



School of Nursing

MSN STUDENT HANDBOOK

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

*Please note: All revisions effective 9/2/2024 have been highlighted in **green**
for easy identification.

**The School of Nursing MSN Student Handbook
supersedes any GCS Policies**



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**OLIVET NAZARENE UNIVERSITY
SCHOOL OF NURSING
Handbook Agreement**

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

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

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

I understand I am responsible for monitoring and using my ONU email and keeping my contact information current 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 clinical/practicum are my responsibility, and to comply with the requirements outlined in my track's Student Clinical or Practicum Requirements Course.

History of the Nursing Program

As early as 1959, the possibility of initiating a baccalaureate nursing program was considered by Olivet Nazarene College (then) 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 also 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, lasting through June 2002. The nursing program made an application to the Commission for Collegiate Nursing Education (CCNE) and received preliminary approval in 1997, and full approval in 2002. In 1990, the Division of Nursing established a non-traditional track of the program of nursing for registered nurses with an associate degree or a three-year

diploma desiring the Bachelor of Science Degree in Nursing (RN-BSN). The first class began in January 1991.

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

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

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

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

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

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

**American Association of Colleges of Nursing (AACN)
Essentials of Master's Education in Nursing (2011)**

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

NURSING PROGRAM FOUNDATION

Mission

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

Philosophy

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

Program Goals

The MSN/FNP Program and Certificate Tracks have formulated specific goals on which the program outcomes are based. These goals are the following:

1. Transform students personally, professionally, and spiritually to serve God and humanity in their sphere of influence.
2. Provide online education utilizing interprofessional competencies, evidence-based research, and biblical principles within the curriculum.
3. Foster a stimulating atmosphere that promotes intellectual curiosity to further develop their critical thinking through the exploration of cultural, ethical, moral, professional, and spiritual concepts.
4. Develop and strengthen students' professional knowledge, skills, and leadership abilities within specialization of advanced practice nursing.

Program Outcomes

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

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

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



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

Key Terms and Definitions

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

Core and Track Outcomes

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

MSN CORE OUTCOMES	NRSG 653: Theoretical & Professional Foundations of Nursing	<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>
	NRSG 626: Moral/Ethical Decision Making	
	NRSG 679: Evidence-Based Practice and Project Proposal Development I	
	NRSG 680: Evidence-Based Practice and Project Proposal Development II	
	NRSG 628: Nursing Informatics	
EDUCATION TRACK OUTCOMES	NRSG 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>
	NRSG 641: Advanced Physiology, Pharmacology, and Health Assessment I	
	NRSG 642: Advanced Pathophysiology, Pharmacology, and Health Assessment II	
	NRSG 658: Advanced Clinical Practice for the Academic Nurse Educator (30 practicum hours)	
	NRSG 621: Teaching Roles & Strategies	
	NRSG 622: Curriculum Design, and Assessment	
	NRSG 624: Evaluation in Nursing Education	
	NRSG 607: Self-Care for the Individual & Diverse Populations	
	NRSG 634: Nursing Education Practicum (120 practicum hours)	
TRANSFORM-ATIONAL LEADERSHIP OUTCOMES	NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	<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 organizational change. (PO: I, II, III, IV, V, VI)</p> <p>C. Develop transformational leadership characteristics that embody principles of integrity, ethics, spirituality, and personal responsibility. (PO: I, II, III, IV, V, VI)</p> <p>D. Evaluate the complex enterprise of business and incorporate business skills as an advanced practice nurse leader. (PO: II, IV, V, VI)</p>
	NRSG 631: Nurse as a Leader & Manager of Care	
	NRSG 646: Healthcare: Financial and Resource Management	
	NRSG 647: Transforming Leadership in Nursing	
	NRSG 648: Transformational Leadership Practicum (120 practicum hours)	

FAMILY NURSE PRACTITIONER (FNP)/POST-GRAD APRN TRACK OUTCOMES	NRSRG 627: Professional Role Development of the Advanced Practice Registered Nurse (APRN)		<p>A. Obtain and perform comprehensive and problem-focused history and physical examinations across the lifespan. (PO: II, IV, VI)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>E. Manage the health care of patients while incorporating components of cultural, economic, ethical, legal, spiritual, political, and psychosocial factors into the provision of care. (PO: I – IV)</p> <p>F. Examine characteristics and responsibilities of the Family Nurse Practitioner (FNP) including interprofessional components in the delivery of care and the National Organization of Nurse Practitioner Faculties (NONPF) core competencies. (PO: I – IV)</p> <p>G. Integrate credible and relevant sources into scholarly written documents, current APA standards. (PO: V)</p>
	NRSRG 673: Advanced Pathophysiology I	NRSRG 674: Advanced Pathophysiology II	
	NRSRG 675: Advanced Pharmacology I	NRSRG 676: Advanced Pharmacology II	
	NRSRG 677: Advanced Health Assessment I	NRSRG 678: Advanced Health Assessment II	
	NRSRG 667: Acute and Episodic Adult and Geriatric Therapeutics and Management	NRSRG 665A: FNP Clinical (120 clinical hours)	
	NRSRG 668: Women's Health – Therapeutics and Management Across the Lifespan	NRSRG 665B: FNP Clinical (120 clinical hours)	
	NRSRG 669: Pediatric Therapeutics and Management	NRSRG 665C: FNP Clinical (120 clinical hours)	
	NRSRG 670: Chronic Adult and Geriatric Therapeutics and Management	NRSRG 665D: FNP Clinical D (120 clinical hours)	
	NRSRG 671: Complex Adult and Geriatric Therapeutics and Management	NRSRG 665E: FNP Clinical (120 clinical hours)	
	NRSRG 672: Complex Pediatric and Women's Health Therapeutics and Management	NRSRG 665F: FNP Clinical (120 clinical hours)	
	NRSRG 685: FNP Immersion Experience (elective)		
	NRSRG 686: Virtual Clinical (elective)		

DEGREE REQUIREMENTS AND PROGRAM PLAN

The material contained in this section is informational only and does not constitute a contract between the student and the University. At the time of publication, the information is complete and accurate to the best of our knowledge. However, the School of Nursing and Graduate and Continuing Studies 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 Nursing and Graduate and Continuing Studies also reserve the right to determine the number of students in each course. If an insufficient number of students enroll for a course, Graduate and Continuing Studies reserves the right to cancel the course, change the time, or provide a different professor of any course.

