits from same theme)* Humanities Course Natural Sciences and Mathematics Course Social Sciences Course Discovery Elective Course		
		Culminating Course (3 Credits) Service of Faith and Promotion of Justice	

*2nd level Engaging Social Systems and Values (ESSV2) requirement and Writing Intensive (WRIT) requirement must be fulfilled through a Core class or through other degree requirements.

*Maximum two courses in the Discovery Tier can count towards a primary major

DISCIPLINARY HONORS IN NURSING

ELIGIBILITY

Sophomores with a minimum cumulative GPA of 3.200 are eligible to apply to the program; the Disciplinary Honors Program in Nursing Committee selects a limited number of applicants. The program is structured to be completed over the last four semesters of a student's academic career.

APPLICATION

The application requires each applicant to submit a 300 to 500-word personal statement addressing why they would like to participate in Disciplinary Honors and what type of research they are interested in.

ACADEMIC STANDARDS DISCIPLINARY HONORS REQUIRED COURSES

Students must maintain a 3.200 cumulative GPA and a 3.500 cumulative Nursing GPA in order to complete Nursing Disciplinary Honors and the Comprehensive Honors degree. Students must earn a grade of C or better in a course for it to count toward the Comprehensive Honors degree.

Honors students are expected to actively engage in all activities of the program, including:

- Participate in ongoing research activities with faculty mentor throughout the duration of the honors program.
- Actively disseminate scholarly work through publication, publication, presentations and participation in local research conferences such as Building Bridges (Nursing research conference in Southeastern WI).
- Attend all honors programs meetings.
- Maintain honors designation, including minimum GPA requirements and adherence to the MUCN academic and professional code of conduct.

DISCIPLINARY HONORS REQUIRED COURSES

PSYC 2001	Psychological Measurements and Statistics	4
or PSYC 2001H	Honors Psychological Measurements and Statistics	
or SOCI 2060	Social Statistics	
or SOCI 2060H	Honors Social Statistics	
NURS 3956H	Honors Nursing Practicum 1	1
NURS 4956H	Honors Nursing Practicum 2	1
NURS 4997H	Honors Senior Capstone	1
Total Credit Hours		7

PROGRESSION POLICIES FOR UNDERGRADUATE STUDENTS OF NURSING

The following general requirements must be met for progression into and throughout the nursing major. Failure to meet these requirements may extend your course of study and can result in probation, CAA, RWAR, or RWAM. Please see pg. 50 for further explanation of these types of academic censure.

A. A minimum grade of C in all required NURS and HEAL courses with a letter grading scale. Grades of C- and lower are not acceptable. A minimum grade of Pass (P) in all required clinical courses with a pass/fail grading scale. For more information on letter grades, see the [University Grading System](#).

B. A minimum grade of C in the following courses:

BISC 1015 – Principles of Human Anatomy and Physiology

BISC 1060 – Chemistry of Health Professions

BISC 2070 – Biochemistry for Health Professions

ENGL 1001 – Foundations in Rhetoric

PSYC 1001 – General Psychology

PSYC 2101 – Introduction to Life-Span Developmental Psychology

*For students who entered the nursing program prior to Fall 2020, please refer to the handbook that corresponds to the year you started the program.

C. A minimum grade of D is required for all other required courses not listed above.

D. Students must maintain a term and cumulative GPA of 2.500 or higher; freshmen completing their first semester must earn a term GPA of at least 2.000.

E. Students who earn less than the required grade, withdraw for academic reasons, or are assigned a WA or WF by faculty will receive a warning letter from the College and be placed on academic probation. This policy is upheld for any one of the following: required NURS/HEAL courses (as defined above in A), cognate courses (as defined above in B), CORE 1929, PHIL 1001 or THEO 1001.

F. Students will receive a College Academic Alert (CAA), which is dismissal from the College of Nursing, for any repeat or combination of the following in required courses or cognates (as defined in A and B above):

- earning less than the required grade
- withdrawing for academic reasons
- receiving a 'Withdrawn-Excessive Absences' (WA) or 'Withdrawal-Failing' (WF) in a course

For example, students will receive a CAA for earning less than the required grade in one course and withdrawing for academic reasons from another course or after withdrawing from two required courses or cognates for academic reasons.

G. No required cognate or required nursing course may be repeated more than one time.

- H. Students can only repeat a maximum of two different required or cognate nursing courses. This includes repeating a course for any grade less than a C and/or withdrawing for academic reasons.
- I. Students must adhere to the [University Repeated Courses Policy](#).
- J. Students can only withdraw from a required or cognate course for academic reasons one time. This option can only be applied to a maximum of two courses. Withdrawing from two courses results in a CAA (see item F).
- K. All students are required by the Undergraduate Program and Curriculum Committee to complete external, standardized, comprehensive nursing examinations and a review course as a condition of graduation. (fee required)
- L. Students must meet health requirements as specified on pg. 23-24, *Clinical/Health Requirements and Criminal Background Checks*, in this handbook. (fees required)
- M. Students who withdraw from a theory course that has a corresponding clinical course must also withdraw from that clinical course.
- N. Juniors and seniors may enroll in no more than two NURS theory courses at one time, except when necessary to take Nursing Research during their junior year.
- O. All required NURS courses must be taken at Marquette University. Exceptions must be approved by the assistant dean.
- P. Students wanting to enroll in more than 18 credits must obtain College approval. Students may not, under any circumstances, enroll in more than 21 credits.

Note: Students may fail a clinical at any time during the semester for either a pattern of unsafe and/or unethical nursing behavior or a particularly serious incident of unsafe and/or unethical nursing behavior. At the faculty's discretion a learning plan may be put in place based upon the student's performance. Once students are informed of a failing grade in a clinical course, withdrawal from that course is no longer an option.

PROGRESSION INTO NURS 2001

The following required courses or their equivalents must be completed prior to entering NURS 2001: NURS 1001 Nursing and Health in the Jesuit Tradition, NURS 1002 Dimensions of the Nursing Profession in the Jesuit Tradition, BISC 1060 Chemistry for the Health Professions, BISC 2070 Biochemistry, BISC 1015 Principles of Anatomy and Physiology, and PSYC 1001 General Psychology.

PROGRESSION INTO NURS 2002

The following required courses or their equivalents must be completed prior to entering NURS 2002: NURS 2001 Foundation I: Health Assessment and Fundamentals, NURS

2100 Pathophysiology I, and HEAL 2045 Normal and Therapeutic Nutrition. NURS 2200, 2500, 2110 may be taken concurrently.

PROGRESSION INTO NURS 3201 THROUGH NURS 3984

The following required courses or their equivalents must be completed prior to entering courses NURS 3201 through NURS 3984: HEAL 1025 Culture and Health, NURS 2002 Foundations II: Health Assessment and Fundamentals, NURS 2110 Pharmacology, NURS 2200 Pathophysiology II, NURS 2500 Concepts and Interventions for the Promotion of Mental Health, PSYC 2101 Intro to Life-Span Developmental Psychology.

PROGRESSION INTO NURS 4000 OR HIGHER NURSING COURSES

The following required cognate and nursing courses or their equivalents must be completed prior to entering NURS 4000 or higher nursing courses: NURS 3201 Evidence Based Practice and Nursing Research, NURS 3800 Maternity Nursing and Women’s Health, NURS 3965 Community Centered Nursing Clinical, NURS 3966 Family Centered Nursing Clinical, NURS 3600 Community and Population Health Nursing, NURS 3700 Nursing Concepts and Interventions for the Care of Adults/Older Adults I, NURS 3984 Nursing Care for Persons with Chronic Conditions - Clinical, and NURS 3900 Family Centered Nursing of Children.

The following courses or their equivalents must be completed prior to graduation:

- Required Nursing Courses: HEAL 1025, HEAL 2045, HEAL 4901, NURS 1001, NURS 1002, NURS 2001, NURS 2002, NURS 2100, NURS 2110, NURS 2200, NURS 2500, NURS 3201, NURS 3600, NURS 3700, NURS 3800, NURS 3900, NURS 3965, NURS 3966, NURS 3984, NURS 4000, NURS 4700, NURS 4800, NURS 4964, NURS 4984, NURS/HEAL elective.
- Required Cognate Courses: BISC 1015, BISC 1060, BISC 2070, ENGL 1001*, PSYC 1001, PSYC 2101.
*Also fulfills required Marquette Core Curriculum Courses
- Required Marquette Core Curriculum Courses: CORE 1929, CORE 4929, ENGL 1001, ESSV1*, ESSV2, PHIL 1001, THEO 1001, 4 Discovery Tier courses and a Writing Intensive Requirement (WRIT). See pg. 15-16 for more information about MCC.
* HEAL 1025 fulfills the ESSV1 requirement.
- 6 general elective credits

The undergraduate grading scale used in the College of Nursing for non-clinical courses is as follows:

94-100	A
92-93.99	A-
90-91.99	B+
86-89.99	B
84-85.99	B-
82-83.99	C+
78-81.99	C
76-77.99	C-
74-75.99	D+
70-73.99	D
Less than 70	F

