School of Nursing

MSN STUDENT HANDBOOK

These policies supersede all previous policies.
Courses and Practicum Hours Apply to Students Enrolled
in the MSN Degree Program or Certificate Tracks.

*Please note: All revisions effective 7/4/2022 have been highlighted in pink for easy identification.

The School of Nursing MSN Student Handbook
Supersedes Any SGCS Policies.

FROM WHERE YOU ARE TO WHERE YOU WILL **BE**

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OLIVET NAZARENE UNIVERSITY
SCHOOL OF NURSING
Handbook Agreement

I, the undersigned, agree to the use of my course work and/or test scores, during my academic tenure at Olivet Nazarene University, for the purpose of evaluation and research, knowing the information will be presented as aggregated data. I understand my work/scores will not be able to be identified as mine in any published results, designed to enhance the overall quality of this and other nursing programs. As a graduate student, I understand the importance of participating in research designed to improve our MSN Program.

In addition, I have reviewed *Olivet Nazarene University MSN Nursing Student Handbook,* which is available on the Benner Library website. I accept responsibility for knowledge of the handbook contents and agree to abide by the standards and academic policies found herein. I accept responsibility for knowledge of the handbook contents of all new versions that might be distributed throughout my program.

I understand that it is advised that I complete the Olivet Online Orientation training prior to the start of my first course.

I understand I am responsible for monitoring and using my ONU email and keeping my contact information up-to-date with Olivet, as this is how the Nursing Faculty and Administration will communicate with me.

I understand the requirements for my declared track and its practicum are my responsibility, and to comply with the requirements outlined in my track's Student Practicum Requirements Course and Practicum Guidelines Packet.

Print Name: _____

Signature: _____

Date: _____ (month/day/year)

History of the Nursing Program

As early as 1959, the possibility of initiating a baccalaureate nursing program was considered by Olivet Nazarene (then) College administrative members who did not find it feasible to initiate a program at that time. However, recognition of the need for nurses and the discontinuance of St. Mary's hospital diploma program in Kankakee prompted reconsideration early in 1966. At the May 1966 meeting of the Olivet Board of Trustees, approval was given for the development of a baccalaureate degree program in nursing.

Assistance in planning the program was given by the Department Chair at Northern Illinois University and a nurse coordinator of the Illinois Department of Registration and Education. By September of 1966, the first chair, Faye Riley was employed to develop and lead the newly organized Department of Nursing. The first students to enroll in the nursing program started in the fall of 1967. The Dedication program on October 1968 indicates there were 34 students continuing in the course.

Classes met in various buildings of the campus. The first Department of Nursing office was located in Reed Hall of Science. Also, the lecture hall of Reed was used for classes requiring demonstrations. Rooms of Wellman Hall as well as in a college-owned building on Marseilles Street were used for teaching other classes. Later, the office of the Department of Nursing was located in Burke Hall. A generous gift from Mr. and Mrs. Gerett M. Wisner and a federal grant made it possible to construct a free-standing building dedicated for the nursing program.

Groundbreaking for the Wisner Hall for Nursing Education was in February 1970 and was first used in 1971. Wisner Hall provided four classrooms, a student lounge, a resource center with 24 carrels (each equipped with tape and viewing machines), the Evelyn Witthoff - Geraldine Chappell auditorium (respectively named for a Physician – RN missionary team to India) capable of seating 150 students, office space for 20 faculty members, and a faculty lounge. Originally the Audio-Visual Department of the college occupied a large area in Wisner Hall. That space was made available to the nursing department when the audio-visual equipment was moved to Benner Library in 1976. Other departments and offices have shared the building space through the years as well.

The building remains a beautiful testament to the faithfulness and generosity of the Wisners. Wisner has been updated with a Virtual Hospital, high fidelity simulation manikins, and 50 computer stations for study, standardized testing, and interactive learning.

The Department of Nursing was designated a Division of Nursing in the spring of 1977 by the college administration. The Division of Nursing received full approval from the National League for Nursing in 1979 with the most recent approval in 1993. The nursing program made application to the Commission for Collegiate Nursing Education (CCNE) and received preliminary approval in 1997, and full approval in 2001. In 1990, the Division of Nursing established a non-traditional track of the program of nursing for registered nurses with an associate degree or a three-year diploma desiring the Bachelor of Science Degree in Nursing (RN-BSN). The first class began in January 1991.

Kappa Sigma Chapter, Sigma Theta Tau, International Nursing Honor Society was established here on May 12, 1984 through the hard work and dedication of the first Chapter President, Sue Davison, and the Executive Board Members, VP-Margaret Frogge, Treasurer-Marvina Eckert, Secretary-Brenda Johnson, and Faculty Advisors-Leann Eaton and Amy Golyshko. The Nursing Students in Action joined the National Student Nurses Association in 2008.

In October 2000, a Master's in Nursing Program was established to prepare nurses for the advanced practice role; the first cohort of MSN students graduated in May 2003. In May 2005, the MSN program's Continuous Improvement Progress Report was approved. In November 2006, the MSN program was reviewed for accreditation by CCNE and accreditation awarded by AACN. In 2007 an expanded MSN offering was launched to include tracks in Nursing Leader/Manager, Nursing Education, and Emergency Preparedness-Disaster Response. Due to low enrollment in the Emergency Preparedness-Disaster Response Track, it was dissolved and made way for a new track. In June 2011, the Family Nurse Practitioner, and May 2013 the Post-Graduate APRN Certificate tracks were launched. Olivet Nazarene University's nursing programs are fully accredited by the Commission on Collegiate Nursing Education.

With the 2006 restructuring of the University, the Division of Nursing became the Department of Nursing within the School of Professional Studies. However, a new restructuring was announced in May of 2014, and the Department of Nursing became the School of Nursing and Health Sciences, effective July 2014. In July 2015, with a new restructuring the School of Nursing and Health Sciences became a Department of Nursing in the School of Life and Health Sciences.

In October, 2012 an accelerated BSN track was created. Coursework is online with on-ground lab and clinical. The first cohort finished in February 2014. The ABSN track is located in Oakbrook. This site provides multiple classrooms, two computer labs, and a fully equipped Virtual Learning Center.

In Summer of 2016, a combined BSN-MSN track was created (RN-MSN/FNP). The first cohort started in January 2017. The didactic program is online with practicum hours for each track.

In April 2020, the Post-Master's Nursing Education Certificate track (PMC-E) was approved and will begin in January, 2021. On July 1, 2020, the Department of Nursing was designated as the School of Nursing under the direction of Associate Dean, Tiffany Greer, as a part of the College of Professional Studies. In October 2020, the Post-Master's Transformational Leadership (PMC-TL) Certificate track was approved and begins January, 2021.

    I.   Background for Practice from Sciences and Humanities
    II.   Organizational and Systems Leadership
    III.   Quality Improvement and Safety
    IV.   Translating and Integrating Scholarship into Practice
    V.   Informatics and Healthcare Technologies
    VI.   Health Policy and Advocacy
    VII.   Interprofessional Collaboration for Improving Patient and Population Health Outcomes
    VIII.   Clinical Prevention and Population Health for Improving Health
    IX.   Master's Level Nursing Practice

NURSING PROGRAM FOUNDATION

Mission

The mission of the School of Nursing is to provide Christian nursing education designed to prepare each graduate for a life of service to God and/or humanity. In this endeavor, students integrate faith and learning as they investigate concepts inherent in personal, professional, and spiritual growth through life-long learning and leadership.

Philosophy

The philosophy of the Olivet Nazarene University School of Nursing encompasses spiritual, personal, and professional concepts that include the roles of leader, change agent, life-long learning, and service guided by ethical and moral standards.

Program Goals

The MSN/FNP Program and Certificate Tracks have formulated specific goals on which the program outcomes are based. These goals are the following:
1. Transform students personally, professionally, and spiritually to serve God and humanity in their sphere of influence.
2. Provide online education utilizing interprofessional competencies, evidence-based research, and biblical principles within the curriculum.
3. Foster a stimulating atmosphere that promotes intellectual curiosity to further develop their critical thinking through the exploration of cultural, ethical, moral, professional, and spiritual concepts.
4. Develop and strengthen students' professional knowledge, skills, and leadership abilities within specialization of advanced practice nursing.

Program Outcomes

Graduates are prepared to continue in the profession of nursing as contributing members of the discipline, to promote, maintain, and restore the health of clients in a variety of settings.

