

Master of Science Degree in Nursing Student Handbook

Department of Nursing
Room 128 Academic Building
(412) 536-1170

Effective September 2015



9000 Babcock Boulevard
Pittsburgh, PA 15237

FORWARD

Welcome to the Nursing Program at La Roche College!

The purpose of this Student Handbook is to acquaint you with the policies and procedures of the Master of Science in Nursing Program.

You are advised to refer to the College Catalog and the College Policies and Procedures online at <http://intranet.laroche.edu> as supplemental resource materials. In addition, it is strongly recommended that you contact your advisor on a regular basis during your progression through the nursing program.

The nursing faculty and staff wish you much success in your educational endeavors!

Disclaimer

This publication is not to be viewed as an irrevocable contract between the College and the student and is subject to change consistent with policies of the Board of Trustees. The College reserves the right to repeal, change, amend, modify, add, and withdraw the contents herein without notice or obligation.

Revised:

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Fall 1995

Fall 1996

Fall 1997

Fall 1998

Spring 2000

Summer 2003

Summer 2004

Fall 2011

Spring 2012

Fall 2012

January 2013

September 2013

September 2014

La Roche College Nursing Department

Dear MSN Student,

I am pleased to welcome you to La Roche College as a graduate student in our Master's degree program. Faculty are excited to have you enter our program, and look forward to becoming your teachers and mentors. The educational experiences in the MSN Program are built on the experiences of your BSN Program. You will notice some similarities and many differences in your educational experiences at La Roche College. As an adult learner, you are expected to be an active participant in the teaching-learning process.

The curriculum for this program has been carefully designed to foster development of communication skills, further develop and incorporate leadership skills, utilize research and evidence based practice and integrate advanced theoretical knowledge into your role as a Nurse Administrator or Nurse Educator. We are confident that you will enjoy your educational program. The years ahead will be challenging but with organization and steady application of your talents and abilities, you will find them beneficial and rewarding.

The nursing program provides the academic rigor for graduate education, and the online courses offer the scheduling flexibility needed by the adult student with career and family responsibilities. Faculty will challenge, encourage and support you through this educational process.

I wish you the very best as you begin this next phase of your education!

Sincerely,

Terri L. Liberto, PhD, RN
Chair, Department of Nursing

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Selected General College Information

Note: Further information on all College policies can be accessed at <http://intranet.laroche.edu>, Resources, Policies and Procedures.

Non-Discrimination Policy

La Roche College admits qualified students of any sex, race, color, handicap, religion, national and ethnic origin, veteran status and sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at the college. It does not discriminate in the administration of its educational programs, admissions policies and processes, employment practices, scholarship and loan programs, athletic and other college-administered programs.

La Roche College's non-discrimination policy is administered in accordance with title IX of the 1972 Educational Amendments, and all other applicable federal and Pennsylvania statutes.

The college is committed to serving a diversity of students by providing educational and extra-curricular programs which will enhance their overall educational experience. The college is committed also to maintaining a humane atmosphere in which all individuals and groups are respected and not disparaged.

The college is unalterably opposed to any form of harassment. Harassment includes behavior, speech, or writing that demeans or stereotypes individuals in a harmful way. Harassment may create an intimidating, hostile, or demeaning environment and often has the effect of interfering with an individual's full and free participation in the life of the college.

Implementation

Any person(s) who believes that discrimination or harassment of students has occurred or is occurring in violation of this policy, should report such incidence to the dean of students. In cases involving other students, the Student Code of Conduct has official jurisdiction over such allegations for which disciplinary action may be taken. In cases involving faculty or staff, the vice president for student life refers the complaint to the vice president of academic affairs or the director of human resources, respectively, for action in compliance with college policy. Such action may include the use of informal resolution procedures and/or the Student Grievance Procedure.

Notification

The Non-discrimination Harassment Policy is published in the Student Handbook and appears at least one time during the academic year in the student newspaper. Employees are notified through a letter from the Human Resources Office.

My.LaRoche.edu

MyLaRoche is an online system for registration. Students are able to access this through the College website. Students are given a user ID and password to gain access to this system. These user ID and passwords are different than those used for access to the general email system. Students use MyLaRoche to look up course schedules, register for classes, to obtain midterm and final grades and to obtain unofficial copies of their academic transcript.

Student Handbook

The La Roche College Student Handbook is located online at <http://www.laroche.edu/handbook> . This handbook contains a wealth of information including student policies and procedures.

La Roche College Website

Students are encouraged to become familiar with the La Roche College website, <http://intranet.laroche.edu>. This site has much valuable information and can save time and effort by supplying answers to common questions. Important dates related to the academic calendar can be found on this site as well as current activities occurring on campus.

Support Services:

Student Academic Support Services [SASS], <http://www.laroche.edu/sass/home.htm>
Marie Deem, M.A., Associate Dean of Academic Affairs for Student Academic Support Services
Marie.Deem@laroche.edu, 412-536-1128

Student Academic Support Services includes the offices of Academic Advising, Career Development, Disability Services, and Academic Counseling and Tutoring. The primary mission of SASS is to help students become active, independent and confident learners.

Through focused efforts in Academic Advising, Career Development, Academic Counseling and Tutoring, and Disability Services, students are exposed to and guided through the myriad of resources available to them to assist in their quest for college and career success.

In addition to providing direct services to students, the Student Academic Support Services team is also available to La Roche College's faculty, staff and administrators to work together on student referrals, retention initiatives, and other learning support programs.

The Writers' Center

The Writers' Center is located in Academic Building 209, 412-536-1230. This Center is available to all students. The Center can help students develop ideas, structure their writing and write clear and effectively.

Library

The John J. Wright Library and Learning Center houses a variety of services. Students may borrow up to 10 books by presenting their student ID card with current validation sticker. Students may also use the library at UPMC Passavant Hospital during business hours Monday through Friday. Students can submit a request for library material from UPMC Passavant and other libraries using the intra-library loan procedures. Please contact the librarians for additional information about this process. For additional information about the library including hours of operation, please access <http://intranet.laroche.edu> >Resources >Wright Library.

Residency Requirements

The last 30 credits must be taken at La Roche College. Students who wish to test out of a course must do so prior to beginning their last 30 credits.

Transcripts

An official copy of your final transcript will be mailed to you along with your diploma. Your final transcript will include your degree and conferral date, along with your major, minor, and any certificate earned.

If you submit a transcript request for employment purposes, certification application, or admission to graduate school, make sure to indicate "hold until the degree is posted." You can order transcripts and track the status of your order online through www.getmytranscript.com.

Family and Educational Code

La Roche College respects the rights of all students as individuals within the college community. The college fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the "Buckley Amendment"). FERPA is a federal law which states that an institution must maintain the confidentiality of student education records. In addition, the law states that (a) a written institutional policy must be established and that (b) a statement of adopted procedures covering the privacy rights of students must be made available. A summary of the final FERPA regulations which include 1993 amendments may be obtained by request from the registrar's office.