NURSING COURSE DESCRIPTIONS

The MSN Course Descriptions are available in the [Catalog](http://catalog.olivet.edu) at catalog.olivet.edu > Course Descriptions-GCS

BENCHMARK ASSIGNMENTS

Throughout the MSN program and Post-Master's Certificate tracks, we recommend students maintain a record of their benchmark assignments. These assignments may be beneficial to students when interviewing for jobs. We highly recommend students edit these assignments after instructor feedback prior to adding to their portfolio.

MSN Program Outcomes Matched to Benchmark Assignments

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

Post-Graduate APRN Program Outcomes Matched to Benchmark Assignments

Program Outcomes	Benchmark Assignment	Related Course
I-VI	Learner Outcomes on the End of Program (EOP) Survey Program Competency Evaluation	NRSG 665 F
V	Professional Interview Paper	NRSG 627

ADMISSION, PROGRESSION, AND RETENTION POLICIES

Admission Requirements

Students must be formally admitted by Olivet Nazarene University officials prior to attending classes.

General Admissions Requirements - GCS - ONU Catalog

See catalog.olivet.edu > Admissions Policies – GCS > General Admission Requirements – GCS (scroll down under the bulleted list)

Admission to Master of Science in Nursing - GCS

See catalog.olivet.edu > Admissions Policies – GCS > Admission to Master of Science in Nursing - GCS

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

- Complete an application.
- Submit an official transcript from a regionally accredited college or university showing an earned Bachelor of Science in Nursing (BSN) degree.
- Submit transcripts from any accredited institutions attended, where pre-requisites for a nursing program and BSN nursing courses were completed, and any completed nursing graduate coursework.
- Have attained a BSN undergraduate grade-point average of 3.0 or better (4.0 scale).*
- Submit a current, unencumbered registered nurse (RN) license in a geographical jurisdiction of the United States.*
- Have successfully completed (defined as a grade of C or above) an approved undergraduate statistics course. An official transcript for same should be submitted.
- Submit a signed consent regarding criminal background and drug screening requirements.
- Submit evidence of having worked as an RN for at least 2,000 hours prior to starting the respective clinical/practicum tracks (ED: NRSRG 634, FNP: NRSRG 665, & TL: NRSRG 648).**
- Students may not be admitted to the Olivet MSN program who have been dismissed from another MSN program.

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

** Students who do not meet these criteria, please speak with an Admissions Counselor about a possible conditional enrollment.

Admission to Post-MSN Certificate Tracks - GCS

See catalog.olivet.edu > Admissions Policies – GCS > Admission to Post-MSN Certificate Tracks - GCS

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 (MSN) degree.

3. Have attained an MSN GPA of 3.0 or better (4.0 scale).*
4. Submit current, unencumbered registered nurse (RN) license 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 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 respective clinical/practicum tracks (ED: NRSB 634, FNP: NRSB 665, & TL: NRSB 648).**

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

** Students who do not meet these criteria, please speak with an Admissions Counselor about a possible conditional enrollment.

FNP Clinical Out of State Approval

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

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

Transfer Credit

Transfer credit may be given for up to 6 credit hours for the Education and Transformational Leadership tracks and up to 9 credit hours for the FNP and Post-Graduate FNP tracks of graduate credit with a grade of B- or higher for any of the MSN core courses listed below. Courses may be accepted as a substitute for comparable core courses in programs that permit transfer credit if work was completed within five years of a student's Olivet matriculation. Note: For a transfer credit request similar to the NRSB 679/680 (four total credit hours) course, the maximum credit hours that can be transferred is three credit hours. Course transfers convert the credit hours achieved from a course at another college/university to credit hours at Olivet. Transfer credit may be given for the following Olivet courses after review for syllabi similarity.

- NRSB 626: Moral/Ethical Decision Making
- NRSB 628: Nursing Informatics
- NRSB 653: Theoretical & Professional Foundations of Nursing
- NRSB 679: Evidence-Based Practice I
- NRSB 680: Evidence-Based Practice II

All students must submit a "Request to Transfer Credit" form, the course description(s), and a copy of the catalog cover, and the course syllabus to the program director/coordinator prior to

beginning a graduate program. To determine transferability of credit, please contact the appropriate program director to receive a recommendation for transfer.

Course waivers eliminate a student's requirement to register for a particular course in the Post-Master's Nursing Education or Post-Graduate Family Nurse Practitioner (FNP) Certificate tracks. Waivers are for courses that have been used toward a degree previously earned, whether at Olivet or another college/university. These courses must have been taken within the past five years and have been successfully completed with a B- or higher. The waiver only applies to the following Olivet courses: NRS 673/NRS 674: Advanced Pathophysiology I and II, NRS 675/NRS 676: Advanced Pharmacology I and II, and NRS 677/NRS 678: Advanced Health Assessment I and II after review of course descriptions/syllabi for similarity.

Return to the MSN Program

If a student chooses to take a leave of absence for any reason and any length of time from the program schedule, a Return Form must be completed prior to re-entry. The form needs to be completed at least one week before returning to the core or track courses, or two weeks before returning to the clinical/practicum courses. If items on the form are incomplete or not completed on time, the student's course start date will be delayed. To initiate the MSN-FNP Return Form please, [click here](#).