The MSN nursing program and Post-Graduate certificate track prepares graduates to:

I. Serve God and humanity by treating others with dignity in advanced nursing roles exemplifying the characteristics of professionalism. (MSN Essentials: I-IX)
II. Integrate ethical, moral, and spiritual concepts into the development of advanced skills and knowledge while preparing for servant leadership. (MSN Essentials: I-IX)
III. Develop intellectual curiosity in advanced nursing concepts by engaging in life-long learning for personal and professional growth. (MSN Essentials: I-IX)
IV. Synthesize advanced nursing knowledge and leadership skills to promote quality outcomes and sustainable systems. (MSN Essentials: I-IX)
V. Create interprofessional relationships to improve population outcomes. (MSN Essentials: I, II, VII, IX)
VI. Communicate effectively through verbal, written, and interpersonal skills, using current and innovative technologies. (MSN Essentials: IV, V, VII, IX)

The master's degree in nursing and post-graduate APRN certificate program at Olivet Nazarene University is accredited by the:

Commission on Collegiate Nursing Education
655 K Street, NW
Suite 750
Washington, DC 20001
Phone: (202) 887-6791

KEY TERMS AND DEFINITIONS

Key Terms	Definitions
Change Agent	A change agent identifies and responds to the need for change by using evidence-based practice to motivate, inspire, and promote innovative change within the complex healthcare system.
Collaborative	Collaborative means a nurse(s) working together interprofessionally within nursing or across disciplines, fostering open communication, mutual respect, and shared decision-making to define and achieve a common purpose.
Competent	A competent nurse combines knowledge, skills, attitudes, experience, and appropriate clinical judgment to perform safe care.
Communication	Exchange of verbal and nonverbal information, ideas, and feelings in an effective, thorough, clear, concise, and timely manner.
Cultural Competence	Cultural competence encompasses awareness and sensitivity with diverse individuals, which include all types of backgrounds, expectations, and experiences. Cultural awareness and sensitivity identifies and addresses unconscious biases through knowledge, skills, and openness to improve health, reduce disparities, and promote health equity.
Ethical Nursing Practice	The principle of ethics describes what is expected in terms of right and/or wrong behavior. Ethical nursing practice utilizes a personal philosophy grounded in the ethical values of the profession and consistent with the beliefs and values of the Christian faith. However, there is a willingness to consider alternate views on ethical issues and personal values from diverse populations.
Evidence-Based Practice	Nursing practice integrates current research and practice guidelines which are critically appraised and scientifically proven for the delivery of quality healthcare and improved outcomes.
Leader	A nurse leader is one who understands the complexities of the healthcare system, including the impact of power, politics, policy, and regulatory guidelines on the system. Leaders, through their vision, creativity, and ability can create change and manage transition moving the profession of nursing forward.
Life-long Learner	The life-long learner engages in continuous self-reflection, curiosity and evaluation for personal, professional, and spiritual growth.
Professional	Being a professional means the student demonstrates personal and professional accountability, maintains a professional appearance, is trustworthy, has integrity, takes initiative, and uses problem-solving skills and ethical considerations to guide decisions and actions. A professional treats others with dignity, kindness, respect, and compassion.
Service	Nurses contribute meaningful time and dedication in service to God and mankind to meet the needs of diverse populations.

MSN Program Core and Track Outcomes

Nursing students are expected to achieve the following outcomes. Each outcome contributes to the program outcomes.

MSN CORE OUTCOMES	NRSG 653: Theoretical & Professional Foundations of Nursing	A. Examine theoretical models, ethical decision making, spirituality, and perspectives of moral reasoning with application and impact on various advanced practice nursing roles. (PO: I, II, III, VI)
	NRSG 626: Moral/Ethical Decision Making	
	NRSG 679: Evidence-Based Practice and Project Proposal Development I	B. Evaluate systems, technology, and information management to improve patient care and impact healthcare systems. (PO: I, II, III, IV, VI)
	NRSG 680: Evidence-Based Practice and Project Proposal Development II	C. Integrate advanced practice nursing knowledge and evidence-based practice research into a strategically devised research proposal. (PO: II, III, IV, VI)
	NRSG 628: Nursing Informatics	
EDUCATION TRACK OUTCOMES	NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	A. Synthesize evidence-based research to identify and solve complex educational and practice-based problems. (PO: I, II, III, IV, V, VI)
	NRSG 641: Advanced Physiology, Pharmacology, and Health Assessment I	B. Evaluate learning theories and their influence on curriculum design. (PO: I, II, III, IV)
	NRSG 642: Advanced Pathophysiology, Pharmacology, and Health Assessment II	C. Demonstrate compilation of knowledge associated with designing, planning, and implementing an educational offering, and evaluating pre-licensure student learning. (PO: I, III, IV, V, VI)
	NRSG 658: Advanced Clinical Practice for the Academic Nurse Educator (30 practicum hours)	
	NRSG 621: Teaching Roles & Strategies	D. Integrate current knowledge and skills from theory and practice into the role of an academic nurse educator. (PO: I, II, III, IV, V, VI)
	NRSG 622: Curriculum Design, and Assessment	E. Examine spirituality and professional roles that contribute to the development of effective leadership skills as an academic nurse educator. (PO: I, II, III, IV, V, VI)
	NRSG 624: Evaluation in Nursing Education	
	NRSG 607: Self-Care for the Individual & Diverse Populations	F. Demonstrate effective communication skills and professionalism to promote a collaborative, interprofessional working environment. (PO: I, II, III, IV, V, VI)
	NRSG 634: Nursing Education Practicum (120 practicum hours)	
TRANSFORM-ATIONAL LEADERSHIP OUTCOMES	NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	A. Synthesize knowledge of nursing leadership and the healthcare environment for translation into safe, timely, efficient, equitable, and patient-centered care. (PO: I, II, III, IV, V, VI)
	NRSG 631: Nurse as a Leader & Manager of Care	B. Develop and evaluate communication, leadership, and business skills for integration into the role of a professional nurse leader that promotes collaborative organizational change. (PO: I, II, III, IV, V, VI)
	NRSG 646: Healthcare: Financial and Resource Management	
	NRSG 647: Transforming Leadership in Nursing	C. Develop transformational leadership characteristics that embody principles of integrity, ethics, spirituality, and personal responsibility. (PO: I, II, III, IV, V, VI)
	NRSG 648: Transformational Leadership Practicum (120 practicum hours)	D. Evaluate the complex enterprise of business and incorporate business skills as an advanced practice nurse leader. (PO: II, IV, V, VI)

FAMILY NURSE PRACTITIONER (FNP) TRACK OUTCOMES	NRSG 627: Professional Role Development of the Advanced Practice Registered Nurse (APRN)		A. Obtain and perform comprehensive and problem-focused history and physical examinations across the lifespan. (PO: II, IV, VI)
	NRSG 673: Advanced Pathophysiology I	NRSG 674: Advanced Pathophysiology II	B. Analyze the relationship between normal physiology and alterations that occur in specific systems as a result of disease processes and abnormal health conditions. (PO: III)
	NRSG 675: Advanced Pharmacology I	NRSG 676: Advanced Pharmacology II	C. Select pharmacologic- and/or non-pharmacologic interventions for the management of patient health conditions based on variations, the problem being managed considering cost effectiveness. (PO: I, III, IV)
	NRSG 677: Advanced Health Assessment I	NRSG 678: Advanced Health Assessment II	D. Synthesize the appropriate use of diagnostic measures including laboratory, radiographic and other technologies, health promotion, disease prevention, and current care guidelines for the diagnosis and management of health care conditions across the lifespan. (PO: I – IV)
	NRSG 667: Acute and Episodic Adult and Geriatric Therapeutics and Management	NRSG 665: FNP Practicum A (120 clinical practicum hours)	
	NRSG 668: Women's Health – Therapeutics and Management Across the Lifespan	NRSG 665: FNP Practicum B (120 clinical practicum hours)	E. Manage the health care of patients while incorporating components of spiritual, ethical, legal, cultural, economic, political, and psychosocial factors into the provision of care. (PO: I – IV)
	NRSG 669: Children's Health – Therapeutics and Management	NRSG 665: FNP Practicum C (120 clinical practicum hours)	F. Examine characteristics and responsibilities of the Family Nurse Practitioner (FNP) including interprofessional components in the delivery care and the National Organization of Nurse Practitioner Faculties (NONPH) core competencies. (PO: I – IV)
	NRSG 670: Chronic Adult and Geriatric Therapeutics and Management	NRSG 665: FNP Practicum D (120 clinical practicum hours)	G. Integrate credible and relevant sources into scholarly written documents, current APA standards. (PO: V)
	NRSG 671: Complex Adult and Geriatric Therapeutics and Management	NRSG 665: FNP Practicum E (120 clinical practicum hours)	
	NRSG 672: Complex Children's and Women's Health Therapeutics and Management	NRSG 665: FNP Practicum F (120 clinical practicum hours)	
	NRSG 685: FNP Immersion Experience (elective)		

MSN DEGREE REQUIREMENTS AND PROGRAM PLAN

The material contained in this section is informational only and does not constitute a contract between the student and the University. At the time of publication, the information is complete and accurate to the best of our knowledge. However, the School of Graduate and Continuing Studies and the School of Nursing reserve the right to revise information, requirements, or policies; amend rules; alter regulations; and change financial charges at any time in accordance with the best interests of the institution.