The law provides for: inspection of records by a student; the opportunity for a hearing for a student to challenge the content of a record; the permission of the student for release of the record and maintenance of a record of all persons, including the student, who inspects the file. Student records, both academic and personal, are confidential records. With the exception of directory information, records may be released only with the student's written permission. *For further information concerning the release of nursing student records, please contact the Registrar or the Department Chair.*

Copyright Laws

The copyright law of the United States governs the making of photocopies. Students may reproduce one copy of an article from a periodical, newspaper or book, for no other purpose than personal study or research.

The library has two coin-operated photocopy machines which students may use. The cost is ten (10) cents per copy. Photocopies of microforms (microfilm or microfiche) of newspapers or periodicals may be obtained in the microform area. The same charge of ten (10) cents per copy is assessed. A coin change machine is also located on the upper level of the library. The copyright law of the United States governs the making of photocopies.

Kerr Fitness and Sports Center

This Center, completed in 1993, houses a gymnasium, racquetball courts, indoor track, aerobics and weight room. Nursing students may use these facilities by presenting their student ID card during normal operation hours. Students are encouraged to call 412-536-1001 or 412-536-1007 to check hours of operation.

Office of the Registrar

The Registrar's Office supports the academic mission of the College by facilitating the transition of students from matriculation to degree completion, interpreting and enforcing academic policies and procedures, maintaining and ensuring the integrity of all academic records, adhering to federal regulations pertaining to the governance of students' academic records, and providing accessible, reliable, responsive and courteous personal and technological services that meet the diverse needs of our students, faculty, administration and outside customers. Students can access the Registrar Office online <https://intranet.laroche.edu>>Offices > Registrar.

SELECTED LA ROCHE COLLEGE POLICIES

Registration

Registration for all continuing* La Roche College students is through a web-based registration system known as My.LaRoche.edu. My.LaRoche.edu permits students access to:

- the course schedule for the registration session, including a listing of closed courses
- on-line registration and course add and/or drop
- the student's current schedule and grades
- a degree audit which calculates the courses the student has completed and needs to complete to meet degree requirements
- an email link to his/her advisor
- a GPA projection link that allows the student to do a "what if?" scenario
- the student's unofficial academic record
- the student's biographical information on file at the college

* *A continuing student is one who was registered at La Roche within the last calendar year.*

** *A new student is one who is registering at La Roche for the first time.*

NOTE: You must have a La Roche College network account in order to access online registration and student information.

Registration Policy

Students are permitted to attend only those classes for which they are registered. Credits are not granted nor grades recorded on a transcript for any course for which a student has not been officially registered. Students with outstanding balances are not permitted to register.

Many upper-division courses have pre-requisites as listed in the Course Catalog. Students may not register for courses until they have met the pre-requisites or unless the division chair or department chair grants permission in writing.

Registration/Late Registration

Registration for continuing students begins during the advising period and ends on the established registration deadline for the semester, as published in the online Academic Calendar. During this period, students register online through My.LaRoche.edu

After the registration deadline, and until the last day of add/drop, continuing students who have not yet registered must complete the financial clearance process before registering. A \$100 late registration fee is assessed at this time. Tuition, all fees, and any prior balance must be paid before the registration can be processed. The Financial Clearance Form is available online on the Registrar's web site under "Student Forms" and can be submitted electronically.

Registration for new students begins immediately after the advising period for continuing students and ends on the last day of add/drop for the semester. New students are registered by Graduate Studies and Adult Education (transfer and graduate students) or Student Academic Support Services (freshmen).

Requests for Registration after the end of the add/drop period may be submitted to the Registrar, and will be considered only under extenuating circumstances with the approval the Academic Dean. Contact the Registrar at registrar@laroche.edu for more information.

Add/Drop

The Add/Drop period for the Fall and Spring semesters and sessions is one week in length. During this time, students add and drop courses online through My.LaRoche.edu. Permission of the instructor is required to add an online class after the first day of the semester or to add an accelerated course after the first class meeting. Instructor permission may be obtained via La Roche email and forwarded to the Registrar's Office. Tuition charges are removed for all courses dropped within the first week of the semester.

Course Withdrawal with W Grade

Students can withdraw from courses through the eleventh class day of the Fall and Spring Semesters with a 50% reduction in tuition charges. W grades are assigned during this period. The Course Withdrawal form is available online on the Registrar's web site.

Course Withdrawal with F Grade

After the deadline for withdrawal with a W grade, a student can withdraw with an automatic F grade through the end of the semester or session.

Accelerated Fall/Spring and Summer Session Add/Drop and Withdrawal Dates

Students can withdraw from an eight-week accelerated course through Friday of the fifth week of the session. The add/drop, withdrawal, and refund periods for the abbreviated summer sessions are based on the length of each session and number of class meetings, and students should consult the online academic calendar on the Registrar's web site for specific deadline dates. Students can add, drop and withdraw online through My.LaRoche.edu.

Publication of Deadline Dates

All registration, add/drop, and withdrawal dates are published in the online Academic Calendars published on the Registrar's web site. Students are responsible for knowing and meeting all registration deadline dates.

Withdrawal or Leave of Absence from the College

Students who intend to leave the college temporarily (Leave of Absence) or permanently (College Withdrawal) must complete the online College Withdrawal/Leave of Absence form located under "Student Forms" on the Registrar's web site. Upon submission of this form, withdrawing students are directed to an online Exit Interview.

Grading System Policy

The college awards the following grades and assigns quality points on a 4-point scale:

GRADES	QUALITY	DESCRIPTION
A	4.00	
A-	3.70	
B+	3.30	
B	3.00	
B-	2.70	
C+	2.30	
C	2.00	
C-	1.70	
D+	1.30	
D	1.00	
D-	0.70	
F	0	

Incomplete Grade Policy

In exceptional cases, a student may request an incomplete grade ("X") for a course. If approved by the instructor, the request for an incomplete will be submitted on the appropriate form to the Registrar's Office by the last day of the examination period of the semester in which the student is registered for the course.

In the event that the student does not complete the necessary work within six (6) weeks after the beginning of the next academic semester, the "X" grade will automatically become an "F" grade. Extension beyond six (6) weeks may be granted only by the Vice President for Academic Affairs.

Academic Probation Policy

Full-time students whose cumulative quality point averages are below 2.0 (1.80 for freshmen) or who are subject to a second placement on academic warning may be placed on academic probation for their subsequent fall or spring semester of enrollment.

Any student placed on academic probation is required to work with a designated academic support adviser on strategies to enhance his/her academic performance. Any student placed on probation may be restricted to no more than 13 credits for his or her subsequent fall or spring semester of enrollment, and may be subject to other conditions as required by the academic support adviser or the Academic Standing Review Board.

Grade Appeal Policy and Procedure

Students may seek review of a grade through a formal grade appeals process. A grade will be reviewed by the grade appeals committee on the basis of whether the grading procedure was effectively communicated to students at the beginning of the semester, and to determine whether the communicated grading procedure was followed.