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 Track Schedules

These are sample schedules which provide an example of the course order for each track. Students must follow their degree or certificate requirements.

Sample Course Schedule			
Tracks: Education, Transformational Leadership, Family Nurse Practitioner			
Education	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 607: Self-Care For The Individual & Diverse Populations*		
	NRSG 658: Advanced Clinical Practice For The Academic Nurse Educator* (30 practicum hours)		
	NRSG 628: Nursing Informatics		
	NRSG 641: Advanced Pathophysiology, Pharmacology, & Health Assessment I*		
	NRSG 642: Advanced Pathophysiology, Pharmacology, & Health Assessment II*		
	NRSG 679: Evidence-Based Practice and Project Proposal Development I		
	NRSG 680: Evidence-Based Practice and Project Proposal Development II		
	NRSG 621: Teaching Roles & Strategies*		
	NRSG 622: Curriculum Design, Assessment, & Evaluation*		
	NRSG 624: Evaluating In Nursing Education*		
	NRSG 634: Nursing Education Practicum* (120 practicum hours)		
Transformational Leadership	NRSG 629: Professional Role Development of the Academic Nurse Educator & 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 and Project Proposal Development I		
	NRSG 680: Evidence-Based Practice and Project Proposal Development II		
	BUS Course #1*		
	BUS Course #2*		
	NRSG 631: Nurse as a Leader & Manager of Care		
	NRSG 646: Healthcare: Financial & Resource Management*		
	NRSG 647: Transforming Leadership in Nursing*		
	NRSG 648: Transformational Leadership Practicum* (120 practicum hours)		
Family Nurse Practitioner (FNP) Post-Graduate FNP Certificate: Track *	NRSG 627: APRN Role Development*		
	NRSG 653: Theoretical & Professional Foundations of Nursing		
	NRSG 626: Moral/Ethical Decision Making		
	NRSG 628: Nursing Informatics		
	NRSG 679: Evidence-Based Practice and Project Proposal Development I		
	NRSG 680: Evidence-Based Practice and Project Proposal Development II		
	NRSG 675: Advanced Pharmacology I***		
	NRSG 676: Advanced Pharmacology II***		
	NRSG 677: Advanced Health Assessment I***		
	NRSG 678: Advanced Health Assessment II***		
	NRSG 673: Advanced Pathophysiology I ***		
	NRSG 674: Advanced Pathophysiology II***		
	NRSG 667: Acute & Episodic Adult & Geriatric Therapeutics & Management*	NRSG 665A: FNP Clinical* (120 clinical hours)	
	NRSG 668: Women’s Health Therapeutics & Management Across the Lifespan*	NRSG 665B: FNP Clinical* (120 clinical hours)	
	NRSG 669: Pediatric Therapeutics & Management*	NRSG 665C: FNP Clinical* (120 clinical hours)	
	NRSG 670: Chronic Adult & Geriatric Therapeutics & Management*	NRSG 665D: FNP Clinical* (120 clinical hours)	
	NRSG 671: Complex Adult & Geriatric Therapeutics & Management*	NRSG 665E: FNP Clinical* (120 clinical hours)	
	NRSG 672: Complex Pediatric & Women's Health Therapeutics & Management*	NRSG 665F: FNP Clinical* (120 clinical hours)	
	The School of Nursing reserves the right to change this schedule if necessary.		
	All online class weeks begin on Monday at 12:00 am and end on Sunday at 11:59 pm.		
Assignment due dates vary by course and by program. Consult your program handbook and course syllabus for specific information.			
Courses in the PMC-E, PMC-TL, & PG-FNP are denoted with an *			
**Course must be taken if the student has not successfully taken and passed within the past 5 years.			

PROGRESSION POLICIES

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

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

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

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

PROGRESSION CHART				
	Course #s	Course Failure Defined	Only one C/C+ will be accepted on the final transcript excluding blacked-out courses below.	A cumulative GPA of 3.0 (4.0 scale) must be maintained to remain in the program (this includes BUS courses) and for graduation.
MSN Core	NRSG 653	Failure = C- or below		✓
	NRSG 626			✓
	NRSG 679			✓
	NRSG 680			✓
	NRSG 628			✓
Education	NRSG 629	Failure = C- or below		✓
	NRSG 641			✓
	NRSG 642			✓
	NRSG 658	Failure = < 83% and requires course to be repeated		✓
	NRSG 621	Failure = C- or below		✓
	NRSG 622			✓
	NRSG 624			✓
	NRSG 607			✓
	NRSG 634	Failure = < 83% and requires course to be repeated		✓
Transformational Leadership	NRSG 629	Failure = C- or below		✓
	NRSG 631			✓
	NRSG 646			✓
	NRSG 647			✓
	NRSG 648	Failure = < 83% and requires course to be repeated		✓
FNP Core	NRSG 627	Failure = C- or below		✓
	NRSG 673/674	Failure = C- or below		✓
	NRSG 675/676			✓
	NRSG 677/678			✓
FNP Population-Focused	NRSG 667	Failure = < 83% and requires course to be repeated		✓
	NRSG 668			✓
	NRSG 669			✓
	NRSG 670			✓
	NRSG 671			✓
	NRSG 672			✓
	NRSG 665 A-F & NRSG 686			✓

Withdrawal

Students should contact their instructor, their Online 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. To submit a Student Withdrawal Request Form, [click here](#).

Please refer to the following catalog policies below:

- Student Withdrawal/Change in Status and Readmission – GCS
 - Available in [catalog.olivet.edu > Academic Regulations](#)
- Withdrawals and Course Drops
 - Available in [catalog.olivet.edu > Financial Information](#)

Student Request to Change Track

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

Student Evaluation in the Clinical/Practicum Setting

In instances where preceptors facilitate students' clinical learning experiences, faculty may seek input from preceptors regarding student performance, but ultimately faculty are responsible for evaluation of individual student outcomes. The requirement for evaluation of student clinical performance by qualified faculty applies to all students in all programs. Faculty evaluation of student clinical performance may be accomplished through a variety of mechanisms. Evidence includes documentation that faculty are responsible for grading all courses and clinical experiences.