The School of Graduate and Continuing Studies and the School of Nursing also reserve the right to determine the number of students in each course. If an insufficient number of students enroll for a course, the School of Graduate and Continuing Studies reserves the right to cancel the course, change the time, or provide a different professor of any course.

MSN NURSING COURSE DESCRIPTIONS
See the MSN Course Descriptions in the [SGCS Catalog](#) at catalog.olivet.edu > SGCS – Programs > Master of Science in Nursing, M.S.N.

MSN BENCHMARK ASSIGNMENTS
Throughout the MSN program, we recommend students maintain a record of their benchmark assignments. These assignments may be beneficial to students when interviewing for jobs. We highly recommended students edit these assignments after instructor feedback prior to adding to their portfolio.

Program Outcomes Matched to Benchmark Assignments (Effective July 1, 2021)

Program Outcomes	Benchmark Assignment	Related Course
I	Learner Outcomes on the End of Program (EOP) Survey	NRSG 634, NRSG 648, & NRSG 665 F
II	The Change Agent/Policy Change Plan	NRSG 626
III	Compare & Contrast Two Nursing Theories Paper	NRSG 653
IV	Evidence-Based Research & Proposal Development	NRSG 680
V	Professional Interview Paper	NRSG 627 & NRSG 629
VI	Creation/Production of a Video Presentation	NRSG 628
I-VI	Program Competency Evaluation	NRSG 634, NRSG 648, & NRSG 665 F

MSN ADMISSION, PROGRESSION, AND RETENTION POLICIES

Admission Requirements
Students must be formally admitted to the MSN program by Olivet Nazarene University officials prior to attending classes.

SGCS General Admissions Requirements - ONU Catalog (*scroll down under the bulleted list*)

Admission to Master of Science in Nursing - SGCS

In addition to the General Admissions Requirements, the applicant must:
- Complete an application.
- Submit an official transcript from a regionally accredited college or university showing an earned Bachelor of Science in Nursing (BSN) degree.
- Submit transcripts from any accredited institutions attended, where pre-requisites for a nursing program and BSN nursing courses were completed, and any completed nursing graduate coursework.
- Have attained a BSN undergraduate grade-point average of 3.0 or better (4.0 scale).*
- Submit a current, unencumbered registered nurse (RN) license in a geographical jurisdiction of the United States.*
- Have successfully completed (defined as a grade of C or above) an approved undergraduate statistics course. An official transcript for same should be submitted.
- Submit a signed consent regarding criminal background and drug screening requirements.
- Submit evidence of having worked as an RN for at least 2,000 hours prior to starting the MSN program.*
- Students may not be admitted to the Olivet MSN program who have been dismissed from another MSN program.

*Students who do not meet this criteria, please speak with an Admissions counselor about a possible conditional admission.

Admission to Post-MSN Certificate Tracks - SGCS

In addition to the General Admissions Requirements, the applicant must:
- Complete an application.
- Submit an official transcript from a regionally accredited college or university showing an earned Master of Science in Nursing (MSN) degree.
- Have attained an MSN GPA of 3.0 or better (4.0 scale).*
- Submit current, unencumbered registered nurse (RN) license in a geographical jurisdiction of the United States.*
- Have successfully completed (defined as a grade of B- or above) within the last five years Advanced Pathophysiology, Advanced Pharmacology, Advanced Health Assessment (only FNP & Education tracks). Students that have not completed these courses, can still be conditionally admitted by enrolling in our single-course enrollment option to complete this requirement.
- Submit a signed consent regarding criminal background and drug screening requirements.

- Submit evidence of having worked as an RN for at least 2,000 hours prior to starting the chosen post-master's tracks.

*Students who do not meet this criteria, please speak with an Admissions counselor about a possible conditional admission.

FNP Practicum Out of State Approval
Olivet Nazarene University fulfills the educational requirements for Advanced Practice Registered Nurse (APRN) professional state licensure for employment as a Family Nurse Practitioner (FNP) in certain states while there are other states that Olivet Nazarene University has not yet made that determination. Please check the website (https://www.olivet.edu/federal-disclosures) for states that are approved or not approved. The status of these states are subject to change. If you have any questions, please send an email to our MSN/FNP Practicum Director (FNPpracticum@olivet.edu).

It is essential that you notify our Professional Online Advising Team (onlineadvising@olivet.edu) of any address changes while you are in the FNP track. Please be aware that even if you reside in an approved state, you may not do your practicum hours in a state that is not approved. Students switching tracks or returning to the FNP track will need to comply with the above requirements.

Transfer Credit
Transfer credit will only be given for 6 hours, in accordance with the SGCS Transfer of credit, Graduate Programs Policy. Transfer credit will only be given for the following courses from the MSN Program that have been successfully completed (defined as a grade of B or above) after review of course descriptions/syllabi for similarity to these two courses: NRSG 653: Theoretical & Professional Foundations of Nursing and NRSG 626: Moral/Ethical Decision Making.

Return to the MSN Program
If a student chooses to take a leave of absence for any reason and any length of time from the program schedule, a return Form must be completed prior to re-entry. The form needs to be completed at least one week before returning to the core or track courses, or two weeks before returning to the practicum courses. If items on the form are incomplete or not completed on time, the student's course start date will be delayed.

Dismissal From Another University
A prospective student who has been dismissed from another MSN nursing program is not eligible for admission into the MSN Program at Olivet.

Sample Full-time Course Schedule
Education and Transformational Leadership tracks

Education Track Post-Master's Nursing Education Certificate Track*		Transformational Leadership Track Post-Master's Transformational Leadership Track*	
NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	NRSG 653: Theoretical & Professional Foundations of Nursing	NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader*	NRSG 653: Theoretical & Professional Foundations of Nursing
NRSG 626: Moral/Ethical Decision Making	NRSG 628: Nursing Informatics	NRSG 679: Evidence-Based Practice & Project Proposal Development I	NRSG 626: Moral/Ethical Decision Making
NRSG 641: Advanced Pathophysiology, Pharmacology, and Health Assessment I*	NRSG 679: Evidence-Based Practice & Project Proposal Development I	NRSG 680: Evidence-Based Practice & Project Proposal Development II	One Business Course depending on student's chosen pathway*
NRSG 642: Advanced Pathophysiology, Pharmacology, and Health Assessment II*	NRSG 680: Evidence-Based Practice & Project Proposal Development II	NRSG 628: Nursing Informatics	One Business Course depending on student's chosen pathway*
NRSG 621: Teaching Roles & Strategies*	NRSG 658: Advanced Clinical Practice for the Academic Nurse Educator*	NRSG 631: Nurse as a Leader & Manager of Care*	NRSG 646: Healthcare: Financial & Resource Management*
NRSG 622: Curriculum Design, Assessment, & Evaluation*	NRSG 624: Evaluating in Nursing Education*	NRSG 647: Transforming Leadership in Nursing*	NRSG 648: Transformational Leadership Practicum*
NRSG 634: Nursing Education Practicum*	NRSG 607: Self-Care for the Individual & Diverse Populations*		
The School of Graduate and Continuing Studies reserves the right to change this schedule if necessary. All online class weeks begin on Monday at 12:00 am and end on Sunday at 11:59 pm. Assignment due dates vary by course and by program. Consult your program handbook and course syllabus for specific information. Courses in the PMC-E & PMC-TL are denoted with an *			

Sample Full-Time FNP Course Schedule

NRSG 653: Theoretical & Professional Foundations of Nursing	NRSG 679: Evidence-Based Practice and Project Proposal Development I
NRSG 627: Professional Role Development of the Advanced Practice Registered Nurse	NRSG 680: Evidence-Based Practice and Project Proposal Development II
NRSG 626: Moral/Ethical Decision Making	NRSG 673: Advanced Pathophysiology I
NRSG 674: Advanced Pathophysiology II	NRSG 628: Nursing Informatics
NRSG 677: Advanced Health Assessment I	NRSG 675: Advanced Pharmacology I
NRSG 678: Advanced Health Assessment II	NRSG 676: Advanced Pharmacology II
NRSG 667: Acute and Episodic Adult and Geriatric Therapeutics & Management	NRSG 665A: FNP Practicum (120 clinical practicum hours)
NRSG 668: Women's Health Therapeutics and Management Across the Lifespan	NRSG 665B: FNP Practicum (120 clinical practicum hours)
NRSG 669: Children's Health Therapeutics & Management	NRSG 665C: FNP Practicum (120 clinical practicum hours)
NRSG 670: Chronic Adult & Geriatric Therapeutics & Management	NRSG 665D: FNP Practicum (120 clinical practicum hours)
NRSG 671: Complex Adult and Geriatric Therapeutics and Management	NRSG 665E: FNP Practicum (120 clinical practicum hours)
NRSG 672: Complex Children's and Women's Health Therapeutics and Management	NRSG 665F: FNP Practicum (120 clinical practicum hours)
The School of Graduate and Continuing Studies reserves the right to change this schedule if necessary. All online class weeks begin on Monday at 12:00 am and end on Sunday at 11:59 pm. Assignment due dates vary by course and by program. Consult your program handbook and course syllabus for specific information.	