PREREQUISITE GUIDE FOR BACCALAUREATE STUDENTS

COURSES	CR	PREREQUISITES
N 1001 Nursing & Health in the Jesuit Tradition	3	NURS major
N 1002 Dimensions of the Nursing Profession in the Jesuit Tradition	3	NURS 1001
HEAL 1025 Culture & Health	3	None
HEAL 2045 Normal & Therapeutic Nutrition	3	NURS major, BISC 1015, 1060, and 2070; and not open for credit to students who have completed BISC 2110
HEAL 4901 Palliative Care	3	Sophomore standing
N 2001 Foundations I: Health Assessment & Fundamentals	3	NURS major, BISC 1015, 1060, 2070, PSYC 1001, Prerequisite or Concurrent: HEAL 2045, NURS 2100,
N 2002 Foundations II: Health Assessment & Fundamentals (Includes Clinical)	4	NURS 2001, NURS 2100, HEAL 2045 Prerequisite or concurrent: NURS 2200, 2500, 2110
N 2100 Pathophysiology I	3	NURS major, BISC 2070, 1015
N 2200 Pathophysiology II	3	HEAL 2045, NURS 2001, NURS 2100
N 2500 Concepts & Interventions for the Promotion of Mental Health		NURS 2001, NURS 2100, Prerequisite or concurrent: PSYC 2101
N 2110 Pharmacology	3	NURS 2001, 2100 Prerequisite or Concurrent: NURS 2002, NURS2200
N 3201 Evidence Based Practice and Nursing Research	3	NURS 2002, 2110, 2200, 2500, HEAL 1025, PSYC 2101
N 3600 Community & Population Health Nursing	3	NURS 2002, NURS 2110, 2200, 2500, HEAL 1025, PSYC 2101; must be taken concurrently with NURS 3800, NURS 3965 and NURS 3966
N 3700 Nursing Concepts & Interventions for the Care of Adults- Older Adults I	3	NURS 2002, NURS 2110, 2200, 2500, HEAL 1025, PSYC 2101; must be taken concurrent with NURS 3900 and NURS 3984
N 3800 Maternity Nursing and Women's Health	3	NURS 2002, NURS 2110, NURS 2200, NURS 2500, HEAL 1025, PSYC 2101; must be taken concurrently with NURS 3600, NURS 3965 and NURS 3966
N 3900 Family Centered Nursing of Children	3	NURS 2002, NURS 2110, NURS 2200, NURS 2500, HEAL 1025, PSYC 2101; must be taken concurrently with NURS 3700 and NURS 3984
N 3965 Community Centered Nursing Clinical	3	must be taken concurrently with NURS 3600, NURS 3800 and NURS 3966
N 3966 Family Centered Nursing Clinical	4	must be taken concurrently with NURS 3600, NURS 3800 and NURS 3965
N 3984 Nursing Care for Persons with Chronic Conditions-Clinical	4	must be taken concurrently with NURS 3700 and NURS 3900
N 4000 Quality and Safety in Nursing	3	NURS 4700, NURS 4964
N 4700 Nursing Concepts & Interventions for the Care of Adults- Older Adults II	3	NURS 3201, NURS 3600, NURS 3700, NURS 3800, NURS 3900, NURS 3965, NURS 3966 and NURS 3984; must be taken concurrently with NURS 4964
N 4800 Leadership in Professional Nursing Practice	3	NURS 3201, NURS 3600, NURS 3700, NURS 3800, NURS 3900, NURS 3965, NURS 3966 and NURS 3984
N 4964 Nursing Care for Persons with Acute Conditions-Clinical	4	must be taken concurrently with NURS 4700
N 4984 Transition into Professional Nursing Practice- Clinical	5	NURS 4700, NURS 4800, NURS 4964

GUIDELINES FOR INDEPENDENT STUDY NURS 4995

Registration for a NURS 4995 course is not an expectation for all students. It represents an option available for individualized independent study in nursing as part of the elective credits.

NURS 4995 COURSES

1. Courses numbered 4995 (Independent Study) may be taken twice. For this reason, students need a descriptive title which has the approval of the course instructor and assistant dean of undergraduate programs each time they register for this course.
2. It is not possible to register for 4995 courses via CheckMarq. The completed approval form must be taken by the student to the Office of the Registrar prior to the close of registration.
3. The 4995 course number can never be used to create a course which is offered to a number of students at the same time under usual classroom conditions, nor can it be used to substitute for courses already being offered by the College. The 4995 course is intended to be a tutorial experience in which a subject of interest to the student can be explored in depth.
4. While there is considerable freedom in designing and implementing 4995 courses, the following general guidelines may be helpful:
 - a. When advising students regarding 4995 courses, the role of the advisor is to help the student identify a general topic and suggest faculty members with appropriate expertise.
 - b. The student then approaches the selected faculty member with a proposal for the study topic.
 - c. Before registration, the student and faculty member mutually determine the specific topic, credit allocations, objectives, methodology, and means of evaluation.
 - d. The NURS 4995 form, with details specified in 4c, is submitted for approval to the assistant dean of undergraduate programs.
 - e. Credit allocation and faculty involvement are determined by the nature of the topic, the objectives, and the methodology.
 - f. Independent study courses are to be completed by Friday of final exam week.

CLINICAL/HEALTH REQUIREMENTS AND CRIMINAL BACKGROUND CHECKS

All pre-licensure students are required to complete and successfully pass a criminal background check and provide proof of health history, physical exam and immunization status by August 15th prior to entry into the program. Proof of CPR certification and Ten Panel Drug Screen is required by November 1st during the fall of sophomore year. The TB immunization and flu vaccine are to be updated annually. CPR certification is updated every two years. Students are responsible for the cost of these services. The approximate cost is \$90 for the first year and \$34 for the second year. No further charges will be incurred unless additional background checks or drug tests are required.

Students will not be permitted to progress in the program and/or continue in clinicals if the below health requirements are not current and on file at www.castlebranch.com. If clinical time is missed due to missing health requirements, students' progression may be affected.

The following items are required PRIOR TO STARTING THE NURSING PROGRAM:	
Background Check	Required by the Wisconsin Caregiver Background Check Law. The Office of the General Counsel and the Wisconsin State Board of Nursing will be contacted in all instances of criminal offenses identified to determine if students is eligible to remain in the program.
Health History and Physical Exam including a History of Communicable Disease	THE PHYSICAL MUST BE WITHIN TWELVE MONTHS PRIOR TO ENTRY INTO THE PROGRAM. A physician, nurse practitioner, or a physician assistant must provide signed documentation of the health history and physical exam. In addition, the provider must attest that the student is in satisfactory health to participate in Marquette University's College of Nursing Program, including engaging in clinical practice. Any ADA/restrictions must be listed. <i>Please see link for the Healthcare Practitioner Statement, which must be uploaded to www.castlebranch.com.</i>
*Tetanus-Diphtheria Booster	Within the <u>past 10 years</u> ; renewal every 10 years
*Chickenpox Varicella Vaccine	2 doses of Varicella vaccine, at least 4 weeks apart. OR Documentation of a positive Varicella blood titer.
*2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine	Dose 1 on or after the first birthday; Dose 2 must be at least one month after the 1 st dose. If immunization date is not available, a laboratory report of a blood test (titer) showing immunity to Rubella, Mumps and Rubella will be accepted. Vaccine/Titer not required for those born prior to 1957.
*Hepatitis B Virus Vaccine (HBV/HBSAB Series)	Immunization Series or Post Vaccination Antibody Screen: This is a series of 3 vaccinations and 1 post vaccination antibody screen. The vaccination series is voluntary but strongly recommended for all students entering a health career field. Students must provide 1 of the following: Documentation of serologic immunity (a quantitative, numeric Hepatitis B antibody level with interpretation/scale that indicates immunity). This testing must be dated at least one month after completion of the 3-dose vaccine series. OR documentation provider that the student is in the process of receiving the 3-dose Hepatitis B vaccination series, appropriately spaced per CDC guidelines. OR a signed Hepatitis B Vaccine Declination form.
*Seasonal Influenza Vaccine	Provide documentation of annual immunization. Documentation must indicate one of the following: <ul style="list-style-type: none"> • <input type="checkbox"/> that the vaccine was from a batch from the current flu season OR • <input type="checkbox"/> that the vaccine was administered within two months of the due date (11/1). If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. If valid exemption documentation is on file, student must sign annual declination form as self-report, <i>due by November 1st every year.</i>
*Tuberculosis (TB) Skin Test	Provide documentation of two Mantoux tuberculin skin tests ("two-step") administered one to three weeks apart within 90 days prior to entering the program. <ul style="list-style-type: none"> • <input type="checkbox"/> Students with a documented 0 mm induration Mantoux skin test within the past 12 months only need one additional skin test done with 90 days prior to entering the program. OR provide documentation of an Interferon Gamma Release Assay (IGRA) test within 90 days prior to starting the program. Students who receive a positive TB skin test result must provide documentation of a negative TB QuantiFERON skin test result. If the TB QuantiFERON test is positive, BOTH of the following are required: <ul style="list-style-type: none"> • <input type="checkbox"/> Negative chest x-ray report dated post positive QuantiFERON • <input type="checkbox"/> Annual Health Symptom Survey

Students who are positive for active TB disease must participate in an active treatment plan to be reviewed annually. They will not be eligible to participate in clinicals until their medical provider determines that they are not communicable.
 Renew the test annually with a one-step skin test or IGRA test. Renewal date will be set for one year for negative test results. No renewal is required for positive results.