Clinical/Practicum Orientation Course

All students are required to complete clinical/practicum in their chosen track. Students will self-enroll into a track-specific clinical/practicum guidelines orientation course which is housed in Canvas prior to accessing their track-specific Professional Role Development course: ED: NRS 629; FNP/PG-FNP: NRS 627; & TL: NRS 629.

Encumbered RN License

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

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

Charges or Convictions

In the event that an enrolled or admitted student is charged with or convicted of a criminal offense, the student must notify the MSN Program Director. When the MSN Program Director learns that an enrolled or admitted student has been charged with or convicted of a criminal offense, the MSN Program may investigate the circumstances of the criminal charges or conviction. The MSN Program will determine whether the student may continue in the Program and, if so, whether any conditions, restrictions, or adjustments are necessary. In making this determination, the MSN Program will consider the safety and well-being of the student; the safety and well-being of other students, faculty, and staff in the Program; the University's Standards of Conduct; the University's policy on Criminal Background Checks; and any other relevant considerations. Any disciplinary action will be taken in accordance with any applicable

Program or University procedures. In addition, where applicable, the MSN Program will offer to connect the student with potentially helpful University resources.

FNP Course Audits

If a student is unsuccessful in one of the congruent didactic courses or practicum sections, the student will need to audit the congruent course/clinical section while retaking the failed course/clinical section. To audit the congruent didactic course successfully, while retaking a failed clinical section, a student must participate in the discussion board (including FNP case studies where appropriate) and receive a B- or higher average within the congruent didactic course. To audit a clinical section successfully, while retaking a failed didactic course, a student must complete at least half of the required hours for that congruent clinical section. The repeated clinical hours must receive a “Satisfactory” evaluation to be considered as a successful audit.

- To audit a clinical section in the FNP track students are required to complete half of the clinical hours (60 hours with their preceptor).
 - The student must submit all required evaluations as scheduled in the course.
 - The student must also submit additional assignments. Contact the MSN/FNP Practicum Director for details.

GRADE APPEALS, ACADEMIC POLICY APPEALS, & GRIEVANCE PROCEDURES

The university uses Grade Appeals, Academic Policy Appeals, and Grievance Procedures. The full document with each procedure can be located in the University Catalog [via catalog.olivet.edu > Academic Regulations](https://catalog.olivet.edu). Grade Appeals and Grievances will follow the university policy from the beginning. The following are definitions of each new procedure:

- Academic Policy Appeals
- Grade Appeal
- Grievance Policy

School of Nursing Policy Appeal Procedure

Academic policy appeals will start with the School of Nursing 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 two (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 PROFESSIONALISM

Professionalism

The MSN Program trusts students to demonstrate professionalism in all interactions with diverse individuals (i.e., administration, faculty, preceptors, university staff members, and any stakeholders) while enrolled as a student within the program. This will ensure an inviting, positive, and safe learning environment. Violating of one or more professional attributes is incompatible with the goals and objectives of the MSN Program. Such violations can reflect poorly on the student, the MSN Program, the School of Nursing (SON), and the University.

The SON reserves the right to dismiss a student at any time based on actions or behaviors the University may deem inappropriate and/or unprofessional. Each student, by admission to the graduate and post-graduate nursing program tracks in the SON, recognizes this right of the University. Circumstances may arise during a student's course of study that call into question the capacity or commitment of the student to maintain this academic standard. The University and the SON have the responsibility and authority to determine a student's fitness to continue in their program of study.

Professional Attributes

Professionalism is demonstrated by these definitions provided below. All indicators are to be carried out in a culturally sensitive and competent manner, as defined under Key Terms.

Collaborative: Demonstrates teamwork and respect by working well with others, is coachable, promotes consensus through inclusion, acknowledges and proactively seeks to address conflict, shares information and resources, offers feedback to others, and receives feedback. Works collaboratively, while employing a participatory approach with individuals in various roles. The student supports, encourages, and empowers others.

Commitment to Excellence: Commits to personal, professional, and spiritual development and lifelong learning. Displays intellectual curiosity, maintains a growth mindset, asks questions, identifies/investigates problems, is solution-oriented, utilizes resources, evaluates potential impact, acts decisively, and demonstrates sound judgment.

Communication: Communicates in a manner that facilitates partnerships, compassion, empathy, and seeks understanding and resolution in all forms of communication (i.e., written, verbal, & nonverbal).

- Verbal Communication: Speaks clearly and effectively.
- Written Communication: Writes in a clear and concise manner; thoughts are well expressed and unambiguous. All students must follow the Email Etiquette Guidelines (included below). Emails are a reflection of the individual and part of student record; email communication can be misconstrued.
- Nonverbal Communication: Students will be respectful, use open body language and facial expressions, and display active listening.

Please note: Students are responsible for checking and utilizing their Olivet email address when communicating with faculty, administration, or staff.

Conscientiousness: Displays empathy while considering others' thoughts and feelings; shows kindness and patience. Demonstrates intellectual curiosity in all academic endeavors and illustrates conscientiousness by being appropriately prepared and engaged with their education.

Conduct: Complies with professional standards and guidelines (e.g., American Nurses Association's (ANA) Code of Ethics, ANA's Scope and Standards of Nursing Practice, etc.), including relevant laws, policies, and regulations while incorporating an ethical comportment to decision-making. Seeks corrective feedback, asks for help, accepts guidance, and incorporates others' expertise to improve self. Is well-groomed, clean, and properly identifies status and position appropriately as an Olivet nursing student while in clinical/practicum/virtual meetings.

