



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*

***Please note: All revisions effective 8/31/20 have been highlighted in green
for easy identification.**



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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 ONU Orientation and Learning Management System (LMS) training prior to the start of my first course.

I understand I am responsible for monitoring 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, including but not limited to obtaining a practicum site with a preceptor who holds an MSN or doctorate, to comply with the requirements outlined in the MSN or FNP 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 FNP 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 program 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 Education Certificate track 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.

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 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 prepares graduates to:

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

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
Service	Nurses contribute meaningful time and dedication in service to God and mankind to meet the needs of diverse populations.
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.
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.
Competent	A competent nurse combines knowledge, skills, attitudes, experience, and appropriate clinical judgment to perform safe care.
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.
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.
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.
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.

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	NRSRG 653: Theoretical & Professional Foundations of Nursing	<p>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)</p> <p>B. Evaluate systems, technology, and information management to improve patient care and impact healthcare systems. (PO: I, II, III, IV, VI)</p> <p>C. Integrate advanced practice nursing knowledge and evidence-based practice research into a strategically devised research proposal. (PO: II, III, IV, VI)</p>
	NRSRG 626: Moral/Ethical Decision Making	
	NRSRG 679: Evidence-Based Practice and Project Proposal Development I	
	NRSRG 680: Evidence-Based Practice and Project Proposal Development II	
	NRSRG 628: Nursing Informatics	
EDUCATION TRACK OUTCOMES	NRSRG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	<p>A. Synthesize evidence-based research to identify and solve complex educational and practice-based problems. (PO: I, II, III, IV, V, VI)</p> <p>B. Evaluate learning theories and their influence on curriculum design. (PO: I, II, III, IV)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>F. Demonstrate effective communication skills and professionalism to promote a collaborative, interprofessional working environment. (PO: I, II, III, IV, V, VI)</p>
	NRSRG 641: Advanced Pathophysiology, Pharmacology, and Health Assessment I	
	NRSRG 642: Advanced Pathophysiology, Pharmacology, and Health Assessment II	
	NRSRG 658: Advanced Clinical Practice for the Academic Nurse Educator (30 practicum hours)	
	NRSRG 621: Teaching Roles & Strategies	
	NRSRG 622: Curriculum Design, and Assessment	
	NRSRG 624: Evaluation in Nursing Education	
	NRSRG 607: Self-Care for the Individual & Diverse Populations	
	NRSRG 634: Nursing Education Practicum (120 practicum hours)	
TRANSFORM- ATIONAL LEADERSHIP OUTCOMES	NRSRG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	<p>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)</p> <p>B. Develop and evaluate communication, leadership, and business skills for integration into the role of a professional nurse leader that promotes collaborative</p>
	NRSRG 631: Nurse as a Leader & Manager of Care	
	NRSRG 646: Healthcare: Financial and Resource Management	
	NRSRG 647: Transforming Leadership in Nursing	

	NRSNG 648: Transformational Leadership Practicum (120 practicum hours)	organizational change. (PO: I, II, III, IV, V, VI) C. Develop transformational leadership characteristics that embody principles of integrity, ethics, spirituality, and personal responsibility. (PO: I, II, III, IV, V, VI) 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	NRSNG 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)
	NRSNG 673: Advanced Pathophysiology I	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)
	NRSNG 674: Advanced Pathophysiology 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)
	NRSNG 675: Advanced Pharmacology I	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)
	NRSNG 676: Advanced Pharmacology II	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)
	NRSNG 677: Advanced Health Assessment I	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 (NONPF) core competencies. (PO: I – IV)
	NRSNG 678: Advanced Health Assessment II	G. Integrate credible and relevant sources into scholarly written documents, current APA standards. (PO: V)
	NRSNG 667: Acute and Episodic Adult and Geriatric Therapeutics and Management	
	NRSNG 668: Women’s Health – Therapeutics and Management Across the Lifespan	
NRSNG 669: Children’s Health – Therapeutics and Management		
NRSNG 670: Chronic Adult and Geriatric Therapeutics and Management		
NRSNG 671: Complex Adult and Geriatric Therapeutics and Management		

	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 for information only and does not constitute a contract between the student and the University. At the time of printing, 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](http://catalog.olivet.edu) 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 profile.