***If the record is handwritten or is not a printed document from a healthcare facility, then it MUST be signed by an MD, NP, DO, or PA. Electronic signatures and stamps from healthcare facilities are accepted. State immunization registry reports are accepted.**

Items required PRIOR TO STARTING CLINICALS (sophomore year):	
CPR Certification	Provide a copy of your card. CPR certification must be maintained throughout the program. Only American Heart Association BLS Provider certification, which includes AED, will be accepted, and it must be renewed every 2 years. Certification at Marquette University is available.
Ten Panel Urine Drug Screen	Must be completed the semester prior to entering clinicals – by November 1 st of sophomore year. All nursing students will undergo a Ten Panel Urine Drug Screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case additional screens may be requested. If a student has a current positive drug screen result, they will not be able to participate in a clinical placement until further documentation is provided, processed and accepted. If there is a break in a student’s enrollment, the urine drug screen will need to be repeated. We can only accept test results from approved facilities. Please follow the instructions provided by castlebranch.com.
Student Health Update Statement	Verify that your health status has not changed since your last physical OR notify the school that your health status has changed and submit a new Healthcare Practitioner Statement.
Criminal Record Update Statement	Verify that your criminal record has not changed since your last criminal background check run by CastleBranch OR submit a signed and dated explanation of any new charges.

Items that need to be RENEWED:

- Seasonal Influenza Vaccine – annually between 9/1 and 11/1
- TB Skin Test – annually per expiration date
- CPR Certification – every two years per expiration date
- Student Health Update Statement – annually per expiration date
- Criminal Background Update Statement – annually per expiration date

NOTE:

The preceding documentation is required by the College of Nursing and is to be submitted to castlebranch.com. Any health information required by the University must be submitted separately to MU Student Health Services.

If students become injured at any time before or during a clinical semester, they must notify the Undergraduate Program Office and their clinical instructor immediately. Each student will be assessed individually to determine if they can continue in the required Nursing courses for that semester. Some conditions that may prevent students from participating in Nursing courses include but are not limited to head injuries that prevent students from thinking clearly, and hand or leg injuries that prevent students from washing their hands or walking without an assistive device or being full weight bearing.

GRADUATION REQUIREMENTS

AMOUNT AND QUALITY OF WORK

A candidate for a baccalaureate degree in Nursing is required to complete 128 credits, including all the requirements in the Marquette Core Curriculum and the College of Nursing curriculum. The candidate shall have earned grade points equal to at least 2.5 times the number of credit hours required and shall have at least a 2.500 cumulative grade point average. In addition, the college adheres to the University Graduation Policy and the University Commencement Policy.

MARQUETTE CORE CURRICULUM (MCC) AND NURSING MAJOR CURRICULUM REQUIREMENTS

The College of Nursing builds on the foundational educational experience provided by the Marquette Core Curriculum. The curriculum amplifies and deepens the knowledge, skills, and values imparted to students in three tiers of the core. The nursing major consists of 75 required credits from selected Nursing and Health courses. Nursing students also complete 30 MCC credits, 3 of which count toward the nursing major. In addition, students take 17 cognate requirement credits and 6 general elective credits.

Foundation Tier 15 credits

ENGL 1001, PHIL 1001, THEO 1001, CORE 1929, and HEAL 1025 (fulfills ESSV 1 and NURS major requirement)

Discovery Tier 12 credits

Humanities course, Natural Science and mathematics course, Social Sciences course, Discovery elective course

* All courses must be taken within the same discovery theme

Culminating Tier 3 credits

CORE 4929

Required Cognate Courses 17 credits

BISC 1015, BISC 1060, BISC 2070, PSYC 1001, PSYC 2101

General Electives 6 credits

Nursing Major Required Courses..... 75 credits

NURS 1001, 1002, 2002, 2100, 2200, 2110, 2500, 3201, 3600, 3700, 3800, 3900, 3965, 3966, 3984, 4000, 4700, 4800, 4964, 4984, and NURS/HEAL elective, and HEAL 1025, 2045, and 4901.

STUDENT UNIFORM AND EQUIPMENT REQUIREMENTS

Undergraduate pre-licensure students order their uniform during the fall semester of their freshman year. **Beginning in NURS 2001, uniforms must be worn during all labs and clinical courses on- and off- campus unless otherwise instructed by the course faculty (i.e., uniform requirements may vary in some clinical courses).** They are not, however, to be worn outside of clinical rotations (e.g. at other jobs). Please keep in mind that you are representing MUCN when you are in uniform.

Uniform Description:

All Students: Navy blue pants and navy shirt with MUCN emblem patch. White lab jacket, white leather or white athletic shoes with white or navy socks. A Marquette emblem is to be sewn on left shirtsleeve (all shirts) and lab jacket 1-1.5" below shoulder seam; name bar and picture ID required. The ID is provided by MU Card Services in the Union Station. Replacement cards may be purchased for a fee.

Items can be purchased from: www.cintas.com

**Cintas Corporation
6415 N 62nd St
Milwaukee, WI 53223**

Cintas Corporation will visit campus for students to try on uniforms for sizing prior to ordering.

Equipment Policy

All students are expected to have the following equipment: pen-light, blood pressure cuff, stethoscope (27-30" inches long) and a watch with a second hand. *Cell phones may not be used in clinical sites and are not acceptable as watches.*

Equipment items may be purchased from any medical supply company. Be sure to find out if the company will repair equipment, if necessary.

GUIDELINES FOR PROFESSIONAL APPEARANCE OF MARQUETTE UNIVERSITY NURSING STUDENTS

The purpose of wearing a uniform is for students to identify themselves as professional student health care providers to clients, other health care workers, and the public. While individual preferences exist, the personal appearance of students may have a significant impact on the safety and comfort of patients, clients, families, and other staff. For this reason, appropriate attire in all areas is the standard, considering all aspects of patient/client/ student safety and infection control practices. Students in practice settings that do not require uniforms are to project a professional and socially accepted image of a nurse. Ethnicity, national origin, and cultural traditions will be considered and reviewed when patient, client, or student safety is not at risk.

1. College of Nursing uniforms and guidelines must be followed at all times. Clean and intact clothes are required. Length must be reasonable and size sufficient to allow for movement, comfort, and professional appearance. Proper undergarments are to be worn and not exposed or visible through clothing. Pants must be at appropriate waist level.
2. ID badges issued by the healthcare organization and/or College of Nursing **MUST always be worn and must be in clear view.**
3. Students may be asked to leave the clinical site if not wearing the specified uniform with the required identification. Individual healthcare agencies may have more restrictive dress codes that must be followed.
4. Clean white shoes are required. They are to be plain, leather or leather types without stripes or logos. Clogs, crocs, and open toe shoes/ sandals are not acceptable.
5. Appropriate socks are white, undecorated, and worn inside the pant leg.
6. Hair must be clean and well-trimmed. Hair must be secured so it does not fall forward over the shoulders or into the face.
7. Facial hair must be cleaned and well-trimmed.
8. Sunglasses are not to be worn indoors. Eyewear that changes shade while exposed to sunlight is permitted, except where prohibited for safety reasons by department-specific guidelines.
9. Make-up should not be worn in excessive amounts and should be in keeping with the professional image.
10. For safety reasons, all facial and tongue piercings, necklaces, chains, bracelets, and decorative earrings are prohibited in clinical settings. Acceptable jewelry is limited to wedding rings and **small**, secure earrings.
11. Fingernails should be no longer than the tip of the finger. Polish should be of a neutral color and needs to be removed all together if it is chipped or wearing off. Artificial nails, enhancements or acrylic overlays of any length are prohibited.

12. Good body hygiene is important during contact with clients. Fragrances, perfumes and after-shave lotions are not to be worn in clinical settings.

** The list above identifies some but not all items or attire that are deemed appropriate. The College of Nursing and the healthcare agencies have the right to determine appropriateness for the professional work environment.

OTHER REQUIREMENTS

COMPUTER COMPETENCIES

It is imperative that nursing students be prepared to use computers in their practice. In the nursing major, you will find computer concepts and skills integrated in your courses. Computers are available to students at multiple sites on campus including the AMU, Raynor Memorial Libraries, and Cudahy Hall. Computer competency is required.

All nursing students are required to have a laptop computer by the beginning of their freshman year. Laptops are required. iPad's will not be supported by the online testing database. **Laptop computer system requirements:** Functioning Windows Internet Explorer and Windows Operating System.

Please note that the University does not provide troubleshooting services for Macs. For more information, please visit <http://www.marquette.edu/its/home/>

COSTS

Students enrolled in the nursing program must anticipate additional costs that are directly related to the nursing program. These include uniforms (see uniform policy), laboratory equipment and fees, textbooks, standardized tests (including course and Kaplan predictor exams and exit review course), criminal background check, CPR, health requirements, transportation, and any other equipment as necessary.

EXIT EXAMINATIONS & REVIEW COURSE

All seniors are required to successfully complete Kaplan test prep examinations, NCLEX predictor examinations, and a review course prior to graduation. These exams provide a profile of strengths and weaknesses relative to comprehensive knowledge of nursing for each student. These exams are necessary steps in further planning for preparing for the National Council Licensure Exam (NCLEX) also referred to as State Boards. In addition, each student is required to take an exit survey related to the nursing education experience.

NCLEX LICENSING EXAMINATION INFORMATION SESSIONS

In the spring of their senior year, nursing students receive information on the NCLEX licensing examination in NURS 4984. After graduation, all nurses need to pass the NCLEX exam in order to be licensed as professional nurses and to practice professional nursing. Attendance at these meetings is required so that students are informed of the proper procedures necessary to prepare for and register for licensing examinations. Any questions regarding the NCLEX exam can be directed to the office of the assistant dean of undergraduate programs.

TIME COMMITMENT

The nursing curriculum is challenging, labor intensive, and requires commitment and more time than most other courses of study. There are multiple courses each semester, including clinical courses which require a minimum of 3 hours of direct clinical experience per credit hour. This does not include time required for travel, or preparation/study prior to and after the clinical day. Clinical hours may be scheduled

days, evenings, nights, and weekends. Course requirements may include testing during non-scheduled class hours.