Integrity/Honesty/Trustworthiness: Gains the confidence and trust of others, supports the university mission and values, is loyal, dependable, credible, and transparent. Exhibits forthrightness and truthfulness; is trustworthy, follows instructions, is reliable, follows through on promises, and displays honesty at all times. Assumes good intentions, exhibits grace, and prioritizes understanding the viewpoints of others.

Respect: Is welcoming, sensitive, and hospitable to all people and seeks to treat diverse individuals as people created in the image of God. Respects the rights, privacy, and personal space of others. Respects others' time, is punctual, meets deadlines, and provides timely response(s) to others. Demonstrates appropriate concern for others.

Responsibility: Demonstrates accountability to the individual, society, and to the profession of nursing. Follows through on commitments, avoids blame, admits and learns from errors/mistakes (if they occur), is accountable for one's own actions, and attempts to correct issues/problems.

Sanctions and Due Process for Violations of Professionalism

Faculty and staff are obligated to address any violation of professionalism (Professional Behavioral Performance Indicators, excluding Academic Integrity violations- See GCS policy). Consistent with the university's mission, the sanctions are typically progressive in nature. Any violation of professionalism will be addressed by the university personnel involved in the violation.

All violations will be documented and become a permanent part of the student's record. The seriousness of the offense is also taken into consideration when determining an appropriate sanction. This includes minor infractions, excluding graded course components. A minor infraction is defined as an unintentional mistake and is seen as a teachable moment. Students have five business days to respond to university personnel indicating acceptance of the determined sanction. University personnel will review the response and make a final decision in consultation with the respective Assistant Program Director/Program Director within an additional five business days. The final decision will be communicated in writing to the student, the respective Assistant Program Director, and the MSN Program Director.

Any student who violates an attribute of professionalism is subject to the following consequences:

1. For a minor infraction, Olivet personnel will email the student a written reprimand in the form of an email and the incident is reported through submission of a Student Performance Alert (SPA).
2. For a student who receives a minimum of three SPA alerts related to Professionalism, the Assistant Program Director will investigate and meet virtually with the student. Depending on the situation, sanction(s) may be applied. An email summary of the call will be completed by the respective Assistant Program Director and will be included in the student's file as a permanent record.

Upon further infractions of professionalism or if any infraction represents an egregious, flagrant violation of the policy, the MSN Program Director, and Associate Dean – School of Nursing will issue one of the following administrative sanctions at their discretion:

1. An administrative grade of “F” or “U” in the course or courses the student is currently enrolled
2. Dismissal from the university
3. Permanent expulsion from the university without the opportunity to reapply

Ethics/Plagiarism

Preparation for advanced nursing practice, 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 an academic integrity violation submission (for more information see the Academic Integrity policy in the catalog. Plagiarism is defined as the use of intellectual material produced by another person without acknowledging the source. Examples of plagiarism include:

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

Artificial Intelligence (AI)

Artificial intelligence (AI) tools may be used to help generate topics, ideas, and outlines and to revise the learner's original work in this course. Any other use of AI to generate content is prohibited. Note that the use of AI tools may impact the quality and accuracy of the assignment. It is the learner's responsibility to disclose and/or document any use of AI; failure to do so and/or the use of generative AI tools to create content are violations of academic integrity. [See <https://catalog.olivet.edu> > Academic Regulations > Academic Integrity.]

Turnitin (TII) Policy

Turnitin, an internet-based plagiarism detection service, is available within Canvas to assess for evidence of plagiarism. Students use the service to detect, change, and avoid plagiarism for any course assignments before submission for grading. Faculty will monitor for evidence of

plagiarism for only the Final submission. Students are required to submit at least one draft of their assignment to TII prior to their final submission. If not, the student will receive a grade of zero for the Final assignment until the student submits their draft to TII. To resolve the issue the student must submit to TII, make any necessary revisions, and then submit the Final assignment for grading once the revisions are completed. If the student does not resubmit their revised Final assignment, the grade of zero will remain. Faculty reserve the right to apply the late policy for draft TII submissions after the Final assignment due date.

Students should review any words highlighted in green, yellow, orange, and/or red within the report. The *Match Overview* report should be reviewed for evidence of plagiarism or inadvertent plagiarism, excluding any enclosed and correctly cited quotations, prior to submitting the final submission.

Ways to reduce Match Overview/Similarity Score:

- Avoid more than three direct quotations.
- Effectively paraphrase, and to avoid plagiarism, one must change two things. First, change the words used – find synonyms, being careful in using a thesaurus, as all words may not be appropriate, or change the sentence structure. If both the words and the sentence structure have been changed, then check the paraphrasing to ensure it remains an accurate representation of what the original source stated. Make sure you cite and reference in APA format any areas paraphrased. Improper paraphrasing is plagiarism. Please see the APA Style Blog for more information about paraphrasing:
<https://blog.apastyle.org/apastyle/paraphrasing/>

If plagiarism is found in the final submission, the student is subject to an academic integrity violation. Any plagiaristic violation requires faculty to follow the Academic Integrity Process. Violations will become a permanent record in the student's file.

Students are encouraged but not required to submit discussion posts through the optional TII link located in the Getting Started Module within the course. As a rule, graduate writing should include no more than three direct quotations within a written paper. For more information on Academic Integrity and related Due Process see [Academic Integrity in the catalog](#).

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.

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.