MSN COURSES MATCHED TO BENCHMARKS

Course	Benchmarks
NRSG 626: Moral/Ethical Decision Making	The Change Agent/Policy Change Plan
NRSG 628: Nursing Informatics	Creation/Production of a Video
NRSG 680: Evidence-Based Research & Proposal Development II	Evidence-Based Research Proposal
NRSG 674: Advanced Pathophysiology II	Disease Process Presentation
NRSG 678: Advanced Health Assessment II	Video of Physical Exam Demonstration, Documentation, & Problem List: Elder Adult
NRSG 627: Professional Role Development of the Advanced Practice Registered Nurse (APRN)	APRN-FNP Practice Paper
NRSG 621: Teaching Role & Strategies	Personal Philosophy of Teaching
NRSG 624: Evaluation in Nursing Education	Evaluated Lesson Plan & Table
NRSG 648: Transformational Leadership Practicum	Program Competency Evaluation
NRSG 668: Women's Health – Therapeutics and Management	The Women's Health Status Research Paper
NRSG 669: Children's Health – Therapeutics and Management	Clinical Practice Scenario – Cultural Differences
NRSG 670: Chronic Adult and Geriatric Therapeutics and Management	Chronic Disease Paper
NRSG 651C: MSN Practicum	Consultant to the Governor on Legal Issues Relating to Pain Management
NRSG 665D: FNP Practicum	SOAP Note (Final SOAP Note, Due W7, D7)

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 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 an undergraduate grade-point average of 3.0 or better (4.0 scale)
- Submit a current registered nurse licensure 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. Working RNs with less than 2,000 hours, please speak with an Admissions counselor about a possible conditional admission.
- Students may not be admitted to the Olivet MSN program who have been dismissed from another MSN program.

[Admission to Post-MSN Certificate Tracks - SGCS](#)

In addition to the General Admissions Requirements, the applicant must:

1. Complete an application.
2. Submit an official transcript from a regionally accredited college or university showing an earned Master of Science in Nursing degree.
3. Have attained an MSN GPA of 3.0 or better (4.0 scale).
4. Submit current R.N. licensure in a geographical jurisdiction of the United States.
5. Have successfully completed (defined as a grade of B- or above) within the last five years Advanced Pathophysiology, Advanced Pharmacology, Advanced Physical Health Assessment (only FNP & Education tracks).
6. Submit a signed consent regarding criminal background and drug screening requirements.

7. Submit evidence of having worked as an RN for at least 2,000 hours prior to starting the chosen master's or post-master's tracks. Working RNs with less than 2,000 hours, please speak with an Admissions counselor about a possible conditional admission.

Transfer Policies

Transfer credit will only be given for 6 hours, in accordance with the SGCS Graduate Policy. Transfer credit will only be given for the following courses of the MSN Program, after review of course descriptions/syllabi for similarity to these two courses: NRSNG 653: Theoretical & Professional Foundations of Nursing and NRSNG 626: Moral/Ethical Decision Making.

Return to the MSN Program Policy

If a student chooses to take a leave of absence for any reason from the program schedule they must complete a Return Form prior to re-entry (see form at the end of the MSN Student Handbook). 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 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 (Effective August 2020)**

Olivet Nazarene University School of Nursing Master of Science in Nursing Degree – Online			
Education Track / Post Master’s Certificate in Education Track*		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-Education are denoted with an *			

Sample Full-Time FNP Course Schedule

OLIVET NAZARENE UNIVERSITY
Master of Science in Nursing Degree- Online
FNP Track

FULL-TIME SCHEDULE

NRSNG 653: Theoretical & Professional Foundations of Nursing	NRSNG 679: Evidence-Based Practice and Project Proposal Development I
NRSNG 626: Moral/Ethical Decision Making	NRSNG 680: Evidence-Based Practice and Project Proposal Development II
NRSNG 628: Nursing Informatics	NRSNG 673: Advanced Pathophysiology I
NRSNG 674: Advanced Pathophysiology II	NRSNG 627: APRN Role Development
NRSNG 677: Advanced Health Assessment I	NRSNG 675: Advanced Pharmacology I
NRSNG 678: Advanced Health Assessment II	NRSNG 676: Advanced Pharmacology II
NRSNG 667: Acute and Episodic Adult and Geriatric Therapeutics & Management	NRSNG 665A: FNP Practicum (120 clinical practicum hours)
NRSNG 668: Women's Health Therapeutics and Management Across the Lifespan	NRSNG 665B: FNP Practicum (120 clinical practicum hours)
NRSNG 669: Children's Health Therapeutics & Management	NRSNG 665C: FNP Practicum (120 clinical practicum hours)
NRSNG 670: Chronic Adult & Geriatric Therapeutics & Management	NRSNG 665D: FNP Practicum (120 clinical practicum hours)
NRSNG 671: Complex Adult and Geriatric Therapeutics and Management	NRSNG 665E: FNP Practicum (120 clinical practicum hours)
NRSNG 672: Complex Children's and Women's Health Therapeutics and Management	NRSNG 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.