TRAVEL

Students in nursing are responsible for arranging their own transportation to and from hospitals and other agencies which provide clinical experience for the program.

ACADEMIC POLICIES & PROCEDURES

ATTENDANCE POLICY

The College of Nursing follows the [University Attendance Policy](#). Students should refer to course syllabi, as each course may have additional attendance requirements.

Laboratory/Clinical Courses

An instructor or college office may withdraw students from a nursing laboratory or clinical course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences) or WF (Withdrawn-Failing). Generally, any absence in an undergraduate lab or clinical course is considered excessive. It is serious when a student misses a class or examination, as the absence may have an adverse effect on the student's grade or place the student in academic jeopardy. Students have the responsibility of notifying the course instructor of any absence and negotiating make-up work if feasible.

Tardiness: Tardiness of greater than 30 minutes in a scheduled nursing laboratory or clinical experience to be counted as one absence at the discretion of the instructor.

Note: Regardless of attendance, students may fail a clinical at any time during the semester for either a pattern of unsafe nursing behavior or a particularly serious incident of unsafe nursing behavior. At the faculty's discretion a learning plan may be put in place based upon the student's performance. Once students are informed that s/he is failing a clinical course withdrawal from that course is no longer an option.

APPROVAL OF COURSES TAKEN ELSEWHERE

Except under special circumstances, students are not allowed to take courses at another institution during a semester they are enrolled at Marquette University. In such circumstances, the approval of the assistant dean of undergraduate programs must be obtained before the course begins.

Currently enrolled undergraduate students who wish to take courses at another US institution for transfer to Marquette may review established equivalencies at [Transfer Central-US Institutions](#). This review is unofficial. To obtain an official approval, students must submit an [External Transfer Course Request: Undergraduate form](#) before enrolling in the external course. The approval form must be submitted as directed. If prior approval is not obtained, there is no guarantee that credits earned will be accepted by Marquette University. Students must earn a grade of at least C in order for the course to be transferable. Only credit will transfer, not grades. Transcripts with the school seal must be sent directly from the school in which the course(s) are taken to the Office of the Registrar after successfully completing the course. Normally, such transcripts should be received before the student enrolls for the next semester at Marquette. If students take approved course work at another institution at any time during their

Marquette career, particularly in their final semester at Marquette, the final transcripts must be received by Marquette by the “last day to receive official transcripts”, as listed on the academic calendar in order to graduate.

If students fail to earn a grade of C or better in a required course at Marquette University, they will still receive credit for the course as long as the grade is at least a D or above; however, students must repeat the course to continue in the Nursing major. If students take the course at an outside institution (not permitted for any NURS or HEAL course), the official transcript must be sent to Marquette after the course is taken. The course will fulfill any applicable content requirements if the student earns a C or above, but the credits will not appear on the student’s Marquette transcript, nor will the grade be factored into their GPA.

REPEATING A COURSE

Undergraduate students who repeat a course may do so under certain conditions:

1. Courses in which a passing grade is earned may be repeated only once.
2. The repeated course is taken at Marquette.
3. The repeated course is identical to the original course in subject, catalog number, title, subtitle and credits.
4. The repeated course is graded with the same grading options as the original, e.g., students may not exercise the CR/NC option for a repeated course, unless it was originally taken with this option.
5. The course has not been used toward the degree requirements of a Marquette degree that is already posted to the student's record.
6. Courses in which a grade of ADW, AU, AUA, F, NC, W, WA, WF, UW, U, UNC or UY has been earned may be repeated until a passing grade is assigned; once the passing grade has been assigned, that course may be repeated only one more time, regardless of the grade earned.
7. A passing grade is determined as the minimum grade required by the university grading policy, in order to earn credit for a course, or considered satisfactory work. Passing grades at Marquette are: D or above, CR, S, SNC or SY (See Grading System in this bulletin).
8. As an exception to the regulation, these courses allow unlimited repeats: colloquiums, continuation placeholder, co-ops, independent study/research, internships, clinicals/field work experience, seminar/reading, studio/workshops, study abroad and variable title courses (e.g., topics).

Credit hours earned in a repeated course, other than #8 above, are only awarded once; however, all previous courses and grades remain on the student’s permanent academic record. The last grade earned is included in the cumulative GPA and the grade in the original course is excluded from the cumulative GPA calculation. The cumulative GPA is adjusted at the time the repeated course is graded. If students receive an ADW, AU, AUA, W, WA or UW in the repeated course, the earlier grade will remain in the cumulative GPA. If students repeat a course that was transferred to Marquette, only the

Marquette course/grade will be reflected in the total credits earned and the cumulative GPA.

At the time of registration, the repeat process in CheckMarq will allow the repeat of a course only once, unless the course is an unlimited repeat course (see #8 above). If students need to repeat a course, and that repeat is allowed under the policy, they must petition via the Request to Repeat a Course form located on the Marquette Central academic forms website. This petition will be granted only if the request is in adherence to all the repeat criteria listed above.

COURSE WITHDRAWAL PROCEDURES

Students who wish to withdraw from one or more classes, but still attend at least one other class during the term, must officially withdraw using the Undergraduate Single Course Withdrawal Form located on the [Marquette Central academic forms website](#). Students are not officially withdrawn from any class until the completed withdrawal form is submitted to the Undergraduate Program Office.

Failure to follow the procedures and timelines outlined in the Undergraduate Bulletin and to officially withdraw from classes will not relieve the student of responsibility to pay for any tuition/fees owed for such classes. It is the student's responsibility to determine, prior to the withdrawal from any class, if there will be financial aid and/or scholarship consequences to this withdrawal.

Students can only withdraw from a required or cognate course for academic reasons one time.

NOTE: Students who withdraw from a theory course that has a corresponding clinical course must also withdraw from that clinical course.

GRADE APPEALS

College of Nursing Undergraduate Program Policy

Undergraduate students may appeal any final course grade that the student believes to be in significant violation of clearly established written policies, a result of improper procedures or discriminatory. Before initiating a formal grade appeal, the student must consult with the instructor assigning the grade and present evidence why the student believes the grade to be in error. If this does not lead to resolution, the student may initiate, in writing, a formal grade appeal. To be considered, the Undergraduate Grade Appeal Form must be submitted **no later than ten calendar days after official grades are posted** in CheckMarq. However, it may be in the student's best interest to appeal sooner than this deadline if his/her academic progress is dependent on the outcome of the appeal. In addition, the student must consult with the college or school offering the course for which the grade is being appealed to determine if other requirements for the written appeal are in force.

The written appeal must be submitted to the College of Nursing's assistant dean of undergraduate programs. The written appeal must provide the reason(s) students

believes the recorded grade is incorrect. Students may present evidence of their performance and may also request that all other pertinent materials be supplied by the instructor. The assistant dean will collect and analyze the evidence in a timely manner. Evidence will be gathered through consultations with the instructor, students and any witnesses. These consultations may be in person, by phone or by electronic means. Hard copies of relevant documents may also be requested. The assistant dean will evaluate the appeal or choose to designate an ad hoc committee for this purpose. The assistant dean or ad hoc committee will consider the appeal and evidence and make one of the following decisions: the assigned grade should remain, the course instructor is asked to reconsider the grade in light of information collected and the reconsidered grade will stand, or a grade change is warranted. The decision will be communicated in writing via email (as the official method of communication) within thirty days to the student and the instructor with copies of the formal response placed in the student's file and forwarded to the dean and any indicated grade changes filed with the registrar.

Students have the right to appeal the decision of the assistant dean or ad hoc committee to the dean. This appeal must be submitted in writing **no later than three calendar days from the date of the formal response**. The dean will review the procedural evidence, which now includes all the evidence previously gathered, the appeal letters and the formal response from the assistant dean or ad hoc committee and will render the final decision on the grade appeal. The decision is communicated in writing via email within thirty days to students and the instructors with copies of the formal response placed in the student's file and any indicated grade changes filed with the registrar.

Marquette University College of Nursing - Undergraduate Grade Appeal Form
[please print or type all information]

Prior to initiating this formal grade appeal: It is understood that the student will have consulted with the instructor assigning the grade, presenting the student's rationale and evidence for a grade change. If this does not lead to resolution, the student may initiate a formal grade appeal by submitting the form below.

Timing, according to grade appeal policy: The appeal is to be submitted no later than ten calendar days after official grades are posted in CheckMarq. However, it is in the student's best interest to appeal as soon as possible after learning of the grade that will be appealed, since academic progress may be dependent on the outcome of the appeal.

Name of Student: _____ Name of Advisor: _____

Cell Phone # _____ Permanent Home Phone # _____

E-mail: _____

Level in Program (check one): Freshman Sophomore Junior Senior

Student ID# _____ Current cumulative GPA: _____

I am appealing a final course grade ____ (enter grade) that I received in _____ (enter course number) from _____ (enter faculty name).

Reason(s) for my grade appeal indicated by checking the appropriate box(es) below:

a significant violation of clearly established written policies (specify exact source, e.g., syllabus, student handbook, etc.) _____

a result of improper procedures (specify exactly) _____

discriminatory (specify exactly) _____

My rationale for this appeal is as follows: *(Please attach a written explanation.)*

On _____ (date), I consulted with the instructor who assigned the grade about the above.

I presented the following evidence about why I believe the grade is in error: *(Please explain.)*

I have decided to request a formal grade appeal.