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

Technology Requirements

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

All MSN students are required to have the following technology:

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

Digital Literacy Skills Required

Students must be able to:

- Use/navigate our Learning Management System (Canvas)
- Use Olivet’s email platform for communication (Outlook)

- Create and submit files using Microsoft Word
- Access/navigate online libraries and databases to search and obtain evidence-based, peer-reviewed scholarly sources
- Depending on track, students will complete assignments that require use/engagement with technology, such as write scholarly papers, create/present PowerPoint/Prezi presentations, Microsoft Excel, Microsoft Teams or BigBlue Button (to join virtual chat rooms, complete group work, or attend office hours/live instructional sessions), create videos, take exams using an online proctoring company, ShadowHealth, DocuSign, etc.
- Possibly use apps on digital devices (Canvas Student app, DocuSign, etc.)

Attendance

In all such academic programs, attendance is mandatory for online components throughout the program. To be considered present in online classes, the student must log in and post at least one substantive forum post or assignment during the week.

Administrative Withdrawal If a student is absent more than 29 days in either an online or on-ground course without contacting their advisor or the Advising Team at onlineadvising@olivet.edu or 877.4.OLIVET, he or she may be withdrawn by the Program Director. This is considered an administrative withdrawal, with a grade of W. If an administrative withdrawal occurs, the date of withdrawal is the date the withdrawal notification is received. **Note: In the case of a withdrawal for any reason, the Office of Financial Aid is notified immediately upon withdrawal** (see catalog for full policy: [Student Withdrawal/Change in Status and Readmission – GCS. Available via \[catalog.olivet.edu\]\(http://catalog.olivet.edu\) > Academic Regulations](#)).

Online Course Week – Start and End Dates

- The course week consists of seven days: Day 1, Day 2, Day 3, etc.
- Courses start on Day 1 (Monday) of Week 1 at 12:01 a.m. CST and is the first day the course begins.
- Day 7 (Sunday) is considered the last day of the week and ends at 11:59 p.m. CST.

Submission Times

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

Teaching/Learning Practices

Expert faculty have intentionally designed online 8-week courses to guide the graduate student through the learning process. This format enables students to complete academic work in a flexible manner. Textbook information, articles, and access to Canvas will be made available to the student. At the graduate level, learning will come from the following (not an exhaustive list): individual and collaborative learning activities in the form of case studies/clinical case scenarios, discussions, evaluations, exams, faculty feedback, experiential learning, papers, peer review, presentations, projects, quizzes, readings, simulations, unnarrated publisher PPTs, videos, etc.

Student Course Participation

- Students should review each Canvas course syllabus prior to course start. All courses open prior to the course start date.
- Students are to be actively engaged a minimum of two days out of the academic week, excluding clinical/practicum as outlined by the course due dates.
- Students are expected to collaborate with peers and faculty.
- Students are not allowed to post discussions or submit assignments ahead in any week.
- Rubrics for assignments and course work should be reviewed prior to completing all assignments.
- Students should follow current APA standards (using the required APA Student Paper Template and the APA Checklist) and rubric expectations for each assignment.

Grade Evaluation Criteria

Grade evaluation criteria differ among programs at Olivet. The grading scale for the MSN Program is listed below. Please note: the FNP track grade requirements differ from all other MSN tracks. **Please refer to, and follow, the correct grading scale according to your chosen MSN track.**

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

Incomplete Grades

Students may be given an incomplete for a course by the course instructor with the approval of the MSN Program Director. A student may be marked “incomplete” only in case of serious illness or other unavoidable cause of delay occurring near the end of the course. Instructors may specify the length of time a student has to complete the course up to a maximum of 60 days. Incompletes that are not resolved within 60 days automatically lapse into an “F” grade. An incomplete is only granted when the student alerts the instructor at least *seven* 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 the [Grading Course Repeat Policy](#) in the Catalog for more information. [Available via catalog.olivet.edu > Academic Regulations.](#)

Assignments

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

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

Late Work Policy – Nursing

Late work is highly discouraged; however, in the event a student chooses to submit an assignment past the due date and time (illness, work, etc.), 10% per day will be deducted from your assignment grade. After the third day the assignment grade is zero. All pass/fail assignments will receive a zero one day after the due date. All clinical/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 for the course.

Discussion Forum Code of Conduct

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

- The grading for discussion activities is outlined in the course-grading rubric.
- Students are required to:
 - support their discussions with citations.
 - write following current APA rules, with APA formatted citations and references (following the required APA Checklist).
 - provide a reference list at the bottom of their posting.
- Participation points are based on the Discussion Postings.
- Due to limitations with LMS, spacing (single vs. double and hanging indentation for references) will *not* be considered in the grading.

- Make sure that you allow enough time for computer problems to ensure that you post on time.
- No edits or additions to original discussion posts will be accepted unless you have faculty approval prior to the due date.

MSN Examination Policy

Exams in the MSN Program are completed with online proctoring, which may include a small fee. Online proctoring provides students the ability to take exams remotely while providing tools to preserve the integrity of the exam. It is the expectation that students will be ready and prepared to take assigned examinations on the days they have been assigned. Students who take exams remotely or online agree to have their physical and audio image and data, activity, and surrounding workspace recorded and analyzed by test monitoring systems. Students should be prepared for ‘room sweeps’ in which they show their rooms to remote proctors or proctoring software. Students are responsible for planning for and having an appropriate place to take online exams (including a place where unauthorized individuals are not present, and where inappropriate or overly personal information is not viewable in the background). Students seeking an alternative for online testing or variance of online testing requirements must contact their instructor well in advance (by the end of week one) for all scheduled examinations in the course.

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

During the exam students must be connected to a power source. A working external webcam is required. Students must ensure that their external webcam, speakers, and microphone remain on and at the original setting throughout the exam. Any computer difficulties while taking the exam should be reported immediately to ONU IT, Canvas, Online proctoring company, and the course instructor.

Exam Expectations:

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

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

FNP Student In-Person Examinations

Students must notify their didactic instructor and the Assistant FNP Program Director before the end of Week 1 regarding their decision to take both their Mid-Term and Final exams in-person for the respective course at an Olivet testing location. The in-person exam option must be requested for each course and pertains to both the Mid-Term and Final exams. **If a student requests an in-person exam, site and time are subject to availability.**

All exams are closed book and closed notes unless otherwise specified by your instructor. Exam dates and times are provided by the FNP proctor. Exam time limits will be announced and enforced. Students should allow adequate time for completion of the exam.