To make such a determination, faculty may be asked by the grade appeal review committee to:

- Explain the basis or criteria for a grade
- Demonstrate that the basis or criteria was communicated at the beginning of the semester, and
- Demonstrate that the grading procedure was not indiscriminately applied.

The methodology faculty may use in teaching or grading will not be reviewed in the formal grade appeal process.

In the appeal proceedings, the burden of proof is on the student appellant to prove that a change of grade is the appropriate course of action in his or her case. Students may not use the grade appeal process to challenge college policy.

For the purpose of undergraduate student grade appeals, the grade appeal review committee comprises:

- Three faculty members, plus two alternates named by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education.
- A representative from the Administration named by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education;
- The Vice President of the Student Government Association;
- One undergraduate student (plus one alternate) elected by the Student Government Association

For the purpose of graduate student grade appeals, the committee comprises:

- Three faculty members, plus two alternates named by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education; at least one voting member must have regularly taught in one of the graduate programs

- A representative from the Administration named by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education;
- Two graduate students. A pool of six graduate students will be selected by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education. Student and faculty alternately excuse two students each with the remaining two students serving on the committee.

Department of Nursing
General Information

Philosophy of the Department of Nursing

The philosophy of the Department of Nursing is derived from and is consistent with the mission, objectives, and values of the College. The Department philosophy focuses on faculty beliefs about the person, environment, health, nursing, and education. The faculty supports the American Nurses Association (ANA) definition of nursing. "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations."

Each person is a unique integration of physiological, psychological, social-cultural, developmental, and spiritual dimensions in continuous interaction with the environment. Each person has the right to respect, dignity, and self-determination. The person, as an individual, and as a member of a family, group, local or global community, is the central focus of nursing.

The environment includes socio-cultural, political, technological, and economical factors that are constantly changing forming a complex context for the nursing practice. Nursing has the responsibility to assist individuals to adapt to the changing environment just as nursing as a profession must adapt and grow within this complex context for nursing practice. Nursing includes promoting health, preventing illness, restoring health, and caring for the dying. Health is a multifaceted, dynamic phenomenon that reflects each person's system of values and beliefs and involves various levels of wellness throughout the lifecycle. Health is the responsibility of the person in collaboration with nursing and other health care providers. Nurses provide ethical care utilizing critical thinking through application of the nursing process to provide comprehensive, individualized care. Nurses enact multiple roles of caregiver, teacher, advocate, leader, researcher, and manager. Nurses integrate evidence and research findings into practice appropriate to the level of education and position.

Education is an active process in which students are encouraged in developing patterns of critical thinking and the ability to make discriminatory judgments. This intellectual framework fosters a teaching-learning process where knowledge, skills and attitudes are shared in an environment of inquiry and positive growth. This framework posits teacher as leader in the educational enterprise by planning opportunities for learning in light of identified goals. Students, in concert with teachers, bear responsibility for their own learning.

Associate Degree Program

Education at the Associate Degree level focuses on the development of science-based nursing knowledge and professional skills required to make safe evidenced based judgments for care, advocate for patients and families, develop the professional image and self, question underlying assumptions in care and offer new insights into improvement of care across the lifespan and in various health care settings. Upon graduation from the program, students are prepared to sit for the NCLEX examination. The Associate degree education is an entry level into the profession of nursing. ASN graduates are generalists in nursing.

RN to BSN Degree Program

Education at the Baccalaureate Degree level focuses on the incorporation of science-based nursing knowledge and professional skill required to assist patient, families, and communities to progress toward fulfillment of human potential. Baccalaureate prepared nurses utilize evidenced based practice to provide quality care, promotion of health, demonstrate professional identity and leadership, and act as an evolving scholar. Baccalaureate education is based in liberal education and integrates nursing with the humanities as well as the behavioral and the social sciences.

The purpose of the RN to BSN program is to expand the knowledge base and scope of practice of the ASN/Diploma prepared RN. The RN to BSN completion program expands the practice and knowledge base rooted in nursing science and the liberal arts. The program is committed to and places emphasis on scholarship, evidence-based practice and leadership in a rapidly changing, complex environment. The RN to BSN completion program prepares graduates to practice professional nursing in partnership with individuals, families, communities and populations to promote and restore health and prevent illness, locally and globally. Graduates of the program are generalists with the foundation for graduate education and continuing professional development.