Student's signature: _____ Date _____

Continue to complete if student decides to submit additional materials as indicated below:

I choose to submit additional evidence of my performance, noted here or attached. *(Please explain.)*

I have requested the following pertinent materials be submitted from: *(Please explain.)*

COLLEGE OF NURSING DEAN'S LIST

College of Nursing students are recognized by the dean as meeting Dean's List requirements for the term if they complete at least 12 graded credits and have a minimum term grade point average of 3.500.

Dean's List is awarded retrospectively after each Fall and Spring term.

COLLEGE OF NURSING COMMITTEES

Faculty of the College, and in some instances staff and students, participate in the governance of the College through active involvement in the College committees. These diverse committees attend to specific College goals and initiatives and are charged to make recommendations as appropriate to administrators and others. Students serve on the following committees:

UNDERGRADUATE PROGRAM AND CURRICULUM COMMITTEE

The Undergraduate Program Curriculum Committee exists for the following purposes:

- Develop, design, implement, and evaluate curricula congruent with the philosophy, objectives, themes, and long-range plan of Marquette University College of Nursing.
- Review, approve, and recommend to total faculty new courses for undergraduate program.
- Conduct ongoing, periodic review of the undergraduate curriculum.
- Recommend revisions or new directions for the program when indicated.
- Develop and review policies for the undergraduate program, including policies for student admission, progression, and appeal.
- Make recommendations to the assistant dean and associate dean of academic affairs regarding progression of students. This purpose is carried out by a subcommittee of three faculty members in closed session.

Student committee membership is coordinated by the dean's office. Students interested in membership on the committee should contact the administrative assistant to the dean, Irene Cvetich, irene.cvetich@mu.edu.

DIVERSITY AND INCLUSION COMMITTEE

Diversity and Inclusion Committee members actively promote a College atmosphere that acknowledges and addresses the unique gifts and challenges of all individuals. This committee is charged with developing and monitoring a comprehensive plan to attract, recruit, retain and foster the success of a diverse complement of students, faculty, and staff. The Diversity and Inclusion committee will serve as a liaison between the College and other University departments and committees. Students are elected by their peers and may alternate attendance at meetings.

NURSING ORGANIZATIONS

STUDENT NURSES ASSOCIATION

The Marquette University Student Nurses Association (MUSNA) is the College of Nursing representative body of the Associated Students of Marquette University (ASMU), the central student governmental body of the University, and the University Chapter of the Wisconsin Student Nurses Association, a constituent organization of the National Student Nurses Association.

MUSNA coordinates and promotes student activities within the College of Nursing and promotes professional, educational, and social activities for nursing students. Officers and representatives from each level within the College are elected annually as is a representative to ASMU. Students may be active at the local, state, or national levels. More information on the Student Nurses Association and Council and its activities may be obtained from class representatives or the faculty advisor to MUSNA. Contact the General College Office (288-3803) to locate representatives, officers, or the faculty advisor.

SIGMA THETA TAU INTERNATIONAL

The Honor Society of Nursing, Sigma Theta Tau International, has chapters throughout the United States and in other countries. The mission of the organization is to promote scholarship and leadership in nursing practice, education, and research. Delta Gamma-at-Large Chapter is a joint chapter between Marquette College of Nursing and Alverno College.

Membership is by invitation to baccalaureate and graduate nursing students, as well as nursing leaders in the community. Once a year, undergraduate and graduate students with advanced standing are invited to join and to attend an induction ceremony.

Delta Gamma Chapter meets formally throughout the year, with events and projects such as:

- April Induction Ceremony
- Awards dinner and program
- Annual research awards
- Programs presenting research funded by Delta Gamma Chapter
- Joint Chapter Programs with other local Schools of Nursing

MARQUETTE UNIVERSITY NURSING ALUMNI ASSOCIATION

The Marquette University Nursing Alumni Association is an affiliate of the Marquette University Alumni Association. In addition to sponsoring several events for nursing alumni, the Nursing Alumni Association maintains a liaison to the College of Nursing Administrative Team and Student Nurses Association for the purpose of joint sponsorship of activities between undergraduate students and nursing alumni.

Marquette Nurse is the official publication of the College, published biannually and circulated to 8,000+ alumni and to all colleges of nursing throughout the United States.

ACADEMIC ADVISING

The Marquette University College of Nursing views academic advising to be an important part of students' educational experience and success. The advising process is regarded as a shared responsibility between students and their academic advisor. Advisors give attention to matters relating to academic performance and are watchful for non-academic issues that could have an impact on student academic performance. Advisors in the College of Nursing strive to enhance each students' educational plans in ways that are consistent with their aspirations, interests, strengths, and values.

ADVISOR ASSIGNMENTS

All Marquette University College of Nursing students are assigned to an academic advisor. All undergraduate students are advised by a professional advisor. Undergraduate students are required to meet with their advisor at least once per semester. In addition, students participating in Project BEYOND- 2 are required to meet with their Mentor/Advisor specialist.

ACADEMIC ADVISING PHILOSOPHY AND GOALS

The College of Nursing adheres to the [Marquette University Academic Advising Philosophy and Goals](#). The primary purpose of advising is to enhance the academic performance of students. The result of this process should be graduates who are demonstrably committed to academic excellence and who assume responsibility for their own actions. Their growth toward this goal can be observed in their ability to make sound personal and academic choices. Undergraduate student expectations for advising can be found the [bulletin](#).

THE COLLEGE EXPERIENCE IS A STUDENT'S RESPONSIBILITY.

Academic advisors will assist students by providing information and resources, but a student is responsible for planning their individual program and for meeting academic requirements and deadlines, which can be found in the University Bulletin and in the College of Nursing Student Handbook.

ADVISER AND STUDENT EXPECTATIONS

Marquette University is committed to the shaping of students' intellectual and personal development. Academic advising contributes substantially to this mission. It assumes a good working relationship between advisers and students. At Marquette University we strive to provide advising within the following set of expectations:

Students may anticipate the following from advisers:

- Advisers recognize the goal of advising is the academic success and personal growth of the student.
- Advisers works to develop good rapport with the student and in doing so, also serves as a mentor.
- Advisers have knowledge of major course content, course sequencing, the Marquette Core Curriculum (MCC) and graduation requirements as provided in the bulletin.

- ☐ Advisers are available during their regular office hours, or by appointment and prepares for each scheduled session by reviewing their advisees' record before the meeting.
- ☐ In addition to showing common courtesy toward advisees, advisers listen carefully, provide encouragement and support and respect the advisees' ability to make decisions.
- ☐ Advisers help students develop strategies for academic success and understand the possible associated consequences.
- ☐ Advisers identify and address potential conflicts that might arise in students' schedules and develop a long-term schedule to avoid conflicts (e.g., prerequisites, infrequent offerings, etc.).
- ☐ Advisers inform advisees of opportunities and information, particularly related to majors and minors but also including internships, research, graduate and professional school opportunities.
- ☐ Advisers understand that academic performance can be influenced by factors unrelated to the classroom and is prepared to deal with these issues and make referrals as necessary.
- ☐ Advisers know where to direct students to additional resources when necessary.

Advisers may anticipate the following from students:

- ☐ Students accept full responsibility for their academic success and acknowledge that advisers are a major resource for achieving that success.
- ☐ Students understand bulletin information including graduation requirements.
- ☐ Students acknowledge that successful advising requires openness and honesty with advisers.
- ☐ Students work to develop a good rapport with their advisers.
- ☐ Students have a desired expectation for their Marquette experience and come to meetings prepared to discuss career goals, co-curricular interests, etc.
- ☐ Students prepare for advising sessions by developing semester schedules that meet certain long-term goals such as fulfilling the requirements of the MCC and college curriculum.
- ☐ Students should have knowledge of the classes they are interested in taking, as well as alternative options, and recognize that their plans may change.
- ☐ Students show common courtesy toward their advisers, including honoring all advising appointments once scheduled.
- ☐ Students seek appropriate help to solve problems that may adversely affect their academic performance and recognize that the academic advisers are the appropriate person with whom to start this process.
- ☐ Students ensure that all questions and concerns are adequately addressed.

Note: the above statement evolved from a collaborative effort that included members of the Marquette University Student Government and the Committee on Academic Procedures. The Klinger College of Arts and Sciences Pre-major Advising Manual is the source for much of the information contained herein. The policy was reviewed by Marquette University General Counsel, February 1, 2006; revised and approved by the

University Board of Undergraduate Studies, March 1, and approved by the Academic Senate, March 20, 2006.