Sample Part-Time Course Schedule Tracks: Education, Transformational Leadership, FNP		
MSN Core	NRSG 653: Theoretical & Professional Foundations of Nursing	
	NRSG 626: Moral/Ethical Decision Making	
	NRSG 679: Evidence-Based Practice and Project Proposal Development I	
	NRSG 680: Evidence-Based Practice and Project Proposal Development II	
	NRSG 628: Nursing Informatics	
Education	NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	
	NRSG 641: Advanced Pathophysiology, Pharmacology, And Health Assessment I	
	NRSG 642: Advanced Pathophysiology, Pharmacology, And Health Assessment II	
	NRSG 621: Teaching Roles & Strategies	NRSG 658: Advanced Clinical Practice For The Academic Nurse Educator
	NRSG 622: Curriculum Design, Assessment, & Evaluation	NRSG 624: Evaluating In Nursing Education
	NRSG 607: Self-Care For The Individual & Diverse Populations	NRSG 634: Nursing Education Practicum
Transformational Leadership	NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	
	NRSG 631: Nurse as a Leader & Manager of Care	NRSG 646: Healthcare: Financial and Resource Management
	NRSG 647: Transforming Leadership in Nursing	NRSG 648: Transformational Leadership Practicum (120 practicum hours)
Family Nurse Practitioner (FNP)	NRSG 673: Advanced Pathophysiology I	
	NRSG 674: Advanced Pathophysiology II	
	NRSG 675: Advanced Pharmacology I	
	NRSG 676: Advanced Pharmacology II	
	NRSG 677: Advanced Health Assessment I	
	NRSG 678: Advanced Health Assessment II	
	NRSG 627: APRN Role Development	
	NRSG 667: Acute and Episodic Adult and Geriatric Therapeutics & Management	NRSG 665A: FNP Practicum (120 clinical practicum hours)
	NRSG 668: Women's Health Therapeutics and Management Across the Lifespan	NRSG 665B: FNP Practicum (120 clinical practicum hours)
	NRSG 669: Children's Health Therapeutics & Management	NRSG 665C: FNP Practicum (120 clinical practicum hours)
	NRSG 670: Chronic Adult & Geriatric Therapeutics & Management	NRSG 665D: FNP Practicum (120 clinical practicum hours)
	NRSG 671: Complex Adult and Geriatric Therapeutics and Management	NRSG 665E: FNP Practicum (120 clinical practicum hours)
	NRSG 672: Complex Children's and Women's Health Therapeutics and Management	NRSG 665F: FNP Practicum (120 clinical practicum hours)
The School of Graduate and Continuing Studies reserves the right to change this schedule if necessary. All online class weeks begin on Monday at 12:00 am and end on Sunday at 11:59 pm. Assignment due dates vary by course and by program. Consult your program handbook and course syllabus for specific information.		

Sample FNP Post-Graduate Certificate Track Course Schedule		
MSN CORE	NRSG 673: Advanced Pathophysiology I	*Course must be taken if the student has not successfully taken and passed within the past 5 years.*
	NRSG 674: Advanced Pathophysiology II	
	NRSG 675: Advanced Pharmacology I	
	NRSG 676: Advanced Pharmacology II	
	NRSG 627: APRN Role Development	
	NRSG 677: Advanced Health Assessment I	*Course must be taken if the student has not successfully taken and passed within the past 5 years.*
	NRSG 678: Advanced Health Assessment II	
FNP SPECIALTY TRACK	**FNP Track**	
	NRSG 667: Acute and Episodic Adult and Geriatric Therapeutics & Management	NRSG 665A: FNP Practicum (120 clinical practicum hours)
	NRSG 668: Women's Health Therapeutics and Management Across the Lifespan	NRSG 665B: FNP Practicum (120 clinical practicum hours)
	NRSG 669: Children's Health Therapeutics & Management	NRSG 665C: FNP Practicum (120 clinical practicum hours)
	NRSG 670: Chronic Adult & Geriatric Therapeutics & Management	NRSG 665D: FNP Practicum (120 clinical practicum hours)
	NRSG 671: Complex Adult and Geriatric Therapeutics and Management	NRSG 665E: FNP Practicum (120 clinical practicum hours)
	NRSG 672: Complex Children's and Women's Health Therapeutics and Management	NRSG 665F: FNP Practicum (120 clinical practicum hours)
The School of Graduate and Continuing Studies reserves the right to change this schedule if necessary. All online class weeks begin on Monday at 12:00 am and end on Sunday at 11:59 pm. Assignment due dates vary by course and by program. Consult your program handbook and course syllabus for specific information. Practicum hours for each course in the FNP track = to 120 hours		

PROGRESSION POLICIES

We recognize that life continues while you are enrolled in school. We understand that there may be times when it is best to put your education on hold to manage life circumstances; it is okay if you need to step out for a course or two and then return. We care about you as a person, not just as a student, and we believe you belong here when the timing is right. (See Academic Support Services below).

Prerequisite course requirements are closely adhered to by the MSN Program. Students are required to follow their designated full-time or part-time course plan for their chosen specialty track. Students must take their courses in sequential order.

All MSN, Post-Master's Nursing Education Certificate (PMC-E), Post-Master's Transformational Leadership Certificate (PMC-TL), and Post-Graduate FNP (FNP-C) students must abide by the below requirements. Failure to demonstrate meeting any of the below requirements will result in withdrawal from the program:

- A cumulative GPA of 3.0 (4.0 scale) must be maintained to remain in the program (this includes BUS courses) and for graduation (see table). Failure of any course can result from: failure, unsatisfactory, administrative withdrawal, or withdrawal failing, and requires the course to be repeated based on the following:
  - A student can repeat a total of two different NRSG courses.
  - Only one repeat of the same course is allowed.
  - More than one C/C+ requires a student to repeat the course for graduation and/or program completion (see table).
  - Only one C/C+ will be accepted on the final transcript for graduation and/or program completion from one of the following courses (see table).
  - Any Unsatisfactory (U) grade on a student's transcript must be repeated with a grade of Satisfactory (S) on their final transcript prior to graduation and/or program completion (see table).
- FNP Practicum courses will be graded as Satisfactory/Unsatisfactory.
- For all practicum courses students must achieve an average of 83% on all graded assignments and a satisfactory/complete for non-graded assignments to receive a passing grade. All practicum hours, with related documentation, must be completed as satisfactory. (See table).
- NRSG 648 and NRSG 634 practicum courses are 8-week courses; students who are not finished with their 120 practicum hours at the end of the 8 weeks will receive a deferred grade of "X" on their transcript and will have an additional 8-weeks to complete the 120 hours. At the end of the 16-weeks a grade change form will need to be completed by the didactic faculty member. If a student does not complete the hours within the 16 weeks the student will receive a non-passing grade and will have to retake NRSG 648 or NRSG 634 to complete their hours (and be charged for a full course retake).
- Students repeating a course must complete all course activities for the course they are repeating and submit new work for all assignments unless otherwise notified by nursing leadership.
- Any course failures or repeats will result in a schedule change and may alter your program completion date.

PROGRESSION CHART				
	Course #s	Course Failure Defined	Only one C/C+ will be accepted on the final transcript *excluding* blacked-out courses below.	A cumulative GPA of 3.0 (4.0 scale) must be maintained to remain in the program (this includes BUS courses) and for graduation.
MSN Core	NRSG 653	Failure = C- or below		✓
	NRSG 626			✓
	NRSG 679			✓
	NRSG 680			✓
	NRSG 628			✓
Education	NRSG 629	Failure = C- or below		✓
	NRSG 641			✓
	NRSG 642			✓
	NRSG 658	Failure = < 83% and requires course to be repeated	■	✓
	NRSG 621	Failure = C- or below		✓
	NRSG 622			✓
	NRSG 624			✓
	NRSG 607			✓
	NRSG 634	Failure = < 83% and requires course to be repeated	■	✓
Transformational Leadership	NRSG 629	Failure = C- or below		✓
	NRSG 631			✓
	NRSG 646			✓
	NRSG 647			✓
	NRSG 648	Failure = < 83% and requires course to be repeated	■	✓
FNP Core	NRSG 627	Failure = C- or below		✓
	NRSG 673/674	Failure = C- or below		✓
	NRSG 675/676			✓
	NRSG 677/678			✓
FNP Population-Focused	NRSG 667	Failure = < 83% and requires course to be repeated	■	✓
	NRSG 668		■	✓
	NRSG 669		■	✓
	NRSG 670		■	✓
	NRSG 671		■	✓
	NRSG 672		■	✓
	NRSG 665 A-F	Failure = < 83% / U and requires course to be repeated	■	✓

MSN Withdrawal

Students should contact their instructor, their Online Professional Advisor (onlineadvising@olivet.edu), the Assistant MSN or FNP Program Director, and Student Financial Services (studentfinance@olivet.edu) prior to making the decision to voluntarily withdraw from a course. Students will be responsible for their tuition upon withdrawing from a course. Any changes to your program schedule will delay your program completion date.