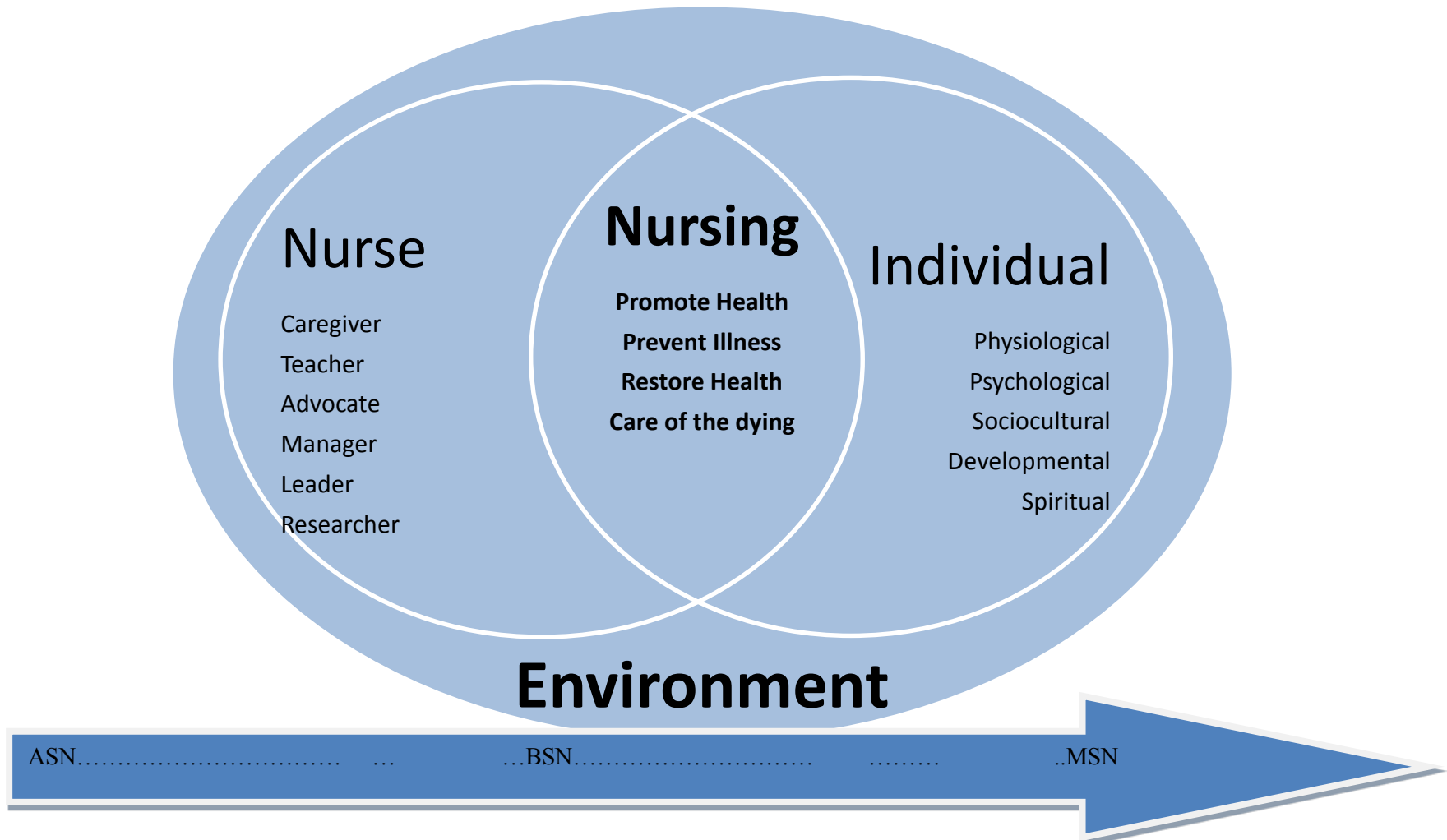
Master's Degree Program

Education at the Master's Degree level fosters critical thinking and promotes understanding of the broad scope of health care within sociopolitical contexts and ethical-legal implications of health care delivery. Graduate education is rooted in a strong tradition of research and scholarly endeavor which includes systematic inquiry, leadership and creative conceptualization. Graduate prepared nurses are leaders and change agents in their area of practice. Master's degree prepared nurses identify gaps in knowledge, formulate research questions, promote the advancement of professional nursing in self and others, and systematically evaluate the quality of evidenced-based practice.

The faculty upholds the belief that continuing education is an ethical, moral, and legal responsibility of all nurses at every level of education. Education is a life-long process with the emphasis on maintaining, improving, and promoting competency in the nursing practice.

Approved 11/21/11

LA ROCHE COLLEGE NURSING DEPARTMENT
ORGANIZATIONAL FRAMEWORK



The processes fundamental to the practice of nursing include the nursing process, caring, communication/documentation, and teaching/learning. These processes are integrated with varying emphasis throughout all nursing courses. The school utilizes a variety of theories and models of care applicable to specific client needs and settings including stress/adaptation, developmental, caring, Maslow's hierarchy of needs, and systems theories.

History

In 1978, the baccalaureate nursing program for registered nurses was established. Two years later, in May 1980, 15 nurses graduated from the program. The first accreditation by the National League for Nursing (NLN) for this program was in December 1980.

In 1984, the graduate program was established and offered a concentration in nursing management. In 1991, advanced practice specializations were added in critical care, community health nursing, gerontology and family nurse practitioner. In 1997 a School Nurse Certification Program was established. In 2002 a Forensic Nursing Certificate was developed. In Spring 2003 the Associate of Science in Nursing program was initiated. In Summer 2008 a revised Nursing Administration specialization and a Nursing Education specialization were established. In Fall 2008 the RN-BSN program was approved as an online program.

Accreditation

The La Roche College Associate of Science in Nursing Program, Baccalaureate Program for Registered Nurses and Master of Science in Nursing Program are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) [formerly National League for Nursing Accrediting Commission (NLNAC)]. The degrees granted are an ASN, BSN and MSN. The Associate of Science in Nursing is approved by the Pennsylvania State Board of Nursing. The School Nurse Certificate Program is approved by the Pennsylvania Department of Education. La Roche College, including the Nursing Programs, is accredited by the Middle States Association of Colleges and Schools.

Mother Marie de La Roche Award in Nursing

The Mother Marie de La Roche Award in Nursing is given to recognize one undergraduate and one graduate nursing student for community service in a nursing role. Although service is the primary basis for the award, leadership and scholarship are also considered.

Nursing students and faculty will be given the opportunity to nominate students who have completed their degree requirements in December or who will complete their degree requirements in May or August of that same year. Self-nominations are encouraged.

Scholarships

The nursing student is often granted the opportunity to apply for local scholarships. The student is advised to frequently refer to the nursing information bulletin boards located on the first floor of the La Roche College Academic Building or to contact the Financial Aid Office for these opportunities.

Students enrolled in all programs are notified of scholarship opportunities via La Roche College email.

The Honor Society of Nursing, Sigma Theta Tau International

Sigma Theta Tau is an international honor society of nursing. The mission of Sigma Theta Tau international is to advance world health and celebrate nursing excellence in scholarship, leadership, and service. STTI is dedicated to creating a global community of nurses who use their knowledge, skills, and abilities to promote health, prevent disease, and advance the art and science of nursing. Sigma Theta Tau International members reside in more than 85 countries. Sigma Theta Tau International members are staff nurses, administrators or supervisors, faculty, and advanced practice nurses.

Membership to STTI is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

The Theta Mu Chapter of Sigma Theta Tau International was established at La Roche College on April 6, 1986. Membership is based on scholastic achievement, evidence of professional leadership potential and/or marked achievement in the nursing profession.

Information about the Honor Society of Nursing, Sigma Theta Tau International can be found on the STTI website: www.nursingsociety.org.

Academic Integrity

Academic integrity is expected of all nursing students. It is an integral component of professional behavior. Academic dishonesty is considered a major violation of the college's Code of Conduct and an offense against the college. Academic dishonesty includes lying, cheating, stealing. This includes but is not limited to the buying, selling or trading of papers, projects, academic assignments, copying, plagiarizing, submitting the work of others or purchasing a work, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations through purchase, supply or use, submitting work of another person or work previously used without informing the instructor, tampering with academic work of other students, obtaining tests and computer program theft. Allegations of academic dishonesty will be reviewed by the faculty of the Department of Nursing. A first offense of academic dishonesty could result in failure of the assignment or the course. Subsequent offenses could result in suspension or dismissal from the nursing program.

Frequently Used Telephone Numbers

Christina Baktay, MSN, RN
Assistant Professor
412-536-1221

Christina.Baktay@laroche.edu

Pamela Chapman, MSN, RN, CCRN
Assistant Professor
412-536-1259

Pam.Chapman@laroche.edu

Stephanie Illig, MSN, RN
Assistant Professor
412-847-1808

Stephanie.Illig@laroche.edu

Terri Liberto, PhD, RN
Chair, Department of Nursing
Associate Professor
412-847-1813

Terri.Liberto@laroche.edu

Linda L. Robertson, PhD, RN
Associate Professor
412-536-1172

Linda.Robertson@laroche.edu

Beth Waclawski, BA
Department Secretary
412-536-1170

Beth.Waclawski@laroche.edu

Bookstore
412-536-1140

College Switchboard
412-367-9300

Counseling Services
412-536-1051

Finance Office
412-536-1125

La Roche College
Snow and Emergency Closing Line
412-536-1052

Public Safety Office
412-536-1104

Public Safety Officer on Duty
412-536-1111

Wright Library Front Desk
412-536-1063

Writer's Center
412-536-1230

Department of Nursing

General Policies

100.3 Statute of Limitations Policy

Policy:

The ASN, RN to BSN and MSN programs must be completed within five (5) years from the time the student enrolls in the FIRST nursing course. The length of time to complete the program varies depending on the number of credits accepted in transfer and the number of courses students complete each semester. For example, students who have completed all prerequisites and lower division liberal arts courses can complete the program on a full time basis in two (2) years or four (4) semesters, depending on course rotation. Once all liberal arts courses have been completed, students can complete the program on a full time basis in one (1) year or two (2) semesters.