STUDENT ADVISING RESPONSIBILITIES TIMELINE

<p>Before the Semester</p> <p>Prepare</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Check your Marquette email account regularly • <input type="checkbox"/> Identify textbooks and study aids for each class • <input type="checkbox"/> Discuss any concerns with your academic advisor • <input type="checkbox"/> Contact the Office of Disability Services for test or classroom accommodations
<p>First Week</p> <p>Attend</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Verify the semester start date, end date, and add/drop deadline • <input type="checkbox"/> Review each class syllabus • <input type="checkbox"/> Meet with professors to discuss any initial questions about your courses • <input type="checkbox"/> Review your graduation checklist- know the requirements!
<p>First Month</p> <p>Initiate</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Sign up for tutoring • <input type="checkbox"/> Keep track of financial aid and scholarship deadlines • <input type="checkbox"/> Look for holds on your CheckMarq account and address any that you have • <input type="checkbox"/> Check D2L regularly to keep track of your grades
<p>Halfway</p> <p>Achieve</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Check your midterm grades; meet with your advisor if you have a “C” or below in any class • <input type="checkbox"/> Connect with Student Educational Services for tutoring or other assistance • <input type="checkbox"/> Review your graduation checklist to prepare for registration • <input type="checkbox"/> Connect with your academic advisor to plan your next semester’s schedule
<p>Almost There!</p> <p>Persevere</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Identify your registration date, listed in CheckMarq • <input type="checkbox"/> Enroll in classes for the next semester • <input type="checkbox"/> Review the final exam schedule – exams may not occur in the same place, time and day as the class • <input type="checkbox"/> Keep up your studies. Don’t lose focus!
<p>End of the Semester</p> <p>Evaluate</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Prepare for final exams • <input type="checkbox"/> Check your final grades on CheckMarq • <input type="checkbox"/> If you earned a C- or below in any of your courses, connect with your academic advisor

ACADEMIC INTEGRITY

Refer to Marquette University's Academic Honesty Policy and Procedures at: <http://www.marquette.edu/provost/academic-integrity.php> for definitions and policies & procedures for academic dishonesty.

Academic integrity is the foundation of learning, research, and scholarship. To that end, it is imperative that all members of the university community adhere to a shared understanding of the standards outlined in this policy. All faculty, staff, and students are required to recognize, respect and uphold:

- The Statement on Academic Integrity
- The Honor Pledge
- The Honor Code
- Best Practices
- Academic Misconduct Policy

Statement on Academic Integrity

We, the scholars of Marquette University, recognize the importance of personal integrity in all aspects of life and work. We commit ourselves to truthfulness, honor, and responsibility by which we earn the respect of others. We support the development of good character in our academic community and commit to uphold the highest standards of academic integrity as an important aspect of personal integrity. Our commitment obliges us as students, faculty and staff to conduct ourselves according to the Marquette University Honor Code set forth below. We do this in pursuit of Marquette University's mission, which is the search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith, and the development of leadership expressed in service to others.

Students are asked to commit to academic integrity through the following honor pledge. Faculty may require students to sign the pledge in their courses or for any individual assignment.

Honor Pledge

I recognize the importance of personal integrity in all aspects of life and work. I commit myself to truthfulness, honor, and responsibility, by which I earn the respect of others. I support the development of good character and commit myself to uphold the highest standards of academic integrity as an important aspect of personal integrity. My commitment obliges me to conduct myself according to the Marquette University Honor Code.

Honor Code

The honor code obliges students:

1. To fully observe the rules governing exams and assignments regarding resource material, electronic aids, copying, collaborating with others, or engaging in any other behavior that subverts the purpose of the exam or assignment and the directions of the instructor.

2. To turn in work done specifically for the paper or assignment, and not to borrow work either from other students, or from assignments for other courses, unless approved by the faculty member.
3. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to academic work.
4. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
5. To complete individual assignments individually, and neither to accept nor give unauthorized help.
6. To accurately represent their academic achievements, which may include their grade point average, degree, honors, etc., in transcripts, in interviews, in professional organizations, on resumes and in the workplace.
7. To report any observed breaches of this honor code and academic honesty.

Academic integrity is a matter of great importance to the entire Marquette community and as such the honor code obliges others on campus as well.

The honor code obliges instructors:

1. To monitor and design exams and assignments so that honest students will not be disadvantaged by other students who might choose to cheat if given the opportunity.
2. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
3. To follow all published procedures regarding cases of academic misconduct.
4. To report any observed breaches of this honor code and academic honesty.

The honor code obliges researchers:

1. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to research.
2. To conduct research experiments according to professional standards of objectivity, conscientiousness, reliability and transparency.
3. To conduct all experiments according to professional ethical standards, and, when applicable, to submit all proposed investigations to the relevant oversight bodies.
4. To provide sufficient documentation of research methodology so that other researchers in the field may replicate work.
5. To observe all duties required by copyright, trademark, patent and/or other applicable laws or regulations.
6. To follow all published procedures regarding cases of personal and academic misconduct.
7. To report any observed breaches of this honor code and academic honesty.

The honor code obliges staff:

1. To interpret procedures and regulations in the spirit of furthering the highest standards of personal and academic integrity.

2. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
3. To follow through on reporting, punishment, and record-keeping on all incidents of personal and academic misconduct.
4. To follow all published procedures regarding case of personal and academic misconduct.
5. To report any observed breaches of this honor code and academic honesty.

Academic Integrity Best Practices

In addition to the honor code, members of the Marquette University community commit to the following set of best practices.

As students, we strive to come to class on time and to be prepared for the material at hand. This includes all readings and assignments. We strive to devote our full attention to the class proceedings and to be fully engaged in class discussions and activities. We recognize the importance of asking questions about material we don't understand, as it helps other students who may not have thought of the question but need to hear the answer, and it gives the instructor valuable feedback. We respect the views of classmates and instructors, and we avoid distracting the class and instructor with irrelevant conversations or behavior. We strive to prepare for exams in a timely manner, and to seek help from the instructor when necessary during the preparation. We start preparing papers, projects, and homework assignments early enough to have sufficient time to do the best we can.

As instructors, we strive to be prepared and current with respect to the content and conduct of our courses, and to plan the course and class sessions to achieve the course objectives effectively. We strive to answer questions honestly and completely, and to acknowledge when we do not have an answer. We strive to give all students equal opportunity to participate in class discussions and activities. We respect students' views on issues of judgment, and we clearly distinguish between our personal opinions and our professional expertise. We are available during office hours or at arranged times to work with students individually to help them to master course material. We strive to develop and update exams and assignments so that they are meaningful tests of understanding and progress toward achieving course objectives. Finally, we give due and careful consideration to students' answers and submissions when evaluating them and assigning grades.

As *researchers*, we strive to be honest, accurate, efficient, ethical, objective, and accountable in conducting and reporting our research efforts. Where applicable, we aim to publish in outlets accessible to other professionals in the field for the greatest possible dissemination of creative scholarly research.

As *staff*, we strive to serve all faculty and students within the confines of Marquette University's policy and procedure. We recognize the importance of serving all faculty and students fairly and on a timely basis while maintaining confidentiality. We respect teaching and learning, and support faculty and students in this endeavor every day.

Academic Integrity Tutorial

All undergraduate, graduate and health science professional students must successfully complete an Academic Integrity tutorial during their first term of enrollment or be subject to a registration hold for the following term.

ACADEMIC MISCONDUCT POLICY

Definitions of Academic Misconduct

Academic misconduct includes, but is not limited to, individual violations, helping another student with any form of academic misconduct, failing to report any form of academic misconduct, or intentionally interfering with the educational process in any manner. Faculty, staff or students who are aware of academic misconduct and fail to report it are considered complicit in these actions. The following sections provide representative examples of academic misconduct. If students are in doubt as to whether an action or behavior is subject to the academic misconduct policy, they should consult an appropriate member of the Academic Integrity Council, faculty or staff.

Cheating

1. Copying from others for an assignment and/or during an examination, test or quiz.
2. Obtaining, or attempting to obtain, an assignment, examination, test, quiz or answer key without authorization.
3. Using unauthorized electronic devices or materials for an assignment, during an examination, test or quiz.
4. Communicating answers or providing unauthorized assistance for an assignment, examination, test or quiz.
5. Using unauthorized answers or assistance for an assignment, examination, test or quiz.
6. Offering one's own work to another person or presenting another person's work as one's own.
7. Completing an assignment and/or taking an examination, test or quiz for another student, or having someone complete an assignment, take an examination, test or quiz for oneself.
8. Tampering with an assignment, examination, test or quiz after it has been graded, and then returning it for additional credit.
9. Outsourcing assignments, papers, examinations, tests, quizzes to fellow students or third parties.

Plagiarism

Plagiarism is intellectual theft by the unethical use of sources. It means use of another's creations or ideas without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing any part of a work and for any information that is not common knowledge. Plagiarism is further addressed in the Academic Integrity Tutorial.

Academic Fraud

1. Altering or forging documents including forms, letters, grade reports, medical reports, transcripts, and verifications.
2. Submitting substantial portions of the same work for credit in more than one course, or from previous institutions, without receiving permission from all instructors involved.
3. Using purchased answers, or selling answers to assignments, examinations, quizzes or papers.
4. Attending class for another, or having others attend class for oneself.
5. Falsifying the records of clients or patients.
6. Falsifying one's own clinical, co-op, field placement or internship records.
7. Misrepresenting oneself, degree(s), areas of study, coursework and/or grade point average.

Research Misconduct

The [University Research Misconduct Policy](#) applies to faculty, staff, students, and others who are employed by or affiliated with Marquette University. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

Procedures for Incidents of Academic Misconduct

When a faculty member or other member of the Marquette community has reason to suspect or receives notification of students' alleged academic misconduct, he or she must complete the Academic Misconduct Report form and submit it to the Academic Integrity Council Director within five business days of obtaining information about an alleged violation. The reporter must include a summary and attach evidence, if any, of the alleged misconduct.

The Academic Integrity Council Director will notify the student and select an Investigating Officer to review the materials, interview the student and the reporter of the alleged misconduct. Within six business days of receiving the Academic Misconduct Report form, the Investigating Officer will determine if the case warrants further action or is to be dismissed and inform the Academic Integrity Council Director of same. Once the Investigating Officer informs the Academic Integrity Council Director of the decision, the Academic Integrity Council Director or designee will review the Investigating Officer's summary and notify the student within two business days of the disposition. For cases moving forward, the Academic Integrity Council Director will determine whether the case is eligible for expedited review or must be referred for a full hearing.