Please refer to the following policies below:
- Refund Policy - SGCS
- Student Withdrawal/Change in Status - SGCS
- Withdrawals and Course Drops

Practicum Requirements
All MSN students are required to complete a practicum in their chosen track. Each track has a specific practicum guidelines orientation course in Canvas. Students will receive an email to join the course from the MSN/FNP Practicum Director in approximately week two of the correlating Role Course.

Encumbered RN License
If there is an active discipline on the student's RN license, prior to admission and the start of practicum, it will be determined if the student can proceed with admission or practicum. The student may be eligible to re-apply into the program after their RN license has been reinstated.

If an enrolled student receives disciplinary action on their RN license, at any time during the program, the student should notify the MSN/FNP Practicum Director. It will be determined by the MSN/FNP Program what the next steps are for the student, up to and including withdrawal from the program. The MSN/FNP Practicum Director will notify the practicum site. The student may be eligible to re-apply after their RN license is no longer encumbered. An evaluation of course schedule for program completion/graduation will be completed by the MSN/FNP Program on a case-by-case basis. Students will be required to fulfill current course requirements.

FNP Course Audits
If a student is unsuccessful in one of the congruent didactic courses or practicum sections, the student will need to audit the congruent course/practicum section while retaking the failed course/practicum section. To audit the congruent didactic course successfully, while retaking a failed practicum section, a student must participate in the discussion board (including FNP case studies where appropriate) and receive a B- or higher average within the congruent didactic course. To audit a practicum section successfully, while retaking a failed didactic course, a student must complete at least half of the required hours for that congruent practicum section. The repeated practicum hours must receive a "Satisfactory" evaluation to be considered as a successful audit.
- To audit a practicum section in the FNP track students are required to complete half of the practicum hours (60 hours with their preceptor).
  - The student must also submit half of the required SOAP notes in Typhon and Canvas and half of the patient encounters in Typhon. The student must also submit all required evaluations as scheduled in the course.

Student Request to Change Track
To change tracks, a student must submit a **Change of Track Request Form** (*click here to initiate this form*). If an MSN student changes their desired track, after having completed NRSG 627 or NRSG 629 for their originally chosen track, the student will be required to complete the entire role course for their new track. Students who begin in the FNP track, successfully complete NRSG 673/674, NRSG 675/676, and NRSG 677/678, then choose to transfer to the Education track, are exempt from taking NRSG 641 and NRSG 642.

GRADE APPEALS, ACADEMIC POLICY APPEALS, & GRIEVANCE PROCEDURES

The university, beginning in the Fall of 2016, has adopted new Grade Appeals, Academic Policy Appeals, and Grievance Procedures. The full document with each procedure can be located in the University Catalog. The following are definitions of each new procedure:

Grade Appeal - SGCS
Academic Policy Appeals
Grievance Policy - SGCS

School of Nursing Procedure

Grade appeals and Grievances will follow the university policy from the beginning. Academic policy appeals will start with the Nursing Department through our own informal process:

If a student wishes to appeal a nursing policy, the informal process is the first mechanism for resolution. This process involves documented conferences progressing sequentially between:

1. The student(s) and involved instructor
2. Shared meeting with the respective Assistant Program Director, MSN Program Director, and the Associate Dean of Nursing

The informal process should be initiated by the student no later than 10 school* days after the policy was applied to the student. Please see the MSN Program Director for the form to complete. If a satisfactory conclusion is not attained by the completion of step 2 of the informal process, the student may then initiate the formal process by appealing to the Academic Standards Committee as outlined in the Academic Policy Appeals procedure.

*School days are regular business days when the university is in session and excludes holidays, weekends, and breaks.

ACADEMIC INTEGRITY AND PROFESSIONAL BEHAVIOR

Ethics/Plagiarism

Preparation for a professional career as an MSN-prepared nurse, includes responsibility and accountability for one's work and decisions. Assignments are expected to reflect the effort and thoughts of the individual student, except as indicated by the use of proper documentation. Failure to properly credit the work of another will result in a grade of zero (0) for the assignment. Plagiarism is defined as the use of intellectual material produced by another person without acknowledging the source. Examples of plagiarism include:

1. Wholesale copying of passages from works of others into an assignment, paper, posting, or thesis without acknowledgement.
2. Using the views, opinions, or insights of another without acknowledgement.
3. Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgement.
4. Paraphrasing inadequately – without changing the words and sentence structure from the original source.
5. Self-plagiarism is the use of the student's work from a previous class and is highly discouraged. Should the student's previous work be used, it must be cited as such.

Identified assignments must be submitted through Turnitin (TII) within Canvas to assess for evidence of plagiarism. Turnitin is used to assess for plagiarism. Students are encouraged to submit at least one draft of their assignment prior to their final submission to avoid possible plagiarism. If a student chooses not to submit a draft version and plagiarism is found in the final submission, the student is subject to an academic integrity violation.

There should be no more than a 25% match overview. Although 25% is a rough guideline, plagiarism can still exist within the assignment. Even if the draft Turnitin report score is less than 25%, anything in the match overview report that is highlighted in color must be changed prior to the final submission.

Students are encouraged but not required to submit discussion posts through the optional TII link located in the Getting Started Module within the course. Faculty will monitor for evidence of plagiarism for only the Final submission (even if the score is less than 25%). Any plagiaristic violation requires faculty to follow the SGCS Academic Integrity Process. Violations will become a permanent record in the student's file. For more information on Academic Integrity and related Due Process see the [Statement of Academic Integrity – (SGCS policy).](#)

The School of Graduate and Continuing Studies has provided an APA Title page/Template that all students are required to use for written submissions. The certification of authorship must be digitally signed on the title page of all written work. To access the template, please visit the [Benner Library APA resource page.](#) For more information on how to recognize and avoid plagiarism see: library.olivet.edu > Help > Plagiarism under Citation Assistance.

Discussion Forum Code of Conduct

Discussion forums are vital for effective online learning experiences. Students are expected to project a scholastic demeanor and to interact by posting responses to course activities. Be aware, however, that online discussions remove the visual and verbal cues of language, requiring even greater clarity in your writing and further attention to how your writing may be misread and/or misunderstood. There is also a sense of false anonymity present with online writing/discussions, and this can lead to the temptation to say something you would never say in a face-to-face discussion. Students, at all times, are expected to be respectful of their peers, the institution, its facilities, and its personnel. **Discussions online are totally independent of the work environment. Discussion should remain in the correct arena.** Demeaning comments, inappropriate, inflammatory, derogatory language, and/or ethnic, racial, or gender-based comments, suggestions or undercurrents will not be tolerated. Students are expected to act professionally at all times as indicated in the Classroom Deportment & Confidentiality – SGCS policy.

Academic Problem-Solving Chain of Command

Issues are best resolved at the level on which they occur. If you are having an issue in one of your courses, communicate with the course instructor (e-mail and phone call or virtually) within 48 hours. The instructor will want to hear your views and concerns and will welcome the opportunity to talk with you individually. Please do not call on "behalf" of the class or other students. Each student should reach out about their own academic issues and concerns. Most academic issues can be resolved at this level. If the issue cannot be resolved with the instructor, then the issue should be taken to the Assistant MSN or FNP Program Director (e-mail and phone call or virtually). Should the issue remain unresolved after meeting with the Assistant MSN or FNP Program Director, a meeting will be scheduled with the student and the MSN Program Director. It is important to follow this chain of command in resolving issues. It is important to respect the organizational structure so that issues can be resolved at the level on which they occur.

Proprietary Trademark

The University has an exclusive proprietary trademark interest in its name, logos, and branding. The University must ensure the continued viability of its valuable trademark rights and will not permit unauthorized use of its name or logos to dilute these rights. No one may, without prior permission from the Office of Marketing, use the University's name or logos for commercial purposes, on social media posts, or in any way that might confuse or mislead observers to attribute the use to the University.

Kaltura

Kaltura is a FERPA- and HIPAA-compliant internet storage site for submission of videos during the MSN program. If it becomes known a student has posted a video of any portion of a physical examination done during one of the ONU courses on an internet site, other than an ONU-approved site, such as Kaltura, the student will be removed from the MSN program. This applies even if the 'client' is one of the student's family or friends, and not an actual patient.

ACADEMIC INFORMATION AND POLICIES

Attendance

Olivet's School of Graduate and Continuing Studies programs are fast-paced. In all such academic programs, attendance is mandatory for online components throughout the program.

To be considered present in online classes, the student must log in and post at least one substantive forum post or assignment during the week.