For the RN to MSN program the undergraduate courses should be completed within five (5) years from the time the student enrolls in the FIRST undergraduate nursing course. The graduate courses should be completed within five (5) years from the time the student enrolls in the FIRST graduate nursing course. The length of time needed to complete the program varies depending on the number of undergraduate credits accepted in transfer and the number of courses taken per semester. For students who have completed all undergraduate liberal arts courses the minimum time needed to complete the program on a full time basis is three (3) years including summers, depending on course rotation.

Revised 2004

Reviewed 2006, 2008, 2010, 2011; 2012

100.4 Grading Policy

Policy:

The Department of Nursing awards course grades as follows:

A	100-96	C	76-73
A-	95-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-0

ASN and RN to BSN students must maintain a minimum cumulative GPA of 2.0. MSN students must maintain a minimum cumulative GPA of 3.0. GPA is calculated by the Registrar according to College policy.

Students must earn the following passing grades:

ASN students must earn a minimum passing grade of C in nursing and science-related courses.

RN to BSN students must earn a minimum passing grade of C in nursing courses.

A grade of C- (less than 73%) is not considered to be passing.

MSN students may receive a B- or C in one nursing course only. The overall GPA of 3.0 or greater must be maintained at all times throughout the program.

Method of evaluation for grade calculation is explained in each course syllabus

Procedure:

1. Faculty will indicate how the course grade will be calculated in the course syllabus.
2. Faculty will assign grades based upon the above scale.
3. At the completion of each course, faculty will report any student failing to earn the minimum grade in a course or the minimum cumulative GPA to the Department of Nursing faculty for action.

Revised 2004

Reviewed 2006, 2008

Revised 2010

Reviewed 2011; 2012

Revised 1/2013; 9/10/13; 10/14/14

100.6 Minimum Credit Requirement Policy

Policy:

Minimum credit requirement: ASN 69 credits, RN to BSN 120 credits, MSN: Administration 36 credits/Education 34 credits.

Revised 2004

Reviewed 2006

Revised 2008; 2010

Reviewed 2011; 2012

100.7 Plagiarism Policy

Policy:

Plagiarism will not be tolerated. Plagiarism is defined as taking the ideas or written words of another and presenting them as one's own. (This includes the work of published authors as well as student papers.)

Procedure:

1. If a student is found to have plagiarized, the incident will be presented to the Department of Nursing Academic Standing Committee for review.
2. A first offense of plagiarism will result in failure of the assignment and may result in dismissal from the nursing program.
3. A second offense will result in dismissal from the nursing program.

10/93

Reviewed 2000, 2004, 2005, 2011; 2012

100.8 APA Policy

Policy:

To insure uniformity and consistency in the writing and evaluating of written reports, the Department of Nursing has adopted the current edition of the Publication Manual of the American Psychological Association, Washington, DC: : American Psychological Association as a guide to writing and evaluating scholarly papers.

La Roche College

Division of Nursing

Approved 9/29/81

Reviewed 2000, 2004, 2005, 2011; 2012

MSN Program

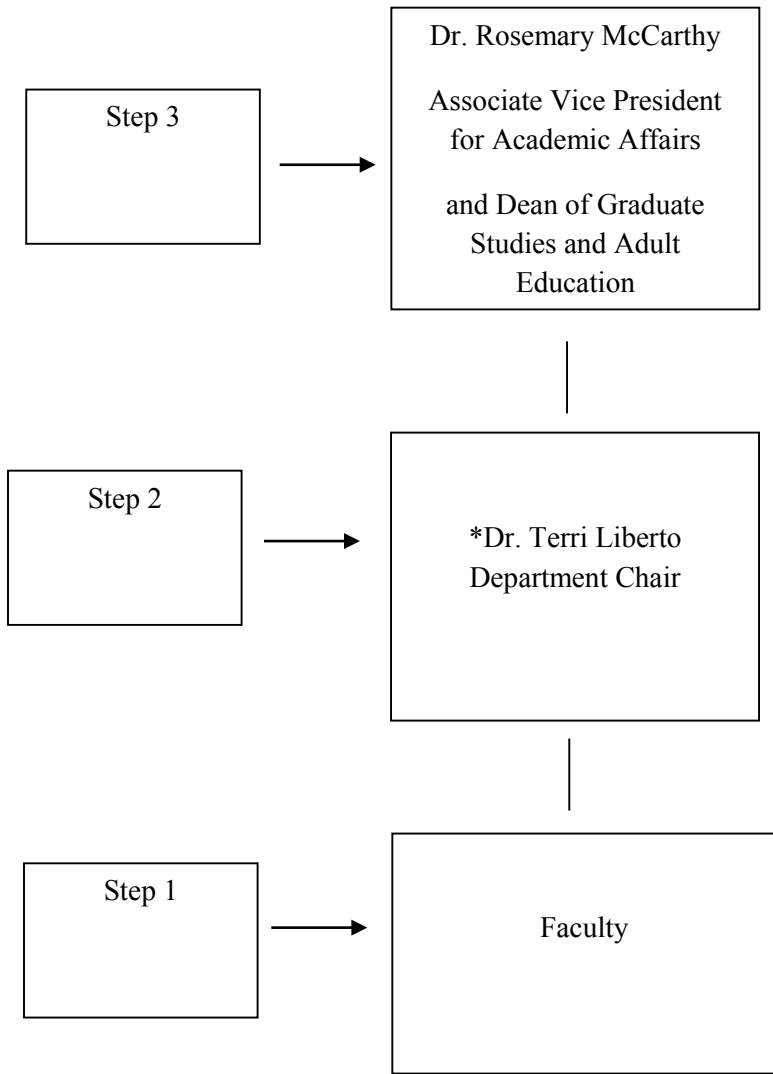
General Information and Policies

MSN Program Outcomes

1. Demonstrate communication skills that develop collaborative practice reflective of advanced nursing practice that promote high-quality health care, initiate change, and improve the practice of nursing.
2. Evaluate growth as an advanced practice nurse to develop a plan for continuing education and career development.
3. Develop strategies to meet regulatory and accreditation standards in advanced practice.
4. Incorporate leadership skills and behaviors to foster best practices, promote professional growth and positive change in people and systems within health care and education.
5. Incorporate political, institutional, social, economic, ethical, legal, and technological knowledge as a basis for decision making in planning for expected outcomes.
1. Utilize research and evidence-based practice as the basis for advancing nursing and nursing practice.
2. Integrate evidence-based assessment and evaluation strategies appropriate for analyzing organizational outcomes.
3. Integrate advanced theoretical knowledge into nursing practice role.