Each student must be seated in the designated testing room **10 minutes prior to the scheduled testing time** for attendance and must not leave until the student is finished with the exam. The testing room **door will be closed five minutes prior to the exam start time and not open until the exam is completed.** Students are required to present a valid photo ID to take and submit the exam. Any student arriving after the door is closed will not be allowed to take the exam and will receive a zero for a grade on the exam unless documentation of extenuating circumstances is provided and approved by the didactic instructor. If approved, the student will be scheduled for a make-up exam.

All personal belongings (backpacks, book bags, all types of watches, Google glasses, coats/jackets/sweatshirts, cell phones, etc.) must be stored in a designated area away from the testing area without exception.

Before, during, or after exam administration, students are strictly prohibited from using lab computers for any purpose other than the completion and submission of an exam and may not open any additional screens, including email or any search engines. Students may not cut and paste or retype exam questions into an email, word document, or any other format during and immediately following submission of an exam.

Bringing in ear plugs to the exam would be beneficial if noise disrupts your concentration. Any computer difficulties while taking an exam should be reported immediately to the proctor. Student desks must be clear of all materials. No restroom breaks are allowed during testing unless a student has medical documentation from a healthcare provider. Students should plan to use the restroom prior to the exam. There will be no talking among students during the exam. Once the student has completed their last exam question, the student will raise their hand so that the proctor can watch the student submit their exam for all computerized exams.

Loitering in front of the computer lab is not allowed.

Consequences for Breach of Exam Rules: If a proctor observes a violation of the exam rules as listed above, the exam will be turned off, the student will receive a score of zero for the exam,

the student will be requested to leave the exam room, and the Assistant FNP Program Director will be notified.

Rescheduling of Examinations Outside of the Examination Window

Rescheduling of examination outside of the examination window can only occur due to extenuating circumstances. This does not include vacations, honeymoons, work schedules, etc. Students may be asked to provide proof for reason.

- All scheduling changes must be approved by the course faculty member and Assistant FNP Program Director.
- Students must provide course faculty with a three-day window of available times to reschedule the examination.
- Alternate versions of the course examination will be utilized for rescheduled examinations.

Clinical/Practicum Compliance

Please note: clinical/practicum sites may require more than what Olivet requires. ALL MSN Students are required to complete the following clinical compliance. Additional fees may apply at the student's expense:

- Criminal background check
- Drug screening
- Physical exam by a licensed healthcare provider (NP, MD, DO, PA) using Olivet's Health and Immunization Form
- Submit documentation of:
 - Annual negative 2-step TB test, negative T-SPOT, negative QuantIFERON Gold assay, or negative chest x-ray report
 - Proof of a positive Measles, Mumps, and Rubella titer.
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Proof of Tdap booster – (*required every 10 years*)
 - Proof of a positive Varicella titer
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Proof of a positive Hepatitis B titer
 - Declination of the Hepatitis B Vaccine series: FNP and Education students may be exposed to community diseases. Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Hepatitis B Vaccine.
 - Proof of Annual Influenza vaccine
 - Declination of the Annual Flu Vaccine: Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Flu Vaccine.
 - Copy of your AHA BLS CPR card (must remain valid throughout practicum). Online courses are not acceptable. Must be in-person.
 - Copy of Current Personal Health Insurance.
 - Copy of current, unencumbered RN license.

- All items submitted to CastleBranch must include students' name and demographic information, results, and date.

Drug Screening Policy

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

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

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

“For Cause” Drug Screening

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

Reapplication for Entry after Positive Drug Screen

Positive drug screen results prohibit students from practicing in the clinical environment for six months from the drug screen date. The student may reapply after six months by submitting a letter requesting consideration for readmission into the MSN Program to the MSN Program Director.

With the letter of request the student must submit the following:

- Urine drug screen results to CastleBranch.
- Documentation from a therapist specializing in addiction behaviors indicating a status of

recovery and rehabilitation related to the substance used or abused.

Readmission Policy Following Positive Drug Screening:

If the readmission into the MSN program is approved a new schedule will be provided by the 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.

Clinical/Practicum sites will be notified of students with flagged criminal backgrounds. It is at the discretion of the clinical/practicum sites as to how to proceed with clinical/practicum placements. Students are to contact the State Board of Nursing upon applying for an APRN licensure to determine eligibility.

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. Students with documented disabilities can register for accommodations at aim.olivet.edu. Please direct any questions about disability services to Accessibility and Disability Resources at ADR@olivet.edu. NOTE: Students with approved ADR documentation must still work with the professor to coordinate academic accommodations appropriate for each course.

Benner Library

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.

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

The 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*. Should other library resources be needed, Olivet students can request materials from any other library in CARLI, a consortium of 76 Illinois academic libraries. Articles not available in full text may be ordered through Benner's Interlibrary Loan service. For additional assistance, contact the Interlibrary Loan Department at (815) 928-5439 or the Reference Desk at (815) 939-5355, or ill@olivet.edu.

Benner Library designates a librarian for nursing students. This librarian can assist in finding needed references/sources. Contact the librarian via email, ONUlibrary@olivet.edu, or phone, 815-928-5418.

APA Guidance

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

For more information on how to recognize and avoid plagiarism see: library.olivet.edu > Help > Avoid Plagiarism under Citation Help. Additional APA resources such as APA Style Formatting Guidelines, Tutorials and Webinars, Handouts and Guides, and Sample Papers are available through <https://apastyle.apa.org/>.