The School of Graduate and Continuing Studies reserves the right to change this schedule if necessary.

Sample Part-Time Course Schedule

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

Sample Post-Certificate FNP Course Schedule

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

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 semester 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 and FNP-C students must maintain a 3.0 grade point average (4.0 scale) to remain in the program (this includes BUS courses). A cumulative GPA of 3.0 must be maintained throughout the MSN or FNP-C program and for graduation.

A student can repeat a total of two different NRSNG courses during the MSN program or Post-Graduate FNP Certificate track. A repeat may occur for failure, withdrawal, or earning more than one C/C+. (*statement revised Spring 2019*)

- a. Failure of any course, didactic or practicum, can result from administrative withdrawal, withdrawal failing, failure, or unsatisfactory.
- b. More than one C/C+ requires a student to repeat the course. Only one C/C+ may remain on a student's final transcript.
- c. Only one repeat of the same course is allowed.

FNP and FNP-C students must earn no lower than a B- (83%) in the didactic and practicum portions of EACH of the FNP specialty track courses (NRSB 667, NRSB 668, NRSB 669, NRSB 670, NRSB 671, NRSB 672 and NRSB 665A, NRSB 665B, NRSB 665C, NRSB 665D, NRSB 665E, NRSB 665F). If a FNP or FNP-C student fails to maintain a B- average in the didactic portion of the specialty track courses, but receive a C or C+, the student may be allowed to repeat that course to improve their grade, if this is the student's first C or C+.

Failure to demonstrate meeting any of the above criteria will result in withdrawal from the program.

MSN Withdrawal Policy

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](#)

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 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 Education track students are required to complete half of the practicum hours (25 hours - education practicum and 5 hours – pain practicum) Only applicable until March, 2021.
 - The student must also complete the DEAL log, submit their hours weekly for the 25-hour practicum portion, and complete all required evaluations.
- 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 Policy

To change tracks, a student must obtain permission from the MSN Program Director. If an MSN student changes his/her desired track, after having completed NRSB 627: Professional Role Development of the Advanced Practice Registered Nurse (APRN) or [NRSB 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader](#) for their originally chosen track, the student will be required to complete the entire role course for their

new track, either NRS 627 or NRS 629. Students who begin in the FNP track, successfully complete NRS 673/674 Advanced Pathophysiology I, II, NRS 675/676 Pharmacology I, II, and NRS 677/678 Health Assessment I, II, then choose to transfer to the Education track, do not have to take NRS 641 & NRS 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 Procedure - 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

[Statement of Academic Integrity – \(SGCS policy\)](#)

Please find the SGCS policy on Academic Integrity and Due Process Policy at this site.

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.

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 use of intellectual material produced by another person without acknowledging the source. There should be no more than 25% matching when work is submitted through the correct process (Turnitin) to check for plagiarism. However, although 25% is a rough guideline, it does not mean the student doesn't have any plagiarism within the assignment. The Turnitin report must be accessed and checked for plagiarism or inadvertent plagiarism. For example:

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 acknowledgment.
4. Paraphrasing inadequately – without changing the words and sentence structure from the original source.
5. Faculty will monitor for evidence of plagiarism. All work must be submitted through the correct process (Turnitin) to be assessed for evidence of plagiarism.
6. 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.

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 class 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 in the classrooms and 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 Department – 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.

ACADEMIC INFORMATION AND POLICIES

Attendance

Olivet’s School of Graduate and Continuing Studies programs are fast paced. In all such academic programs, class 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. No points will be given for late work or missed discussion postings (see full [Attendance Policy-SGCS](#))

If a **student** is absent more than 29 days in either an online or on-ground course without contacting their academic advisor, or the **Professional Online 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](#)).

Technology Requirements

The use of a personal computer is an integral component of Olivet’s MSN Program. Specific technology requirements are listed on the Nursing Portal Page, found at my.olivet.edu >Menu > Academics > SGCS Academics > Nursing > MSN Core. Sharing your computer with children and other household members can make it difficult to meet course deadlines. Other helpful technology suggestions include purchasing an external webcam, microphone, and speakers.