If a student is absent more than 29 days in either an online or on-ground course without contacting their academic advisor, or the Advising Team at onlineadvising@olivet.edu or 877.4.OLIVET, he or she may be withdrawn by the administrative staff of the School of Graduate and Continuing Studies. This is considered an administrative withdrawal, with a grade of W on the student's transcript (see full [Student Withdrawal/Change in Status-SGCS](#)).

Online Course Week – Start and End Dates
- Courses start on Day 1 (Monday) of Week 1 at 12:01 a.m. CST
- Courses end on Day 7 (Sunday) of the last week of a course at 11:59 p.m. CST

The Course Week
- The course week consists of seven days: Day 1, Day 2, Day 3, etc.
- Day 1 (Monday) is the first day the course begins and Day 7 (Sunday) is considered the last day of the week.

Submission Times
- A day is comprised of the timeframe between 12:01 a.m. and 11:59 p.m.
- Any coursework (assignments, discussion questions, etc.) due on a given day must be submitted within this timeframe to be considered submitted on time.
- No course work will be accepted after Day 7 (Sunday) of the last week of a course.

Student Participation
- Courses are not independent study courses.
- Instead courses are considered to be essential shared learning communities.
- Therefore, it is imperative that students participate with substantive and timely postings to the online discussion board as outlined in the course syllabus.
- Failure to post the expected frequency and quality will result in grade reduction for the discussion.
- Students are not allowed to post ahead in any week.
- Students are required to check and utilize their Olivet email address when communicating with faculty, administration, or staff.
- Students should follow current APA standards and rubric expectations for each assignment.

Assignments
Points will be awarded for assignments guided by a grading rubric in each course. The course syllabus and classroom online links are available for accessing the grading rubric in every course. Students should use the rubric as a method of ensuring the objectives of the assignment are met. Faculty will include the rubric on graded assignments with comments and rationale for points awarded.

If the student has significant life issues (this does not include vacations/honeymoons/work schedules, etc.) that impede completion of assignments in a timely manner, they must contact the instructor for that course 24 hours prior to the due date to make other arrangements.

Late Work Policy – Nursing
Late work is highly discouraged; however, in the event a student chooses to submit an assignment past the due date and time (illness, work, etc.), 10% per day will be deducted from your assignment grade. After the third day the assignment grade is zero. All pass/fail assignments will receive a zero one day after the due date. All practicum assignments must be completed by the last course day at 11:59 p.m. CST, even if it is too late to receive credit towards the course.

Discussions
- The grading for discussion activities is outlined in the course-grading rubric.
- Students are required to:
  - support their discussions with citations
  - write following APA rules, with APA formatted citations and references
  - provide a reference list at the bottom of their posting.
- Participation points are based on the Discussion Postings.
- Discussion Board posts need to be in APA format for quotes, citations, and references.
- Due to limitations with LMS, spacing (single vs. double and hanging indentation for references) will not be considered in the grading.
- **Make sure that you allow enough time for computer problems to ensure that you post on time.**
- No edits or additions to original discussion posts will be accepted unless you have faculty approval prior to the due date.

MSN Examination Policy
Exams in the MSN Program are completed with online proctoring, which may include a small fee. Online proctoring provides students the ability to take exams remotely while providing tools to preserve the integrity of the exam. It is the expectation that students will be ready and prepared to take assigned examinations on the days they have been assigned.

If a student has extenuating circumstances that impede completion of an examination within the examination window, the student must contact the instructor for that course before the end of the exam window to reschedule an alternate date. See *Rescheduling of Examinations Outside of the Examination Window* for more information. A student who fails to take a scheduled examination without **prior** notification will receive a grade of zero for the exam.

During the exam students must be connected to a power source. A working external webcam is required. Students must ensure that their external webcam, speakers, and microphone remain on

and at the original setting throughout the exam. Any computer difficulties while taking the exam should be reported immediately to ONU IT, Canvas, Online proctoring company, and the course instructor.

Exam Expectations:
- Exams are an individual effort.
- There should be no discussion about questions to students who have or have not taken the exam.
- Refrain from talking to others while taking the exam.
- Notes or online resources are prohibited.
- Be alone, including no pets in the chosen testing room, with the door shut.
- Have a clear workspace and surrounding area.
- Remove phones, headphones, other electronic devices, and dual monitors from the room.
- Remain seated at all times.
- The Proctor must be able to see the student's head, from shoulders up, including both eyes, from a forward-facing camera angle, for the duration of the exam.

The student and proctor must follow the MSN Examination policy. Violations will be reviewed to determine if an academic integrity violation occurred and subject to appropriate sanctions as outlined in the GCS Academic Integrity policy.

Rescheduling of Examinations Outside of the Examination Window
Rescheduling of examination outside of the examination window can only occur due to extenuating circumstances. This does not include vacations, honeymoons, work schedules, etc. Students may be asked to provide proof for reason.
- All scheduling changes must be approved by the course faculty member and Assistant FNP Program Director.
- Students must provide course faculty with a three-day window of available times to reschedule the examination.
- Alternate versions of the course examination will be utilized for rescheduled examinations.

Incomplete Grades
Students may be given an incomplete for a course at the discretion of the course instructor and the approval of the MSN Program Director. An incomplete is only granted when the student alerts the instructor at least 7 business days before the official last day of the course. **No opportunity is offered to make up any missing discussion postings. Points for discussion activities are provided according to the program discussion rubric found in the MSN Student Handbook. See Incompletes Policy- SGCS.**

Grade Evaluation Criteria
Grade evaluation criteria differ within the SGCS. The grading scale for the MSN Program is listed below. Please note: the FNP specialty track grade requirements differ from all other MSN

specialty tracks. **Please refer to, and follow, the correct grading scale according to your chosen MSN track.**

MSN Program Grading Scale			
95 – 100	A		Passing scores
92 – 94.9	A-		
89 – 91.9	B+		
86 – 88.9	B		
83 – 85.9	B-		
80 – 82.9	C+	*U	Non-passing scores for MSN Education practicum courses (NRSG 658 & 634), MSN Transformational Leadership practicum course (NRSG 648), & FNP population-focused didactic courses (NRSG 667, 668, 669, 670, 671, 672)
77 – 79.9	C	*U	
74 – 76.9	C-	*U	Non-passing scores for all other courses
71 – 73.9	D+	*U	
68 – 70.9	D	*U	
65 – 67.9	D-	*U	
< 65	F	*U	
*U = Non-passing scores for FNP practicum courses (NRSG 665 A, B, C, D, E, F)			

Clinical/Practicum Compliance

Please note: practicum sites may require more than what Olivet requires. ALL MSN Students are required to complete the following clinical compliance:

- Criminal background check
- Drug screening
- Physical exam by a licensed healthcare provider (NP, MD, DO, PA) using the ONU Health and Immunization Form
- Submit documentation of:
    - Annual negative 2-step TB test, or negative QuanitFERON Gold assay, or negative chest x-ray report
    - Proof of a positive Measles, Mumps, and Rubella titer.
        - Negative titer results require a booster with subsequent titer(s) confirming immunity.
    - Proof of Tdap booster – (*required every 10 years*)
    - Proof of a positive Varicella titer
        - Negative titer results require a booster with subsequent titer(s) confirming immunity.
    - Proof of a positive Hepatitis B titer
        - Negative titer results require a booster with subsequent titer(s) confirming immunity.
        - Declination of the Hepatitis B Vaccine series: FNP and Education students may be exposed to community diseases. Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Hepatitis B Vaccine.
    - Proof of Annual Influenza vaccine

- - Declination of the Annual Flu Vaccine: Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Flu Vaccine.
    - Copy of your AHA BLS CPR card (must remain valid throughout practicum). Online courses are not acceptable. Must be in-person.
    - Copy of Current Personal Health Insurance.
    - Copy of current, unencumbered RN license.
- All items submitted to CastleBranch must include students' name and demographic information, results, and date.

Drug Screening Policy
In compliance with both federal and Illinois law, the use, possession, and distribution of alcohol or illegal drugs, including marijuana which remains illegal under federal law, or the misuse of prescription drugs, on Olivet's campus (or other Olivet property) or as any part of its activities, including in the classroom, Practicum/Project, or laboratory setting, is strictly prohibited.

Nursing students must have a cleared urine drug screen 2-4 weeks prior to the start of practicum; this drug screen includes a screen for marijuana (THC). Drug testing is done at the student's expense. If the drug screen is positive, the student will be withdrawn from **all current courses with the opportunity to reapply. If withdrawn, follow the Reapplication for Entry after Positive Drug Screen process below**.

If the drug screen is positive, the MSN Program Director will withdraw the student from all current courses in the MSN program with the opportunity to reapply. The MSN Program Director will report the results to the Illinois Department of Financial & Professional Regulation, and/or the state from which that student's RN license was obtained.