- APA Template
 - The MSN/FNP program requires students to use the ONU APA 7 Student Paper (Title page/Template) for all written submissions. The certification of authorship must be digitally signed on the title page of all written work. Title pages are not required on discussion posts. To access the template, please visit the [Benner Library APA resource page](#).
- [APA Checklist](#)
 - Students are required to use this APA checklist as a guide in writing and evaluating assignments. Faculty will use this APA Checklist as a guide and reference in grading and providing feedback.
 - When grading APA format within the rubric, faculty will provide the student with the heading and section number on the APA Checklist related to the APA error(s) identified within the assignment submission. Students are expected to review and incorporate this feedback for future assignment submissions.

Turnitin Tutorials

- [Click here](#) for tutorials from Turnitin.
- [Click here](#) for a Plagiarism Checker Guide from Scribbr

Graduate Education Resources

Student Video Tutorials are available to assist students in use of Canvas, Microsoft Office (Outlook-Olivet's email system, Microsoft Word and Excel, Skype, OneDrive (saving

documents), and Kaltura (creating videos, screen captures, etc.)). To access these resources, follow these steps:

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

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

UpToDate®

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

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.

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 example format:

Bordeaux, B., & Lieberman, H. R. (2020). Benefits and risks of caffeine and caffeinated beverages. *UpToDate*. Retrieved February 26, 2020, from <https://www.uptodate.com/contents/benefits-and-risks-of-caffeine-and-caffeinated-beverages>

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

Faith Integration

As a faith-based institution, students can expect to see faith integrated throughout the curriculum and within each course. This may come in various forms such as devotions, devotional thoughts, or prayers from faculty in the course announcements section, Biblical principles within the weekly overviews, or through encouraging bible verses connected to the weekly content. For more information on Faith Integration see: [Olivet Faith Integration](#). Chapel recordings from campus are available at: [Olivet Chapel](#).

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 Online Advising Team at onlineadvising@olivet.edu or call 877-465-4838.

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 <https://my.olivet.edu> to complete their intent to graduate form. The form must be completed by the due date to participate in commencement ceremonies. Commencement is only in May of every year for MSN students only. Post-Master's or Post-Graduate students do not obtain another master's degree and therefore do not attend Commencement.
5. Payment of all tuition and fees. Students with outstanding balances will have a graduation hold on their account and will not be able to receive transcripts or a diploma until the balance is paid in full.

CERTIFICATION EXAMS

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

Education/Post-Master's Nursing Education Certificate Track: 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 <https://www.nln.org/awards-recognition/certification-for-nurse-educators-overview>.

Transformational Leadership/Post-Master's Transformational Leadership Certificate Track: 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 Catalog for more GCS policies, such as General Policies-GCS, Academic Regulations, Financial Information, and other student policies, which can be accessed at catalog.olivet.edu.

EMAIL ETIQUETTE

Email Etiquette



SUBJECT LINE

1-3 Words at most! *Purpose of your email.*

GREETING

Always include a greeting. Use titles for faculty/administration (Dr., Professor, etc.). Avoid using instructor's first name unless you have been told it is okay.

BODY OF EMAIL

Situation/Problem, Background, Action, Expected Outcome
Include an introduction and context of the situation or request. If you have a problem - how you've addressed/corrected. Bring a solution(s)! Include any prior investigative work.

CLOSING SALUTATION

Thanks
FOR EVERYTHING

Thank you!



Email Read Back

TOP 5

1. Did you identify yourself?
2. Is your email professional?
3. Is your email more like a letter vs. a text?
4. Were you respectful and polite?
5. Did you use correct spelling, grammar, punctuation?

Be Polite

Request not Demand

Be Concise

Consider your tone

Avoid ALL CAPS

Avoid sarcasm

Avoid slang & abbreviations

TIPS TO REMEMBER

Check your Olivet email often!
Consider chain of command.
If upset, allow a cool down time.
Expressing concerns - use "I feel like" statements.
Email is a reflection of you!
Expect a 24-48 hour turnaround time.
Use one email thread to the same person to avoid confusion.

TELEPHONE DIRECTORY

Position Title	Name	Email	Phone #
MSN Program Director MSN Core – All Education, Transformational Leadership, and FNP track courses	Dr. Suzanne Phipps	shphipps@olivet.edu	847.481.5957
Assistant FNP Program Director	Dr. Kim Lynch	kllynch@olivet.edu	847.481.5913
Assistant MSN Program Director – Education & Transformational Leadership tracks and MSN Core Courses	Dr. Brooke Piper	blpiper@olivet.edu	847.481.5904
MSN/FNP Operations Specialist	Geobert Palencia	gpalencia@olivet.edu	847.481.5940
Program Support Coordinator RN to BSN, MSN, & FNP	Myrna King	meking@olivet.edu	815.939.5064
MSN/FNP Practicum Director	Jaherta Lika	jlika@olivet.edu	847.481.5955
Online Advising Team		onlineadvising@olivet.edu	877.4.OLIVET (877.465.4838) Option 2
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
ProctorU <i>Immediate assistance is available through your account via Live Chat feature.</i>		https://go.proctoru.com/students/users/new?institution=1054	855.772.8678
Information Technology (IT) Help Desk		it@olivet.edu	815.939.5302
ReelDx		support@reeldx.com or mking@olivet.edu	
Registrar (e.g., commencement, transcripts)		registrar@olivet.edu	815.939.5201
ShadowHealth Account Support		https://support.shadowhealth.com/hc/en-us	800.860.3241
Student Financial Services		studentfinance@olivet.edu	815.939.5245
Typhon		FNPpracticum@olivet.edu	n/a

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).

“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).

Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2	The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4	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.
Provision 5	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.
Provision 6	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.
Provision 7	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.
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
Provision 9	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). <i>Code of ethics for nurses with interpretive statements</i> . Silver Spring, MD: American Nurses Publishing. https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/	

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>