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 McAfee 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

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 your own healthcare provider, using the ONU form – with approval for practicum activities
- Submit documentation of:
 - Annual TB test or chest x-ray report
 - Rubella, Rubeola, and Mumps with proof of immunization and titer
 - Varicella with proof of immunization and titer
 - Hepatitis B series with proof of disease/immunization and titer
 - Influenza vaccine proof
 - Copy of your AHA Healthcare provider CPR card (valid throughout your practicum)
- Declination of the Hepatitis B Vaccine series: FNP students will be exposed to community diseases. Students must provide a written statement from his/her primary care provider indicating a medical reason as to why the student cannot receive the Hepatitis B Vaccine.
- Declination of the Annual Flu Vaccine: Students must provide a written statement from his/her primary care provider indicating a medical reason as to why the student cannot receive the Flu Vaccine.

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

1. 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.
2. 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.
3. If the behavior is noted on campus in either the classroom or laboratory setting the university's campus policy will be followed.
4. 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.
5. The student will pay the costs associated with the “for cause” drug screening.
6. 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.

Practicum Requirements

All MSN students are required to complete a practicum in their chosen track. Each track has a specific practicum guidelines packet. Please see the appropriate packet for further information. Practicum courses will be graded as Pass/Fail. Some individual assignments will receive a letter grade. **For all practicum courses: students must achieve at least an 83% on all graded assignments or a satisfactory/complete for non-graded assignments to receive a passing grade.** All practicum hours, with related documentation, must be completed as satisfactory.

The NRSG 648 practicum course is an 8-week course; students who are not finished with their 120 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. If a student does not complete the hours within the 16 weeks the student will receive an unsatisfactory grade and will have to retake NRSG 648 to complete their hours (and be charged for a full course retake).

Grade Evaluation Criteria, Graduate Programs - SGCS

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+	Non-passing scores for FNP specialty track courses both didactic and practicum (NRSG 667/668/669/670/671/672/665 A, B, C, D, E, and F)
77 – 79.9	C	
74 – 76.9	C-	Non-passing scores for all MSN courses
71 – 73.9	D+	
68 – 70.9	D	
65 67.9	D-	
<65	F	

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 [Incomplete Policy- SGCS](#)**

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.

Online Course Week – Start and End Dates

- Courses start on Day 1 of Week 1 at 12:01 a.m. CST
- Courses end on Day 7 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 is the first day the course begins and Day 7 is considered the last day of the week.
- Courses may begin on different days of the week for each cohort so faculty and students will need to equate Day 1 with the start date for a course.

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 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 check the following for Guidelines/Standards for Assignments at SGCS
 - [Guidelines for Preparation of Written Assignments - SGCS](#)
 - [Written Work, Minimum Standards - SGCS](#)
 - [Oral Presentations, Minimum Standards - SGCS](#)

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.

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.**

Online Discussion Requirements and Rubric in effect: MARCH 2, 2020:

OLIVET NAZARENE UNIVERSITY MSN PROGRAM DISCUSSION RUBRIC						
Criteria	Ratings					
	Exemplary 5 points	Proficient 4 points	Sufficient 3 points	Developing 2 points	Basic 1 point	Inadequate 0 points
Application of Course Knowledge: <i>Initial Post</i>	Addresses all aspects of the initial discussion question(s) with thorough application of experiences, knowledge, and understanding, using relevant examples.	Addresses most aspects of the initial discussion question(s) with clear application of experiences, knowledge, and understanding, using relevant examples.	Addresses some aspects of the initial discussion question(s) applying experiences, knowledge, and understanding, using relevant examples.	Addresses question(s) demonstrating a minimal understanding, using relevant examples.	Not all question(s) addressed and/or main idea/s not supported by experiences, knowledge, and understanding, and/or used relevant examples.	Does not address the initial question(s).
Integration of Relevant Research: <i>Initial Post</i>	Thoroughly synthesizes and integrates relevant research.	Synthesizes and integrates relevant research.	Synthesizes or integrates relevant research.	Minimally synthesizes and integrates relevant research.	Poorly synthesizes and integrates relevant research.	Does not synthesize and/or integrate relevant research.
Engagement with Peers & Faculty: <i>Feedback Post</i>	Responses significantly contribute to the quality of interaction by providing rich and relevant examples, synthesis, comments and ideas, applicable research support, discerning ideas, and/or stimulating thoughts/probes to peer postings.	Responses provide evidence that the student has considered peer postings and synthesizes key comments and ideas, as applicable by providing relevant examples, applicable research support, discerning ideas, and/or stimulating thoughts/probes.	Responses add some contribution to the quality of interaction; provided examples, research support, discerning ideas, and/or stimulating thoughts/probes.	Responses contribute minimally to the quality of interaction.	Responses display no depth.	Does not engage with peers and faculty in discussion.