"For Cause" Drug Screening
- If faculty or preceptor observes a student behaving in a manner that is consistent with the use or misuse of alcohol, illegal drugs, or drugs which impair judgment, affecting either the classroom, clinical, or laboratory setting, the student will be removed from the educational setting and required to submit to an appropriate screening immediately.
- If the behavior is noted in the clinical setting, the student will be removed from patient care. The student will have to submit to the agencies' and/or program's drug screening and results will be shared with the MSN Committee and Associate Dean of Nursing.
- If the behavior is noted on campus in either the classroom or laboratory setting the university's campus policy will be followed.
- If the result of the drug screening is negative, the student shall meet with the MSN Program Director to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation if warranted, the MSN Program Director will make a decision regarding return to the clinical, classroom, and/or laboratory setting.
- The student will pay the costs associated with the "for cause" drug screening.
- A student's failure to comply with any aspect of the "for cause" Drug Screening Requirement will result in the student's withdrawal from the MSN Program without option for readmission.

Reapplication for Entry after Positive Drug Screen
Positive drug screen results prohibit students from practicing in the clinical environment for six

months from the drug screen date. The student may reapply after six months by submitting a letter requesting consideration for readmission into the MSN Program to the MSN Program Director.

With the letter of request the student must submit the following:
- Urine drug screen results to CastleBranch.
- Documentation from a therapist specializing in addiction behaviors indicating a status of recovery and rehabilitation related to the substance used or abused.

Readmission Policy Following Positive Drug Screening:
If the readmission into the MSN program is approved a new schedule will be provided by the Professional Online Advising Team for the next course start.

The student's readmission application will require the student to submit:
- If readmitted, the student will be subjected to random drug screening and/or to "for cause" drug screening at the student's expense for the duration of his or her studies in the MSN program.
- If the student has positive results on a drug screening after readmission to the MSN program, the student will be dismissed from the MSN program with no option for readmission to the program.

Criminal Background Checks
All students are required to obtain a criminal background check. Students should go to the following internet site and complete the application to begin the criminal background check: www.castlebranch.com. All completed forms are to be submitted through CastleBranch. Please refer to the appropriate specialty track practicum packet for specific information. Practicum sites will be notified of students with flagged criminal backgrounds. It is at the discretion of the practicum sites as to how to proceed with practicum placements. Students are to contact the State Board of Nursing upon applying for an APRN licensure to determine eligibility.

Technology Requirements
The use of a personal computer is an integral component of Olivet's MSN Program. Specific technology requirements are listed below. Sharing your computer with children and other household members can make it difficult to meet course deadlines.

All MSN students are required to have the following technology:
- Access to a private laptop, desktop, or Microsoft Surface Pro (for proctoring). Tablets or Chromebooks are not sufficient. We highly recommend a Windows device.
- Processor: Intel i5 or better
- Minimum of 8 GB RAM
- Hard Drive: 160 GB or larger
- Network Card: A or AC wireless network card (5 GHz network band)
- Newest version of Chrome browser – works best with Canvas
- Microsoft Office (available free to ONU students)
- Adobe Acrobat Reader (available as a free download at http://get.adobe.com/reader; IT recommends not installing the McAffee offers when asked)
- Printer

- Scanner
- An external digital video camera/microphone is required for taking online examinations. (can be purchased from Amazon for approximately $15)
- A smartphone/tablet/webcam camera is required for course assignments (not examinations).
- Reliable access to high-speed internet to enable you to upload videos and online resources quickly
- A microphone (usually built into the webcam on the computer)
- Speakers or headphones

ACADEMIC SUPPORT SERVICES

Disability Support Services
It is the policy of Olivet Nazarene University to accommodate students with disabilities in accordance with federal and state laws. SGCS students with documented disabilities should contact the accommodations support coordinator. Please send inquiries to sgcsaccommodations@olivet.edu.

Pastoral Services
As situations and struggles arise in your life, our Chaplain is able to provide counsel and to pray with you as needed. Additionally, you'll receive monthly videos of encouragement as you journey through your education. For more information on Faith Integration see: https://my.olivet.edu/faithintegration/Pages/default.aspx

Health and Well-Being
At Olivet Nazarene University we recognize that the demands of graduate school can be experienced as an added pressure and this may evoke a heightened sensitivity to stressors. When this occurs, students are encouraged to access their available resources such as mental health providers, primary care providers, employee assistance programs, and the clergy. Your health and well-being are important to us. If you require a Leave of Absence for health reasons (physical or emotional), you should contact the Professional Online Advising Team at onlineadvising@olivet.edu or call 877-465-4838.

Benner Library
The Benner Library makes numerous resources available for nursing students. In addition to a full complement of nursing books, Benner provides a substantial number of nursing periodicals, both in print and in electronic format. Nursing students have access to several health-related online article databases, which include *CINAHL, Medline, and Health Source: Nursing, PsycInfo, PsycArticles,* and *ERIC*. Articles not available in full text may be ordered through Benner's Interlibrary Loan service. Selected videos, such as the Bates Visual Guide, including Bates' Physical Examination Videos and OSCE (Objective Structured Clinical Examinations) Clinical Skills Videos are available on the Nursing webpage in Benner Library.

Benner Library designates one librarian as the "Librarian for Nursing Students." This librarian can assist the nursing student in finding needed references/sources. Contact the librarian via email, sgcslibrary@olivet.edu, or phone, 815-928-5418.

The Library Nursing Orientation directs the student into three exercises, which will assist the student in learning about Benner Library and obtaining needed sources. This orientation can be found on the Nursing Subject Guide, see http://library.olivet.edu → Subject Guides → Nursing → Class Guides.

The Benner Library also has tutorials related to Technology help for Microsoft Word, Excel, Outlook, Typing skills, Adobe and Apple products, and how to recognize and avoid plagiarism.

The nursing home page can be accessed at http://library.olivet.edu/subject-guides/nursing/index.php

APA Guidance - Benner Library

Olivet Nazarene University requires that all written work of students adheres to 7th edition APA formatting. For help with APA, see: http:/library.olivet.edu→Help→APA. The *APA Style guide to Electronic Resources* is clickable, taking one directly to the correct reference for any given resource.

Should other library resources be needed, Olivet students can request materials from any other library in CARLI, a consortium of 76 Illinois academic libraries. In addition, ONU nursing students have access to libraries at many of the clinical agencies.

Access Benner Library's home page at http://library.olivet.edu for the most current information about the library's resources and services, including specific information for off-campus students. For additional assistance, contact the Interlibrary Loan Department at (815) 928-5439 or the Reference Desk at (815) 939-5355, or ill@olivet.edu.

Additional APA resources such as APA Style Formatting Guidelines, Tutorials and Webinars, Handouts and Guides, and Sample Papers are available through https://apastyle.apa.org/.

Graduate Education Resources
Student Video Tutorials are available to assist students in use of Canvas, Microsoft Office (Outlook-*Olivet's email system*, Microsoft Word and Excel, Skype, OneDrive (saving documents), and Kaltura (creating videos, screen captures, etc.)). To access these resources follow these steps:

> my.olivet.edu > open Menu on the left-hand part of the screen > Choose Olivet Resources > Technology Training Materials > Student Video Tutorials can be found under the main screen.

Students also have access to additional resources (APA Formatting Resources, Canvas Tutorials, Turnitin Plagiarism Checker) in each Canvas course in the Getting Started Module, under the Discover heading and Tutor.com, which can be found on the left-hand side of your Canvas screen.

UpToDate®
UpToDate®, an evidence-based, physician-authored clinical decision support resource, is available to all faculty and students at Olivet Nazarene University for FREE. Please note that this is a clinical resource and should not be used to study for exams.

UpToDate® includes:
- Evidence-based medical content that is researched, created, and continually updated by over 6,300 leading physicians
- Summaries and treatment recommendations for over 10,500 topics in 23 specialties
- "Practice Changing UpDates" highlighting critical research
- "What's New" summaries of important new findings by specialty
- Over 425,000 references, with links to PubMed and the full-text articles where our subscriptions permit
- Medical calculators
- Patient information covering over 1,500 topics
- A select drug database of more than 5,600 unique drug entries
- In partnership with Lexicomp® including adult, pediatric, and international drugs and a drug interactions tool that provides graded adverse reaction information between drug-to-drug and drug-to-herb interactions.

Short video tutorials to help the student get started with UpToDate can be found on the UpToDate website at www.uptodate.com/home/help-demo.

Access & Contact Information:
- Simply access UpToDate from www.uptodate.com.
- Click on the Log In link located in the upper right corner.
- Enter your full ONU email and your ONU network password
- Click on the OpenAthens LogIn link.
- If you have an old account in UTD and want to have continued access to saved items:
  1. Go to https://www.uptodate.com/login
  2. Click on the "Open Athens Log in" link
  3. Log in using your Open Athens credentials
     - (New users will need to complete the registration form on the landing page)
     - Existing users (no registration page), please click on "My Account" (upper right side near CME and name)
  4. Select "Consolidate Accounts"
  5. Next enter the UpToDate credentials for your previous/existing account
  6. Complete the consolidation/merge
  7. Log out and close the browser
  8. Open a new browser window
  9. Repeat steps 1 - 3 to access complete the re-verification.