Students who withdraw from a class or the University and is later found to have violated the Academic Integrity Policy the withdrawal may be changed to an administrative or failing grade.

Expedited Procedure

If the student has no record of academic misconduct at Marquette University and the alleged misconduct is relatively minor and does not involve graduate students, or Health Science Professional courses, the Academic Integrity Council Director may offer the student an expedited review specifying the maximum penalty that could be assigned. The student has two business days to respond to the Academic Integrity Council Director. If the student accepts responsibility and the penalty, the Academic Integrity Council Director will send a final letter to the student summarizing the finding and the penalty. At the same time, the Academic Integrity Council Director, will send a letter specifying the penalty to the student's college/school office, and the faculty member in whose class the misconduct occurred.

If the student does not accept the expedited review option, the case will move to a full hearing.

In all cases, a copy of the file relating to the alleged misconduct including all correspondence will be forwarded to the Office of the Registrar to be held in the student's permanent confidential file.

Full Hearing

A Hearing Board will be convened by the Academic Integrity Council Director for cases that are ineligible for expedited review, all cases in which students request a hearing or cases the Academic Integrity Council Director deems appropriate. The Board will generally consist of two faculty, two students and the dean's office designee from the student's college/school. A faculty member will normally be assigned the role of board facilitator.

- On being formed, the Hearing Board will review all documents and material related to the alleged misconduct
- A hearing will normally occur within ten business days of the Board's formation. The hearing may be delayed by up to 30 business days if the Board cannot be convened.
- The Board will determine whether there are witnesses it wishes to call in addition to the student under investigation. The student under investigation may also request additional evidentiary witnesses and provide additional information for consideration to the board facilitator at least two business days prior to the hearing.
- The student may bring an individual for support. This person is not allowed to contribute to the proceedings. If the support person is an attorney, a representative from the Office of the General Counsel at Marquette must also be present. In these cases, the hearing may need to be rescheduled to allow a member of the Office of the General Counsel to attend.
- Prior to deliberation, the Board will excuse all non-Board members from the meeting.
- Within three business days of the hearing, the Academic Integrity Council Director will send a letter to the office of the dean in the student's home

College/School. The dean's office has three business days to review the finding and inform the Academic Integrity Council Director of any changes to the recommended penalty.

- At the same time, a copy of the file relating to the alleged misconduct including all correspondence will be forwarded to the Office of the Registrar to be held in the student's permanent confidential file, and if applicable, the maximum grade penalty allowed will be forwarded to the faculty member in whose class the misconduct occurred.
- Within six business days of the hearing, the Academic Integrity Council Director will inform the student summarizing the finding and the outcome (i.e., any penalty).

Student Appeals

Students have the right to appeal the hearing board's determination if they believe the determination was unfounded, biased or capricious or there is new information available that was not available at the time of hearing which affects the disciplinary decision. In this case the student should submit a formal written appeal stating the grounds for appeal and relevant documentation to the Academic Integrity Council Director **within five calendar days** of the notification of the decision. Upon receipt of the appeal the Academic Integrity Council Director will convene a review of the student's actions by the Academic Integrity Council Executive Committee. The committee reviews the details of the student's actions and may ask to speak to the student, the instructor, the chair of the department offering the course, associate deans and others. The Academic Integrity Executive Committee will review the appeal and, make a determination within five business days of receipt of the appeal. The Academic Integrity Council Director will provide a written statement to all parties concerned. The decision of the Academic Integrity Executive Committee is final. A copy of the decision will be placed in the student academic file located in the Office of the Registrar. The disciplinary response and procedure for incidents of academic dishonesty that do not lead to suspension or expulsion concludes at this step.

For actions involving campus-wide sanctions, such as suspension or expulsion, the student has the right of appeal to the Office of the Provost. A formal written appeal stating the grounds for appeal and available documentation is to be submitted to the Office of the Provost within five business days of the notification of the hearing board's decision. The provost or designee will conduct a review of the appeal materials, may seek additional information, and may consult with the student, faculty, chair(s), associate dean(s), deans and others. The final decision to uphold or modify the action of the hearing board will be provided to the student and to the dean and associate dean of the student's assigned college within fifteen business days of receipt of the appeal. A copy of the provost's decision will be placed in the student academic file located in the Office of the Registrar. The decision of the provost is final.

Maintenance of Disciplinary Records

Records relating to academic misconduct will be maintained by the Office of the Registrar in perpetuity. The university will not release students' disciplinary records to any person and/or entity unless authorized to do so by the student in question or when allowed by law.

Professional Ethics and Standards

These procedures do not supersede or take the place of procedures established for students who violate professional standards applicable to a particular program, college or school. Separate procedures and/or outcomes may be invoked when students are found in violation of professional standards or codes of ethics related to special programs, licensure or certification as determined by the program's external or internal professional requirements. It is the student's responsibility to know and follow these standards/codes of ethics, which are part of the student's academic program. These special expectations and procedures, including the appeals process, will be provided to the student upon enrollment in the program and are available in published form in the administrative offices overseeing these programs.

PLAGIARISM

The Marquette University College of Nursing will not tolerate any form of academic dishonesty. One prevalent type of academic dishonesty is plagiarism. Please see below for the definition of plagiarism.

What Is Plagiarism?

If you submit someone else's work as your own, you commit plagiarism.

To attempt to earn credit for someone else's work is a fraudulent act, whether the original work is published or unpublished. Misleading your instructor and other readers about the source of your work constitutes plagiarism even if you have permission of the original author to do so, whether explicit permission (e.g., friends conspire to submit the same paper for credit) or implicit permission (e.g., a student downloads a paper from a Web site or copies a paper from an organization's files.)

Type 1 Plagiarism: Not Using Quotation Marks

- When you use someone else's words, always put them in quotation marks and cite the source within the body of the text as well as on your "Works Cited" page.
- When you use quotation marks, you must use the exact words of the author.
- Use quotations only when it is absolutely essential for the reader to know exactly what that particular person said word for word.
- Numerical information must be attributed to its source, but you need not put quotation marks around numbers.

Type 2 Plagiarism: Paraphrasing Is Too Similar to Source

- It is plagiarism to use someone else's sequence of sentences and just change a few words or their position in each sentence.
- If you find yourself with the source of information in one hand while you are writing your report in the other hand, then there is a good chance you are plagiarizing. Consult a handbook for tips and guidelines for appropriate paraphrasing.

Type 3 Plagiarism: Not Citing the Source of Information

- Your sources deserve credit for ideas as well as exact language. Use attributive tags as well as internal citation conventions.
- All information/ideas that you obtain from someone else that are not common knowledge must be cited both internally and, on the "Works Cited" page, whether you are paraphrasing or quoting.
- If you have doubts about whether an idea or fact is common knowledge, or if you think your readers might mistakenly consider an idea to have originated with you when it did not, cite your source. If you need guidance, consult your instructor.

Source: <http://www.marquette.edu/wac/neutral/WhatIsPlagiarism.shtml>

ACADEMIC CENSURE

The College of Nursing adheres to the [University Academic Censure Policy](#).

Marquette defines academic censure in one of three categories: **Academic Probation** (two types): College Probation and Reinstated on Probation; **Academic Dismissal** (two types): Required to Withdraw for Academic Reasons and Required to Withdraw for Academic Misconduct; and the **College Academic Alert**. All censure statuses are maintained permanently on the student's academic record; however, only three appear permanently on Marquette University's official transcript as follows:

1. Reinstated on Probation
2. Required to Withdraw for Academic Reasons
3. Required to Withdraw for Academic Misconduct

While not an academic censure issue per se, the financial aid regulation requiring the university to evaluate the qualitative (GPA) satisfactory academic progress of each student is also discussed in this policy, as by federal regulations, it must be aligned with the University academic dismissal policy. The satisfactory academic progress notation will be maintained permanently on the student's record; however, will not appear on Marquette's official transcript. In addition, satisfactory academic progress does not impact or reverse the academic censure notations described above.

Undergraduate students in the College of Nursing may be placed on academic probation for the following:

- A single term or cumulative grade point average below 2.500
- One withdrawal due to failing from CORE 1929, PHIL 1001, THEO 1001, any required nursing, HEAL or cognate course.
- One grade of F or failure to meet the minimum course grade requirement in any course during a single term.
- Failure to enroll in courses per established plan of study consistent with primary major, including major cognates.

COLLEGE ACADEMIC ALERT (CAA)

Students admitted to the College of Nursing are expected to meet college academic standards and maintain good academic standing. Academic performance is monitored carefully by the Undergraduate Academic Advisors. Students either not maintaining steady progress or not demonstrating adequate achievement will be dismissed from the College of Nursing with a College Academic Alert (CAA).

The bases for committee review are:

- grade point average (GPA) deficiency
- inadequate progress (includes but is not limited to earning less than the required grades and/or withdrawing for academic reasons in two required courses)
- grades of C-, D+, D, F, I, W, WA, WF, UW or ADW
- the violation of special conditions

REINSTATEMENT TO THE COLLEGE OF NURSING

Special conditions may be prescribed in writing at the time of the student's admission, readmission or transfer into the college. Conditions may also be prescribed in writing in the case of students whose course performance or failure to follow academic advice warrants such action. All students to whom conditions have been specified will be subject to committee review and possible CAA restriction should they fail to fulfill the specified terms. It is possible that students be barred from registration for academic reasons even though the student's cumulative GPA exceeds the College of Nursing's minimum of 2.500. Students concerned about their academic progress should consult the college office.

Students placed on College Academic Alert status will be notified by letter or email of the committee's decision and of the appeal process. If an appeal is denied, the student may request to enroll in another college via the process outlined in the [University Academic Censure Policy](#), and if accepted, the CAA hold will be removed after admission into the new college.

Unless the CAA is removed via the individual colleges' appeal process, the student may not register for courses at Marquette and may be dropped from any classes for future terms in which they are registered.

ACADEMIC DISMISSAL – REQUIRED TO WITHDRAW FOR ACADEMIC REASONS (RWAR)

The Office of the Registrar (OTR) and the Office of Student Financial Aid (OSFA) will monitor cumulative GPAs at the end of each term (fall, spring and summer).

Students who do not meet the GPA requirements listed below will be academically dismissed by the college (coded as RWAR by OTR) and the student's record will also reflect his/her failure to maintain satisfactory academic progress (coded as SAP by OSFA):

1. Students having attempted 24 or fewer credit hours must maintain a cumulative GPA of 1.500 or higher.
2. Students having attempted more than 24 credit hours must maintain a cumulative GPA of 2.000 or higher.

In addition:

1. Those students who have been granted an official Medical Withdrawal by the University will not be subject to RWAR for the term in which the Medical Withdrawal is approved. They will, however, be subject to SAP for that term.
2. Those students who withdraw from their first term at Marquette will not be subject to RWAR in that term. They will, however, be subject to SAP for that term.
3. Those students who choose the audit (AU) option in all classes will not be subject to RWAR or SAP for that term. However, should these students withdraw and/or receive a grade of AUA in that same term, they will be subject to RWAR and SAP.
4. Those students enrolled in audit-only programs will not be subject to RWAR or SAP. However, should these students withdraw from the audit-only program or classes and/or receive a grade of AUA in that same term, they will be subject to RWAR and SAP for that term.

5. The college office will communicate RWAR and OSFA will communicate SAP via Marquette email. As per the University email policy, it is the student's responsibility to monitor his/her Marquette email at all times.
6. Students coded with RWAR will be dropped from any classes in which he/she is subsequently registered.

RWAR/SAP APPEAL PROCESS

The RWAR/SAP is appealed on one form, as per the instructions contained in the RWAR/SAP email(s) received at the end of the term. This form is used whether the student wishes to appeal to his/her original college or to other colleges.

The Academic Censure/Satisfactory Academic Progress Appeal form is posted on the [Marquette Central academic forms website](#) and includes all of the required information the student must submit in order to have his/her appeal reviewed. The college dean or dean's designee has the final decision on all RWAR/SAP appeals.

If the appeal is approved:

1. The student will be 'Reinstated on Probation' and the college will design an academic plan for the student, outlining how the student will regain his/her satisfactory academic and degree progress standing, and the student will become financial aid eligible.
2. The plan must be measurable and ensure that the student is able to meet Marquette's SAP standards by a specific point in time. Plans should include courses to be taken, expected grades and a time frame to complete the outlined objectives.
3. The plan will be monitored and evaluated at the end of each term.
4. Should the student be on a multiple term plan and the student is satisfying that plan at the end of each term, the student will not be subject to RWAR or SAP, regardless of the GPA of the student.
5. Should the student not fulfill all of his/her academic obligations as outlined in the plan, the student will again be coded as RWAR and SAP and subject to all provisions of this policy.

Refer to the [Complete Financial Aid Satisfactory Academic Progress Policy](#) on the OSFA website for additional information on SAP.

ACADEMIC DISMISSAL – ACADEMIC MISCONDUCT

Dismissal for academic misconduct (RWAM) is determined per the Academic Honesty policy found in the Undergraduate bulletin. Once this determination has been made, the student will be dismissed from the university. This action results in ineligibility to register at Marquette. Reinstatement criteria for the student who is dismissed, if applicable, will be outlined in the dismissal notice. If the student is allowed to return to the university, a permanent notation of 'Reinstated to the University' will appear on the student's academic record and Marquette's official transcript.

MARQUETTE UNIVERSITY COLLEGE OF NURSING TECHNICAL STANDARDS

Marquette University College of Nursing curriculum, which provides education and training, leading to the eligibility for licensure as a registered nurse, advanced practice nurse, or nursing leader, requires students to engage in experiences important to acquiring and practicing essential nursing skills and functions. Students must meet at least the minimum level of knowledge and skill required to meet the standards of nursing student practice. Acquisition of these skills and functions is essential to successfully completing the requirements of Marquette's College of Nursing degree programs (BSN, MSN, DNP, or PhD) and post-graduate certificates. Marquette University College of Nursing is committed to accommodating the needs of students with documented disabilities and will do so to the extent possible without compromising the essential components of the curriculum or patient safety. The student must possess the intellectual, physical, and emotional capacities essential to attaining the competencies required to function as a nurse. Questions or concerns regarding these technical standards should be directed to the assistant dean of the program in which the student is enrolled or seeks to apply.

The technical standards include, but are not limited to the following abilities:

1. Communication

Students must be able to:

- communicate effectively, to provide an adequate exchange of information with patients, family members, and other health professionals.
- read and write English effectively in order to fulfill academic requirements, and to maintain accurate clinical records on patient care.
- express his or her ideas and concerns clearly and demonstrate a willingness and ability to give and receive feedback.

2. Mental/Cognitive Capacities

Students must be able to:

- measure, calculate, reason, prioritize, analyze, integrate, and synthesize information.
- sustain attention and memory to maintain patient safety.
- comprehend written materials, evaluate and apply information, engage in critical thinking in the classroom (online or in person), lab, and clinical setting within the time constraints unique to each setting.
- demonstrate acquisition and application of knowledge through clinical practice, coursework, discussions, and examinations.
- possess the physical and emotional health required to deliver nursing care and make sound judgments in an appropriate and prompt manner.
- function effectively under physically taxing workloads, and in times of physical and mental stress.

- display compassion, sensitivity, and concern for others, and maintain professional integrity at all times.

3. Professional Conduct:

Students must be able to:

- possess the ability to reason morally and practice nursing in an ethical manner.
- be willing to learn and abide by the Code of Ethics for Nursing and professional standards of practice.
- engage in patient care delivery in a variety of settings and be able to deliver care to all patient populations.
- demonstrate professional behavior when confronted with unexpected events in the classroom, outside the classroom, and in the clinical setting.
- demonstrate respectful verbal and non-verbal communication and non-threatening body language at all times.
- meet Marquette University College of Nursing's attendance requirements.
- satisfy all requirements set forth by health care agencies' affiliation agreements.

4. Physical Capacities:

Students must be able to:

- execute movements required to provide general care and treatment to patients in all health care settings.
- recognize personal limitations and notify and work with the Office of Disability Services and the College of Nursing to identify and develop appropriate adaptations to provide safe and competent patient care.
- fulfill requirements of clinical rotations, including but not limited to taking a medical history, performing a physical examination, administering medication, and performing standard medical procedures.

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations. Use of the scientific method in the development of patient care plans. Evaluation of the effectiveness of nursing interventions.
Professional relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establish rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution with fellow students, instructors, members of healthcare team and patients and families. Able to hold peers accountable for safe practice.
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, workspaces and treatment areas. Administration of rescue procedures- such as cardiopulmonary resuscitation.
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment. Therapeutic positioning of patients.
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to recognize monitoring device alarms and other emergency signals. Ability to discern auscultatory sounds and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary for patient care	Ability to observe patient's condition and responses to treatments.
Tactile sense	Tactile ability sufficient for physical assessment	Ability to palpitate and percuss in physical examinations and various therapeutic interventions.

References

Southern Regional Education Board. (2004). Americans with Disabilities Act: Implications for Nursing Education. Retrieved March 10, 2018 from <https://www.sreb.org/publication/americans-disabilities-act>

US Department of Education, Office of Civil Rights. (September 2007). Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities. Retrieved March 11, 2018 from <http://www2.ed.gov/about/offices/list/ocr/504faq.html>

US Department of Justice. (January 1990). Americans with Disabilities Act of 1990. Retrieved on March 11, 2018 from <https://www.eeoc.gov/eeoc/history/35th/1990s/ada.html>

INCLEMENT WEATHER CLOSING POLICY

In the event of inclement weather, radio stations will announce whether Marquette University will close. When severe winter weather affects the Milwaukee area, members of the University community are reminded to listen to a Milwaukee area radio station for information about the possible closing of Marquette University. A decision on whether to close Marquette is based on early morning conditions and weather forecasts. Stations which generally announce closings include **WTMJ** and **WISN**. If the University closes completely, students **should not** report to classes or clinicals. If you have any questions, you should contact your clinical instructor first. When clinical days are cancelled due to inclement weather an alternative clinical experience will be arranged.

When it becomes necessary to close the University after classes and clinicals have already begun, faculty will be notified to inform students accordingly.

The University switchboard is frequently swamped with calls during inclement weather. Faculty, staff and students are asked not to call the switchboard about class or office closings. It is important that University telephone lines be kept open for emergency calls.

MARQUETTE UNIVERSITY
COLLEGE OF NURSING
MEMORANDUM OF UNDERSTANDING

I understand that as an undergraduate student enrolled in undergraduate courses, I am responsible for being familiar with policies and procedures published in the current *Marquette University Undergraduate Bulletin*, *College of Nursing Undergraduate Student Handbook*, and the *College of Nursing Technical Standards*. This includes but is not limited to the Course Progression Policy, the Academic Honesty Policy, and the background check and clinical health requirements.

Print Name

Signature

Date