<p>Engagement with Peers & Faculty: <i>Response Post</i></p>	<p>Responses significantly contribute to the quality of interaction by providing rich and relevant examples, synthesis, comments and ideas applicable research support, discerning ideas, and/or stimulating thoughts/probes to peer postings.</p>	<p>Responses provide evidence that the student has considered peer postings and synthesized key comments and ideas, as applicable by providing relevant examples, applicable research support, discerning ideas, and/or stimulating thoughts/probes.</p>	<p>Responses add some contribution to the quality of interaction; provided examples, research support, discerning ideas, and/or stimulating thoughts/probes.</p>	<p>Responses contribute minimally to the quality of interaction.</p>	<p>Responses display no depth.</p>	<p>Does not engage with peers and faculty in discussion.</p>
<p>Written Communication: <i>Demonstrates personal growth through written communication by effectively conveying ideas and analyzing information.</i></p>	<p>Always conveys ideas and analyzes information in a clear and concise, and organized manner. Respectfully offers suggestions, constructive feedback, or opposing viewpoints. Majority of thoughts and ideas are one's own.</p>	<p>Consistently conveys ideas and analyzes information in a clear and concise, and organized manner. Respectfully offers suggestions, constructive feedback, or opposing viewpoints. Most thoughts and ideas are one's own.</p>	<p>Adequately conveys ideas and analyzes information using understandable language; information is not organized. Respectfully offers suggestions, constructive feedback, or opposing viewpoints. Some thoughts and ideas are one's own.</p>	<p>Minimally conveys ideas and analyzes information using understandable language; information is not organized. Respectfully offers suggestions, constructive feedback, or opposing viewpoints. Few thoughts and ideas are one's own.</p>	<p>Conveys ideas and/or analyzes information using language that is not clear, logical, or organized to the point that the reader has difficulty understanding. Respectfully offers suggestions, constructive feedback, or opposing viewpoints. Thoughts and ideas expressed are rarely one's own.</p>	<p>Poorly demonstrates written communication; did not express one's own thoughts and/or ideas and/or is unprofessional in one's communication.</p>
<p>Written Communication: <i>Demonstrates personal growth through effective</i></p>	<p>0 to 1 error in APA. A repeated error is equal to one error.</p>	<p>2-3 errors noted in APA. A repeated error is equal to one error.</p>	<p>4-5 errors noted in APA. A repeated error is equal to one error.</p>	<p>6-7 errors noted in APA. A repeated error is equal to one error.</p>	<p>8 or more errors noted in APA. A repeated error is equal to one error.</p>	<p>Poorly demonstrates APA use. A repeated error is equal to one error.</p>

<i>written communication through proper use of APA.</i>						
Written Communication: <i>Demonstrates personal growth through effective written communication through proper use of mechanics.</i>	0 to 1 error in sentence structure, grammar, spelling, syntax, and/or punctuation noted in written communication.	2-3 errors noted in sentence structure, grammar, spelling, syntax, and/or punctuation.	4-5 errors noted in sentence structure, grammar, spelling, syntax, and/or punctuation.	6-7 errors noted in sentence structure, grammar, spelling, syntax, and/or punctuation.	8 or more errors noted in sentence structure, grammar, spelling, syntax, and/or punctuation.	Poorly demonstrates writing skills in sentence structure, grammar, spelling, syntax, and/or punctuation.
Participation & Instructions: <i>Initial Post</i>	Initial post response consists of a minimum 250-words for each question including a minimum of three cited references; one from a course textbook and two other scholarly references and submitted on or before Day 3 by 11:59 p.m.	Not applicable	Not applicable	Not applicable	Not applicable	Did not post the initial post on time; did not meet the 250 minimum word requirement; and/or did not utilize required references and/or submitted late.
Participation & Instructions: <i>Feedback Post</i>	Provides feedback to at least one peer's initial posting with a minimum of 75-words including at least one scholarly reference and submitted on or before Day 6 by 11:59 p.m. Posts on a different day from initial post AND replies to any or all faculty questions.	Not applicable	Not applicable	Not applicable	Not applicable	Feedback post does not meet the 75-word minimum requirement and/or does not include evidence of scholarly integration and/or submitted late.
Participation & Instructions: <i>Response Post (or second</i>	Response to a peer that posted feedback to initial post AND response to any	Not applicable	Not applicable	Not applicable	Not applicable	No response post to a peer and/or did not answer