To cite from UpToDate® use this format:
> Marion, D.W. (2016). Diaphragmatic pacing. In T.W. Post (Ed.), *UpToDate*. Retrieved from http://www.uptodate.com

The student will only replace the author, date, and article title. The rest of the citation is standard.

PROGRAM EVALUATION

Assessment is an integral part of student learning. The assessment process involves observation and judgment of each student's academic performance on the basis of explicit criteria established

in the course syllabi. In the assessment process feedback is also essential. Faculty feedback provides the student with information that can be used to reflect on one's personal and professional growth and development within the teaching-learning environment. Program assessment illustrates program effectiveness to the faculty and larger community. The achievement of program outcomes is determined by multiple assessments, and the student's evaluation of course learning. Outcomes are analyzed and the aggregate data is used to develop, maintain, and revise the curriculum.

To support quality improvement, students and faculty are asked to complete course and program evaluations sincerely, thoroughly, and honestly. Students are asked to complete a course evaluation two weeks prior to the end of each course. All evaluations are anonymous. The School of Nursing Faculty is committed to ensure building best practice educational experiences for ONU's MSN Program. This assurance is based on quality feedback from students, faculty, and community of interest.

GRADUATION REQUIREMENTS

The Master of Science in Nursing degree is offered by the university are awarded upon completing of the appropriate curriculum and upon recommendation of the faculty. The following requirements apply to the MSN degree:

1. Successful completion of the approved MSN degree program curriculum with a minimum number of 33-52 credit hours of graduate coursework, including the prescribed number of practicum hours, depending on identified track.

2. A minimum cumulative grade point average of 3.0 (4.0 scale).

3. Successful completion of required practicum.

4. Students will be sent email messages to use the self-service portal at http://my.olivet.edu to complete their intent to graduate form. The form must be completed by the due date to participate in commencement ceremonies. Commencement is only in May of every year for MSN students only. Post-Master's or Post-Graduate students do not obtain another master's degree and therefore do not attend Commencement.

5. Payment of all tuition and fees. Students with outstanding balances will have a graduation hold on their account and will not be able to receive transcripts or a diploma until the balance is paid in full.

CERTIFICATION EXAMS

Students who successfully complete the FNP program may obtain national certification through the American Academy of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC). The national FNP certification examination is an entry-level competency-based examination that tests clinical knowledge in family/individual across the life span (prenatal, pediatric, adolescent, adult, elderly, and frail elderly primary care). FNP students are encouraged to attend an FNP Review Course before taking their FNP certification exam.

Students in the Education track are encouraged to seek certification as a Certified Nurse Educator (CNE) from the National League for Nursing. For more information please visit http://www.nln.org/Certification-for-Nurse-Educators/cne.

Students in the Transformational Leadership track are encouraged to seek certification as a Certified Nurse Manager and Leader (CNML) or Certified in Executive Nursing Practice (CENP) from by the American Organization for Nursing Leadership (AONL) or as a Nurse Executive, Board Certification (NE-BC), or Nurse Executive, Advanced Certification (NEA-BC) from the American Nurses Credentialing Center (ANCC). For more information please visit: the ANOL at https://www.aonl.org/ and the ANCC at https://www.nursingworld.org/ancc/.

SHARED GOVERNANCE AND STUDENT ORGANIZATIONS

Sigma Theta Tau
Sigma Theta Tau International is a worldwide honor society for nurses established in 1922. Sigma's mission is to advance world health and celebrate nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing. Kappa Sigma is the local chapter of Olivet Nazarene University. Kappa Sigma invites MSN students with a grade point average of at least 3.5, who demonstrate superior academic achievement, academic integrity, and professional leadership potential. Invitations are extended from the chapter faculty counselors in the spring. Twenty-five percent of courses must be completed before MSN students are eligible.

If a student chooses to join the student may purchase their cords or stole from the Sigma Marketplace, which may be worn at commencement. Olivet does not have a separate graduate nursing honors recognition during graduation.

AACN's Graduate Nurses Association
Join the American Association of Colleges of Nursing's (AACN) Graduate Nursing Student Academy (GNSA). The GNSA is completely free to students and provides students with tools and resources needed to be successful in the MSN Program. Students are encouraged to take advantage of this opportunity. Go to *www.aacnnursing.org/gnsa* to join.

Additional Policies
Please consult the SGCS Catalog for more SGCS policies, such as financial policies and other student policies, which can be accessed at The Olivet Nazarene Catalog – School of Graduate and Continuing Studies

MSN TELEPHONE DIRECTORY

Position Title	Name	Email	Phone #
MSN Program Director MSN Core – All tracks Education, Transformational Leadership, and FNP track courses	Dr. Suzanne Phipps	shphipps@olivet.edu	847.481.5957
Assistant FNP Program Director	Dr. April DeMito	aademito@olivet.edu	847.481.5913
Assistant MSN Program Director – Education & Transformational Leadership tracks	Dr. Brooke Piper	blpiper@olivet.edu	847.481.5904
MSN/FNP Operations Specialist	Geobert Palencia	gpalencia@olivet.edu	847.481.5940
Program Support Coordinator RN to BSN, MSN, & FNP	Myrna King	meking@olivet.edu	815.939.5064
MSN/FNP Practicum Director	Jaherta Lika	jlika@olivet.edu	847.481.5955
Chaplain, School of Graduate and Continuing Studies	Rev. David Brock	dwbrock@olivet.edu	815.928.5514
Professional Online Advising Team	Tiffany Austin	onlineadvising@olivet.edu	877.4.OLIVET (877.465.4838)
Benner Library Assistance/Research	Pam Greenlee	pgreenle@olivet.edu	815.928.5439
Additional Contact Information			
Canvas Support		Chat with Canvas Support	815.614.4357
CastleBranch		*For requirements contact the MSN Practicum Coordinator at MSNpracticum@olivet.edu or FNPpracticum@olivet.edu* servicedesk.cu@castlebranch.com	888.914.7279
ProctorU *Immediate assistance is available through your account via Live Chat feature.*		*https://go.proctoru.com/students /users/new?institution=1054*	855.772.8678
Information Technology (IT) Help Desk		it@olivet.edu	815.939.5302
ReelDx		support@reeldx.com or mking@olivet.edu	
Registrar (e.g. commencement, transcripts)		registrar@olivet.edu	815.939.5201
School of Graduate and Continuing Studies			815.939.5023 815.939.5291 877.465.4838
ShadowHealth Account Support		https://support.shadowhealth.com/hc/en-us	800.860.3241
Student Financial Services		studentfinance@olivet.edu	815.939.5245
Typhon		FNPpracticum@olivet.edu	n/a

"ANA's *Code of Ethics for Nurses with Interpretive Statements* is the promise that nurses are doing their best to provide care for their patients and their communities and are supporting each other in the process so that all nurses can fulfill their ethical and professional obligations. It is important tool that can be used now as leverage to a better future for nurses, patients and health care. This Code is a reflection of the proud ethical heritage of nursing, a guide for all nurses now and into the future" (ANA, 2015, para 6).
http://www.dphu.org/uploads/attachements/books/books_5520_0.pdf

"The nine provisions of the 2001 code have been retained with some minor revisions that amplify their inclusivity of nursing's roles, settings, and concerns. . . . The first three provisions describe the most fundamental values and commitments of the nurse; the next three address boundaries of duty and loyalty; the final three address aspects of duties beyond individual patient encounters" (ANA, 2015, p. xiii).
http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements.* Silver Spring, MD: American Nurses Publishing.

Additional Resources for Ethics:

Lachman, V. D., Swanson, E. O., Winland-Brown, J. (2015). The new 'code of ethics for nurses with interpretive statements' (2015). Practical clinical application, Part II. *Medsurg Nursing, 24*(5), 268-271. Retrieved from: http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/The-New-Code-of-Ethics-for-Nurses-Part-II.pdf

Winland-Brown, J. Lachman, V. D. Swanson, E. O. (2015). The new 'code of ethics for nurses with interpretive statements' (2015). Practical clinical application, Part I. *Medsurg Nursing, 24*(4), 268-271. Retrieved from: http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-1.pdf

PRIVACY AND CONFIDENTIALITY UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1995 (HIPAA)

Breaking a HIPAA privacy rule may jeopardize the clinical affiliation agreement between ONU and the health care institution and may result in the student's removal from the clinical site and/or nursing program. Criminal penalties for wrongful disclosure can include not only large fines but also prison time. The criminal penalties increase as the seriousness of the offense increases. These penalties can be as high as fines of $250,000 or prison sentences of up to 10 years. A modification to HIPAA is the HITECH (Health Information Technology) Act. To ensure your written course assignments comply with the 1996, *Health Insurance Portability and Accountability Act*, please never name:

- Your employer
- A patient
- A co-worker

For the latest information regarding HIPAA, go to https://www.hhs.gov/hipaa/index.html