1/26/2006
Revised 12/07
Revised 2010
Approved 11/21/2011

Department of Nursing Chain of Communication—MSN Program



LA ROCHE COLLEGE
 MASTER OF SCIENCE IN NURSING PROGRAM
 Nursing Administration Program Guide

Student Name _____

Student ID _____

Total credits required in Nursing Administration 36

FALL

<u>Year</u>	<u>Course</u>	<u>Credits</u>
_____	NURG5002 Nursing Theory and Research	4 cr.
_____	NURG5013 Role Development of the Nurse Administrator and Nurse Educator	2 cr.
_____	NURG5033 Nursing Informatics for Nurse Administrators and Nurse Educators	3 cr.

FALL

_____	NADM5000 Health Care Finance	3 cr.
_____	NADM5020 Nursing Administration II	3 cr.
_____	NADM5025 Nursing Administration II: Seminar and Practicum	3 cr.

SPRING

<u>Year</u>	<u>Course</u>	<u>Credits</u>
_____	NURG5020 Health Policy	3 cr.
_____	NURG5035 Human Diversity and Social Issues in Nursing Administration and Nursing Education	3 cr.
_____	NADM5017 Nursing Administration I: Theory, Concepts and Principles	3 cr.

SPRING

_____	NADM5025 Nursing Administration III	3 cr.
_____	NADM6000 Nursing Administration III: Seminar and Practicum	3 cr.
_____	NURG6000 Capstone Research: Experience: Guided Research	3 cr.

Transfer Credits [if any] _____

Projected Graduation Date _____

Advisor Signature _____

Date _____

Registrar Signature _____
[for Transfer Credits]

LA ROCHE COLLEGE
 MASTER OF SCIENCE IN NURSING PROGRAM
 Nursing Education Program Guide

Student Name _____

Student ID _____

Total credits required in Nursing Education 34

FALL

<u>Year</u>	<u>Course</u>	<u>Credits</u>
_____	NURG5002 Nursing Theory and Research	4 cr.
_____	NURG5013 Role Development of the Nurse Administrator and Nurse Educator	2 cr.
_____	NURG5033 Nursing Informatics for Nurse Administrators and Nurse Educators	3 cr.

SPRING

<u>Year</u>	<u>Course</u>	<u>Credits</u>
_____	NURG5020 Health Policy	3 cr.
_____	NURG5035 Human Diversity and Social Issues in Nursing Administration and Nursing Education	3 cr.
_____	NEDG5000 Assessment, Measurement and Evaluation of Learners	3 cr.

FALL

_____	NEDG5002 Teaching and Learning: Strategies for the Classroom and Clinical Nursing Education	3 cr.
_____	NEDG5004 Curriculum Design I: Development of Curriculum	3 cr.
_____	NEDG5006 Curriculum Design II: Evaluation and Revision of Curriculum	3 cr.

SPRING

_____	NEDG5008 Nursing Education Teaching Practicum	4 cr.
_____	NURG6000 Capstone Research: Experience: Guided Research	3 cr.

Transfer Credits [if any] _____

Projected Graduation Date _____

Registrar Signature _____
 [for Transfer Credits]

Advisor Signature _____

Date _____

400.1 MSN Admission Requirements Policy

Policy:

Students applying through the Graduate Studies and Adult Education Department must meet the following eligibility criteria.

1. Copy of current RN license
2. Overall, cumulative GPA of 3.0 or above from the previous educational program
3. BSN from an accredited program
4. Proof of one year of practice experience (1000 hours) within the past year in the United States (Nursing Department Form)
5. Current resume or CV

Candidate must also submit:

1. Two reference letters from a person who can address the applicant's nursing ability and ability to achieve in an academic program. (for example from an employer, instructor, or clergy)
2. Official college transcripts from all programs attended
3. An essay describing professional and academic goals

Procedure:

1. Students must meet the above criteria for admission
2. The Office of Graduate Studies and Adult Education will review the academic Records for eligibility and submission of all required documents.

1991

Revised 2009

Reviewed 2010, 2011, 2012

Revised 9/9/2014, September 2015

400.2 Transfer of Credit for Students in the Graduate Nursing Program Policy

Policy:

A maximum of six credits may be transferred from other graduate programs provided the course is equivalent to that required at La Roche and the student earned a grade of B or higher in the course.

1. Courses for transfer must have been taken within past five years.
2. Once enrolled at La Roche, a student is not permitted to take equivalent courses from another graduate program without prior written permission from the Department Chair of the Nursing Program.

Spring 1991

Reviewed Spring 1996

Revised Spring 2000

Reviewed 2004, 2006, 2008

Revised 2010

Reviewed 2011; 2012

400.3 Provisional Status of Students in the Graduate Nursing Program Policy

Policy:

Applicants who do not meet all of the criteria for full graduate status at La Roche College may be eligible for special status admission. Students who are admitted with other than full status may only take nine credits in the graduate program.

Provisional Admission Status:

Applicants are eligible for consideration under the provisional status policy if:

1. Admission materials are incomplete but the applicant appears to be qualified for admission based on materials received, and/or;
2. Prerequisite courses have not been completed, or;
3. Coursework towards a BSN degree has not been completed.

All admission materials and graduate testing must be completed within the first term of the provisional status. However, all criteria for admission to full status must be met prior to the applicant being considered for full status. Students must achieve a cumulative quality point average (QPA) of 3.0 at the completion of the nine credits to be eligible for consideration for full admission to the program. Provisional status may be extended beyond nine credits if an individual demonstrates extenuating circumstances.

Non-Degree Seeking:

An applicant who does wish to seek a degree or is not yet ready to begin the regular admission process but who desires to enroll in a specific course or courses for which he or she is qualified may apply for special Non-Degree seeking status. Approval must be received from the Department Chair, Nursing. A maximum of twelve credits may be taken as a special non-degree student unless there are extenuating circumstances. However, if the applicant decides at a later date to seek a degree, all criteria for admission to provisional or full status must be met. A maximum of nine credits taken as a special non-degree seeking student may be transferable toward a master's degree.

Procedure:

1. Applicant will contact the office of Graduate Studies and Adult Education Office.
2. The Admission Counselor must receive approval from the faculty member of an area of specialization or the Department Chair, Nursing.
3. The Office of Graduate Studies and Adult Education will complete the registration with the student.

Spring 1991

Revised 2000

Reviewed 2004, 2006, 2008, 2010, 2011, 2012

400.4. MSN Admission Requirements for International Students Policy

Policy:

International students applying for admission to the La Roche College MSN Program through the Graduate Studies and Adult Education Department must meet the following eligibility criteria.

1. Complete the Commission on Graduates of Foreign Nursing Schools (CGFNS) process. [CGFNS, 3600 Market Street, Fourth Floor, Philadelphia, PA 19104-2651.]
2. Copy of a US nursing license (to meet practicum experience hours in the program).
3. Minimum cumulative GPA of 3.0 or above from previous educational program.
4. BSN degree from an accredited program
5. Complete the Test of English as a Foreign Language Exam (TOEFL). A score of 600 paper or 100 internet must be achieved. This score should be submitted as part of the admission process. Students from English speaking countries will be assessed individually by the Nursing Department.
6. Proof of one to two years of clinical work experience (1000 hours) within the past year in a US healthcare agency prior to admission (Nursing Department Form).

Candidate must also submit:

1. Two reference letters from a person who can address the applicant's nursing ability and ability to achieve in an academic program (for example from an employer, instructor, or clergy)
2. Essay describing professional and academic goals.
3. Official college program transcripts.

Procedure:

1. Students must meet the above criteria for admission
2. The Office of Graduate Studies and Adult Education will review the academic Records for eligibility and submission of all required documents
3. Student must visit campus each semester to meet Visa requirements.

5/92

Reviewed 2000, 2004, 2006, 2008

Revised 2009, 2010

Reviewed 2011

Revised January 2012; May 2015, September 2015

400.5 RN to MSN Program Policy

Policy:

The RN to MSN Program is designed for the registered nurse with a well defined interest in graduate education.

Students can complete the BSN and MSN degrees in either specialization:

- Nursing Administration
- Nursing Education

Students admitted to the RN to MSN Program will complete 54 credits of prerequisite and prescribed liberal arts courses along with the nursing components of the program. In addition, students will be awarded 36 credits toward the BSN degree through the Pennsylvania Articulation Model (Policy 300.1). Students will be exempt from two nursing electives (six credits). A 3.0 QPA must be maintained to continue in the program.

Procedure:

1. Current BSN students can apply for admission anytime during their course of study.
2. All graduate admission requirements must be met, (See Nursing Graduate Policy 400.1) including QPA, references, and essay outlining their goals and identifying the area of specialization they wish to pursue.
3. Students should discuss this intent to apply with their advisor during academic advising or as soon as they begin to consider this option. Any student who is not sure of an area of specialization should delay applying to the program until such determination is made.
4. Once decided on area of specialization, student will complete admission procedure with the Admissions Counselor/Nurse Recruiter

Revised 2000

Reviewed 2004

Revised 2008

Reviewed 2011, 2012

400.6 Readmission Policy

Policy:

If a student has not attended classes within the calendar year of original acceptance date, the student completes registration process only. When a student has not attended classes at La Roche College for greater than one year but less than five years after original acceptance date, the student must complete a readmission form. If student has not taken any La Roche College classes for five years or more, the student must complete entire admission process. The student will be obliged to accept any nursing program changes that are in effect at the time of readmission.

Procedure:

1. Student must complete a readmission form available from the Graduate Studies and Adult Education Office or online.
2. If the student has attended any classes at another secondary institution during the interim, the formal final transcript must be presented for credits to be reviewed for the possibility of transfer.
3. A letter of acceptance will be forwarded to the student from the Graduate Studies and Adult Education Office.

Reviewed 2000; 2004, 2005; 2008; 2010

Revised 2012

400.7A MSN Grading Policy

Policy:

The Department of Nursing awards course grades as follows:

A	100-96
A-	95-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

MSN students must maintain a minimum cumulative GPA of 3.0. GPA is calculated by the Registrar according to College policy.

MSN students may receive a B- or C in one nursing course however, an overall GPA of 3.0 or greater must be maintained at all times throughout the program.

Procedure:

1. Faculty will indicate how the course grade will be calculated in the course syllabus.
2. Faculty will assign grades based upon the above scale.
3. At the completion each course, faculty will report any student failing to earn the minimum grade (B) in a course or a GPA of less than 3.0 to the Department of Nursing faculty for action.

Revised 2004

Reviewed 2006, 2008

Revised 2010

Reviewed 2011; 2012

Revised 1/2013; 10/14/2014

400.7B Progression and Retention in the MSN Program Policy

Policy:

MSN courses are offered sequentially. Successful completion of a course may be a prerequisite for progression into the next or successive courses within the curriculum. In order to progress in the MSN program, the student must:

1. Maintain a cumulative QPA of 3.0
NOTE: A B- or C grade is acceptable in only one nursing course. Students must maintain a GPA of 3.0 or greater at all times throughout the program.
2. Students who do not maintain a cumulative GPA of 3.0 will be placed on academic probation for their subsequent semester of enrollment. If the GPA continues to be below the 3.0 requirement, the student will be dismissed from the program.
3. Students must maintain standards as outlined in the College catalog and in the MSN Handbook.
4. Full time students must complete the program within five years of enrollment.

Procedure:

1. Faculty advisor or faculty teaching the nursing course will inform the student, the Department Chair and faculty that the student is not earning a "B" in a theory course and may be at risk for falling below the required cumulative GPA of 3.0.
2. A letter of nursing academic probation will be sent to the student officially informing the student that the quality of his/her academic work is below the level required.
3. The faculty advisor will meet with the student to assist the student in developing a plan to improve performance.
4. The letter will be placed in the student's file.

1/2013

Revised 10/14/2014

400.8 Grade Appeal Policy—MSN

The MSN Program adheres to the La Roche College policy for grade appeal.

401.1 MSN Program Health and Safety Requirements Policy

Policy:

In keeping with the rules and regulations of the State Board of Nursing and health care agencies, all MSN students are required to supply documentation of these health screening procedures, safety checks and CPR certification prior to participating in their first nursing practicum experience.

Health Appraisal	Prior to Practicum Experience
Drug Screen	Prior to Practicum Experience
FBI Screen	Current
Criminal Record Check	Current
Child Abuse History	If utilizing a pediatric practicum site only
Current American Heart Association Healthcare Provider CPR Certification	

Students may not participate in practicum courses or experiences until these requirements are completed and on file in the Department of Nursing. Inability to participate in practicum experiences may result in withdrawal from the semester courses.

Students are responsible for the cost of the necessary examination, immunizations, laboratory testing and clearances.

Students are responsible for maintaining current clearances, annual influenza immunization and PPD and CPR certification. Students must renew clearances prior to clearance expiration dates while in the program.

Student requiring hospitalization or surgery while enrolled in a practicum course must submit written physician or CRNP approval to resume the practicum component of the course.

Procedure:

1. The Health Appraisal Form and checklist are included in the handbook and sent to the student on admission to the MSN program along with the procedure for obtaining clearances.
2. The student returns the completed checklist, health appraisal form and other necessary documentation to the Department of Nursing prior to the first practicum nursing course.
3. The student will provide documentation of renewal of clearances and CPR certification prior to expiration and of annual influenza immunization and PPD to the Department of Nursing.
4. Go to <http://www.larochecollegecx.com/>. Click on Begin your background check and click on the appropriate package for the MSN student clearance requirements.

Revised 11/2012

Revised 10/14/2014

LA ROCHE COLLEGE DEPARTMENT OF NURSING
HEALTH APPRAISAL FORM

Name: _____ Date: _____

The La Roche Department of Nursing, in keeping with the rules and regulations of the State Board of Nursing and health care agencies, requires all students to complete certain admission health screening procedures. If you have any questions relating to the requirements, please call the office at (412) 536-1170.

Health Insurance Information

ATTENTION: All Nursing students must carry and be prepared to show evidence that they have current health insurance. This is a requirement for the duration of the program. This health insurance is for any treatments, illnesses, or injuries that occur during class or clinical.

Form Instructions

- All MSN students are required to provide this information prior to participating in the first practicum course.
- Lab results that are submitted without requested documentation on the health form, or use of other health evaluation forms (e.g. work physicals), will not be accepted.
- Please check the health form for completeness before submitting it to the Department of Nursing secretary and make a copy of the form for your records. Hand carry or send the completed form to:

Beth Waclawski
Department of Nursing
La Roche College
9000 Babcock Blvd
Pittsburgh, PA 15237



Engaging Minds. Embracing the World.

Health Care Provider must complete and sign this side.

TO THE HEALTH CARE PROVIDER: Please review the student's history and complete the physical exam and immunization record. Please comment on all positive answers. THIS STUDENT HAS BEEN ACCEPTED. The information supplied will not affect student's status and is necessary for student participation in clinical practica and will not be released without student consent.

To be completed by Health Care Provider:

Student's Name _____

Are there abnormalities of the following systems?

Describe fully:

	YES	NO
1. Mental Status		
2. Skin		
3. HEENT		
4. Neck		
5. Thorax and Lungs		
6. Heart and Vascular		
7. Abdominal		
8. Lymphatic		
9. Musculoskeletal		
10. Genital		

Requirement		Completed
2-Step PPD Skin Test or documentation of an initial 2-Step PPD and a current annual PPD Skin Test	Date and Results	
Hepatitis B	If actual date of vaccination unknown, a titer indicating immunity must be completed.	
Hepatitis C	If actual date of vaccination unknown, a titer indicating immunity must be completed.	
Measles Mumps Rubella (MMR)	If actual date of vaccination unknown, a titer indicating immunity must be completed.	
Varicella	If actual date of vaccination unknown, a titer indicating immunity must be completed.	
T-dap Tetanus, Diphtheria, and Pertussis	Documentation of T-dap injection within last 10 years. If longer than 10 years, documentation of T-dap injection.	

Physical Exam (significant findings):

Are there any physical or mental limitations for which a reasonable accommodation may be needed? Please describe.

Health Care Provider's Signature/Title _____

Address _____

Phone _____

PRINT Last Name _____

Date _____

Student is to return all information to:
 NURSING FACULTY OFFICE
 Academic Building 128
 La Roche College
 9000 Babcock Boulevard
 Pittsburgh, PA 15237

Hepatitis B Refusal Form

STUDENT RELEASE UPON REFUSAL OF HEPATITIS B IMMUNIZATION

I refuse to receive immunization against Hepatitis B and release La Roche College, it's agents, employees, and trustees from all liability that may occur as a direct or indirect result of this refusal. I have been apprised of the risks and benefits of the vaccine and the possible implications on placement in a clinical agency.

Name

Witness

Signature

Date

Date

2/11/04

Reviewed 9/2014

GENERAL INFORMATION

Risks and Benefits of Hepatitis B Immunization

Hepatitis B is a serious virus causing viral hepatitis and no specific treatment for the disease exists. The disease results in a variable prognosis depending upon the severity of the disease. In 5-10% of persons infected, persistence of the disease occurs (carrier state) with no recognized history of the disease. Serious complications and sequelae include massive hepatic necrosis, cirrhosis of the liver, chronic active hepatitis, hepatocellular carcinoma, and death in 0.5 to 1% of those infected.

Since Hepatitis B is preventable by immunization, the Centers for Disease Control recommend Hepatitis B vaccination for workers exposed to blood and blood-contaminated body fluids. Also, the American Association of Colleges of Nursing (AACN) recommends that nursing students receive the Hepatitis B vaccine. The Recombinant Hepatitis B vaccine, given as an injection over a 3 dose regime, has shown effectiveness to produce levels of the antibody in 94%, 96%, and 98% of the individuals participating in 3 different studies. A booster may be needed every 5 years for as long as one is exposed to blood and blood contaminated body fluids.

Side effects of the vaccine include injection site reactions, such as soreness, pain, tenderness, pruritis, erythema, ecchymosis, swelling, warmth, and nodule formation; systemic reactions such as fatigue and weakness, headache, fever $\geq 100^{\circ}\text{F}$, and malaise; digestive system symptoms of nausea and diarrhea; and respiratory system symptoms of pharyngitis and upper respiratory infection. Serious side effects have an incidence of less than 1% of all injections, whereas the incidence of health problems following Hepatitis B infection is approximately 8%.

Animal reproduction studies have not been done using the Recombinant HB vaccine, therefore, effects on a developing fetus are not known. Also, it is not known whether the vaccine is excreted in the human milk of a nursing woman.

Additional information on the specific vaccine you intend to receive may be obtained from your health care provider.

Approved by Faculty Organization Committee

Date: 10/26/92

Reviewed 2/11/04, 2005, 2011; 2012, 2014

402.2 Student Professional Liability Insurance Policy

Policy:

Students enrolled in the MSN program are required to maintain professional liability coverage while enrolled in nursing practicum courses. The Nursing Department does not recommend any specific company.

Procedure:

1. Students in the MSN program must provide evidence of their personal liability insurance.

Reviewed 2000, 2002

Revised 2004

Reviewed 2006, 2008

Revised 2010

Reviewed 2011; 2012

Revised 10/14/2014

403.0 MSN Portfolio Requirement

A portfolio is a compilation of documents that demonstrate achievement of the MSN program outcomes as well as growth and development of knowledge and skills related to the scope and standards/competencies for the nurse administrator or nurse educator. Compilation of documents for the portfolio should begin in the first semester in the program.

Process:

The guidelines and rubric for developing and submitting the MSN portfolio are sent by email to the MSN student at the beginning of the program. Students will compile required documents as indicated in the guidelines.

The portfolio is submitted to faculty advisors in the last semester of the program.

The portfolio is reviewed by the academic advisor and must be submitted by April 1 in the Spring semester.

A student must achieve a satisfactory grade by submitting all required elements of the portfolio in order to successfully meet the requirements for the program. Students who do not receive a satisfactory grade will be permitted to revise the portfolio and resubmit prior to the end of the last term.

Approved Faculty Organization Committee
10/14/2014

403.1 Graduation Requirements Policy—MSN

Policy:

A total of 36 credits [Nursing Administration] and 34 credits [Nursing Education] are required in order to graduate with a Master of Science in Nursing degree. The program consists of two components that include core and concentration courses. Students must successfully complete all coursework as indicated on the specific MSN Program Guide.

Procedure:

1. Complete the student section of the online graduation application found on the Registrar site. A debit or credit card are acceptable or a check may be mailed.

FILING DEADLINES: May Graduates – First Monday in February

August Graduates – First Monday in May

December Graduates – First Monday in October

Revised 2004

Reviewed 2006, 2008

Revised 2010

Reviewed 2011

Revised 9/10/2012