<i>feedback post if student did not receive a response post)</i>	faculty question/s with a minimum of 75-words including at least one scholarly reference and submitted on or before Day7 by 11:59 p.m. Posts are on three different days during the discussion week AND replies to any or all faculty questions.					applicable faculty questions and/or did not utilize the required references and/or submitted late or did not post on three different days of the week.
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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.

Request for an excused absence **MUST** occur by ONU email directly to the course instructor before the end of the exam window. A student who fails to take a scheduled examination without **prior** notification will receive a grade of zero for the exam.

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

Remember that exams are an individual effort. There should no discussion about questions to students who have not taken the exam. Discussing test questions can jeopardize test integrity and is a form of academic dishonesty.

Students must:

- Be alone **this includes pets** in their chosen testing room, with the door shut.
- Have a clear **work space** and surrounding area.
- Be connected to a power source.
- Remove phones, headphones, **other electronic devices**, and dual monitors from the room.
- Remain **seated** at all times.
- Refrain from talking to others.
- Ensure external webcam, speakers, and microphone remain on and at the original setting throughout the exam and that the Proctor is able to see the student, **from shoulders up**, for the duration of the exam.
- The Proctor must be able to see the students eyes for the duration of the test. The student must keep their eyes on your monitor at ALL times – no looking around the room.

Any and all violations will be submitted as an academic integrity violation and subject to appropriate sanctions as outlined in the SGCS Academic Integrity policy.

Rescheduling of Examinations

- It is the expectation that students will be ready and prepared to take assigned examinations on the days they have been assigned.
- 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.

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 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 6th 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.

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 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.
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 certification through the American Academy of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC). The 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 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](#)

The **School** of Nursing MSN Student Handbook supersedes any SGCS policies.

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 Practicum Coordinator	Jaherta Lika	jlrika@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	Kyle Peachy	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		<i>For requirements contact the MSN Practicum Coordinator at MSNpracticum@olivet.edu or FNPpracticum@olivet.edu servicedesk.cu@castlebranch.com</i>	888.914.7279
Examity <i>Contact course instructor or advisor for issues other than software.</i>			For software issues only: 855.392.6489
Information Technology (IT) Help Desk		it@olivet.edu	815.939.5302
ReelDx		support@reeldx.com or mking@olivet.edu	
Registrar		registrar@olivet.edu	815.939.5201
School of Graduate and Continuing Studies			815.939.5023 815.939.5291 877.465.4838
Student Financial Services		studentfinance@olivet.edu	815.939.5245
Typhon		FNPpracticum@olivet.edu or MSNpracticum@olivet.edu	

AMERICAN NURSES ASSOCIATION 2015 Code of Ethics for Nurses

“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>

This section to be completed by Academic Records		
Last course taken:		
Courses required to complete degree:		
Repeated courses and/or earned C/C+ and/or Unsatisfactory:		
Once completed the above section, please send this form to the MSNpracticum@olivet.edu or FNPpracticum@olivet.edu .		
This section to be completed by the MSN-FNP Practicum Coordinator		
Answer the questions below	Yes	No
CastleBranch completed:		
Preceptor Agreement approved:		
Affiliation Agreement completed (if needed):		
Approved to be added to their respective tracks' Practicum Requirements Course in Canvas by Online Advising:		
Student sent a copy of their respective tracks' Practicum Guidelines Packet:		
Once this section has been completed, please send to this form to onlineadvising@olivet.edu .		

This section is to be completed by Online Advising		
Answer the questions below	Yes	No
Student schedule sent:		
Student registered for didactic and/or practicum courses:		
Student added to their respective MSN Practicum Requirements Course in Canvas:		
Student financially cleared: (confirm with Financial Services)		
Once completed, please send form to MSNpracticum@olivet.edu or FNPpracticum@olivet.edu and save a copy of this form in Teams under MSN-FNP Re-entry Forms.		

This section is be completed by the MSN Program Director

Approved to return by MSN Program Director:	Yes	No
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Notes: