



School of Nursing

**Master of Science in Nursing (MSN) in Advanced Practice Registered Nursing (APRN)
with a track in Family Nursing Practice (FNP)**

Student Handbook

2019-2021

Welcome to the Master of Science in Nursing (MSN) Family Nurse Practicum Program at Campbellsville University. Students who successfully complete the coursework and requirements of the program are awarded an MSN, FNP degree and meet educational eligibility requirements to take a national certification examination to become a certified FNP. The program of study must be completed within four years of admission. On behalf of the faculty and staff, we wish you great success with your educational pursuit. In the months and years to come, please look to us for guidance and support to help you achieve your professional goals!

Sincerely,

Dr. Beverly Rowland

Dean, Associate Professor

bdrowland@campbellsville.edu

Campbellsville University

Campbellsville University is located in South Central Kentucky at 1 University Drive, in Campbellsville, Kentucky. Dr. Michael V. Carter, PhD, is the president and chief executive officer of the university.

Campbellsville University is a Christian institution whose mission is focused on scholarship, leadership, and fellowship. In 1906, the Russell Creek Association of Baptists purchased 10 acres of land, which became the campus of the Russell Creek Academy. Elementary and secondary school classes were offered in September 1907, as was training for teachers. Campbellsville Junior College was established in 1924. Despite the school becoming a college, elementary and secondary school students continued to be educated there until 1941. Campbellsville College began offering a four-year higher education program in 1959. The institution achieved university status in 1996. Today a majority of the students attend classes on the 75-acre campus located in the heart of Campbellsville, Kentucky. The university also offers educational programs in such disparate locales as Louisville, Kentucky, and Recife, Brazil. Campbellsville University has eight academic divisions, each headed by a Dean who reports to the Vice President for Academic Affairs. The divisions include: the Colleges of Arts and Sciences; Carver School of Social Work & Counseling; School of Business and Economics; School of Education; School of Music; School of Nursing, School of Theology; and, the College of Graduate and Professional Studies. Campbellsville University is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Campbellsville University Mission Statement

Mission Statement

Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by using advanced research to practice at the doctoral level, and active participation in a diverse, global society.

Core Values

- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems
- To achieve academic excellence through rigor and relevancy in undergraduate, master's and doctoral level programs
- To provide an environment conducive for student success
- To value diverse perspectives within a Christ-centered community
- To model servant leadership and effective stewardship

A STATEMENT OF BAPTIST HIGHER EDUCATION VALUES

Campbellsville University is committed to providing a quality educational experience within the Baptist tradition and in keeping with a strong Christian emphasis. Under the Lordship of Christ, the institution affirms historic Baptist principles including: the priesthood of the believer, the authority of Scripture, freedom of conscience, integration of faith and learning, pursuit of truth in an academically challenging environment, student involvement in servant ministry, and affirmation of others in a spirit of grace and love. While the University continues to maintain very close ties to Baptist Churches and bodies, the institution exists to provide Christ-centered higher educational opportunities to a diverse student population. Campbellsville University, while Baptist in affiliation and Christ-based in practice, is neither a church nor an ecclesiastical authority. Since 1906 the institution has existed to provide higher educational opportunities to men and women in a positive and academically challenging Christian environment. In that same spirit, we affirm the challenges and opportunities of Baptist higher education in the 21st Century. **(Approved by Campbellsville University Board of Trustees on October 23, 2001)**

In compliance with *A Statement on Baptist Higher Education Values* as noted above, Campbellsville University affirms the historical religious exemption granted under the Civil Rights Act of 1964, and other applicable federal and state statutes and regulations, as a Christian university in the Baptist tradition, and to develop and implement all policies and procedures relative to employment practices and student and employee behavior to conform with this historical relationship to the Baptist church and the larger Christian community. These policies and procedures will be the basis for the mission and activities of all campus organizations and use of all Campbellsville University facilities.

As God extended His love for all human beings through his Son Jesus Christ and as an institution that affirms the “whosoever will gospel of Jesus Christ” (John 3:16), Campbellsville University extends love for mankind through a commitment to the Great Commission (Matthew 28:16-20; Acts 1:8) and in the spirit of the Great Commandment (Matthew 22:36-40). Therefore, Campbellsville University will implement the development and administration of all policies and procedures in the recognition of the diversity of God’s creation and His infinite grace toward all people.

Adopted: 1/2018

Purpose

This handbook contains information about policies, procedures, and expectations relating to the FNP track. All handbooks and catalogs are accessible via the internet at www.campbellsville.edu and the MSN student resource room. If you have questions about the content of this handbook or the FNP track, please direct all inquiries to the program director.

The National Certification Examination

The program prepares students to meet the educational eligibility requirements to take a national certification examination. FNP certification examinations are offered by the American Academy of Nurse Practitioners (AANP) and the American Nurses Credentialing Center (ANCC). The student is responsible for all costs and fees associated with the FNP certification examination.

Professional Accreditation

The FNP track is scheduled for review and pending accreditation by the Accreditation Commission for Education in Nursing (ACEN) national accreditation agency recognized by the U.S. Secretary of Education and the Council on Higher Education Accreditation.

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Initiated-1/2018

Verification of Receipt of the MSN Online Student Handbook

The MSN Online Student Handbook will be distributed through the online MSN Resource Room. Any questions or concerns that arise when reading the handbook should be submitted to the student's assigned advisor or to the Director of the Online Programs. Each course the student will post a statement in the designated area of the course room stating that they have read the handbook and all questions have been answered to the student's satisfaction.

Adopted: 1/2018

Mission Statement of the MSN Program

This program prepares graduates to provide quality, evidence based, and holistic primary care to diverse communities and individuals across the lifespan. The master's prepared family nurse practitioner will contribute to excellence in health care by leading change, promoting health, and improving healthcare outcomes. This program shapes advanced practice nurses into Christian servant leaders who excel in clinical practice while supporting a strong ethical and Christian belief foundation in keeping with the mission of Campbellsville University.

Adopted: 1/2018

Curriculum Requirements and Progression

Year 1

Bi-Term	Course #	Hours	Course Title
Fall #1	NUR 500 CORE	2	Leadership and Role Development for Advanced Nursing Practice
	NUR 501 CORE	3	Health Care Delivery and Policy
Fall #2	NUR 502 CORE	3	Advanced Health Assessment and Diagnostic Reasoning
Spring #1	NUR 503 CORE	3	Advanced Pharmacology
	NUR 504 CORE	3	Healthcare Informatics and Clinical Decision Making
Spring #2	NUR 505 CORE	3	Advanced Pathophysiology
Summer #1	NUR 506 CORE	4	Theory and Research for Evidence Based Practice
	NUR 507 CORE	2	Investigative Project
Summer #2	NUR 508	2	Health Promotion and Disease Prevention – Population Health

Campbellsville University School of Nursing
Family Nurse Practitioner (FNP)
Plan of Study (continued)

Year 2

Bi-term	Course #	Hours	Course Title
Fall #1	NUR 509	4	Care of Adults Across the Lifespan I. (includes 60 hrs. of clinical experience)
Fall #2	NUR 510	3	Care of Adults Across the Lifespan II (includes 120 hrs. of clinical experience)
Spring #1	NUR 511	4	Care of Women, Children and Adolescents I (includes 60 hrs. of clinical experience)
Spring #2	NUR 512	3	Care of Women, Children and Adolescents II (includes 120 hrs. of clinical experience)
Summer #1	NUR 513	3	Synthesis of Advanced Practice Care of Patients in Primary Settings – Practicum I (includes 180 hrs. of clinical experience)
Summer #2	NUR 514	2	Synthesis of Advanced Practice Care of Patients in Primary Setting – Practicum II (includes 120 hrs. of clinical experience)
	NUR 515	1	Entry into Independent Practice
		Total 45 hrs.	Total 660 clinical hours (60 clinical hours per 1 credit hour)

FNP Course Descriptions

NUR 500 Leadership and Role Development for Advanced Nursing Practice (2 cr.) This course introduces the student to the history and role development of an advanced practice nurse leader in complex healthcare systems and in today's society. Core leadership competencies will be explored including direct clinical practice, negotiation, collaboration, guidance, advocacy, problem-solving, managing diversity and ethical decision making.

NUR 501 Health Care Delivery and Policy (3 cr.) This course addresses social, cultural, and political perspectives on healthcare. Course material will include policy and advocacy for improving population health, healthcare reform, and global health care delivery. Also included are issues such as availability of and access to health care, actions for dealing with health care dilemmas, federal and state regulatory programs and health care financing.

NUR 502 Advanced Health Assessment and Diagnostic Reasoning (3 cr.) This course builds upon the baccalaureate level of nursing physical assessment knowledge leading to the development of advanced skills in physical, cognitive, nutritional and functional assessments of adults and children to provide culturally sensitive health care. Diagnostic reasoning is used to interpret data obtained from the physical assessment along with incorporation of appropriate diagnostic testing to form differential diagnoses.

NUR 503 Advanced Pharmacology (3 cr.) This course provides advanced knowledge of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics needed in the use of drugs for prevention of chronic illness and treatment of disease processes in individuals across the life span. Emphasis is placed on appropriate drug selection and monitoring, patient education, and potential drug interactions. Students will evaluate pharmacologic interventions with regard to efficacy, safety, cost effectiveness, legalities and ethical use.

NUR 504 Healthcare Informatics and Clinical Decision Making (3 cr.) This course focuses on the use of information technology systems in the delivery of health care. Students will focus on using new and upcoming technology for acquiring, analyzing and organizing data for use in clinical decision making and improving patient care. Topics include the foundations of informatics, information systems and applications, use of technology in evidence based practice, and patient education and participation.

NUR 505 Advanced Pathophysiology (3 cr.) This course provides nurses with an advanced understanding of the pathologic mechanisms of diseases frequently encountered in the primary care setting across the lifespan. The content is used to support clinical assessment and decision making in forming diagnoses and treatment plans using evidence based research findings. Topics include cellular variations, the roles of genetics and genomics, and a systematic physiologic review of disease processes leading to appropriate pharmacologic and nursing interventions.

NUR 506 Theory and Research for Evidence Based Practice (4 cr.) This course links theory, research and practice. The students will critically analyze various multidisciplinary theoretical frameworks and how they can positively impact patient care. This course also examines the process of critically appraising scholarly research and translating this into practice. The research process of identifying problems, data collection and interpretation, and integrating findings into practice are explained.

NUR 507 Investigative Project (2 cr.) This project emphasizes utilization of theory and research to provide evidence based care for the field of advanced practice nursing. The student will formulate a clinical question and use appropriate research methods of data collection and interpretation culminating in scholarly answers that can be applied to clinical practice to improve the quality of care.

NUR 508 Health Promotion and Disease Prevention – Population Health (2 cr.) The goal of this course is to prepare the student to plan, implement and evaluate health promotion and disease prevention interventions to diverse population groups. Topics covered will be the relationship of public health issues and social problems, considerations for safety, finances, feasibility and effectiveness, community needs assessment, and providing age appropriate primary, secondary and tertiary prevention strategies.

NUR 509 Care of Adults Across the Lifespan I (3 didactic cr. and 1 clinical cr.) Acute and chronic common health problems encountered across the adult lifespan are studied in this first of two sequential courses. Emphasis is placed on detailed history and physical examinations, forming differential diagnoses, interpreting relevant diagnostic tests and forming plans of care including pharmacologic and non-pharmacologic measures. Strategies will be based on evidence based practice and fall within the scope of practice of a family nurse practitioner (FNP). 60 hrs. of clinical experience under the direct supervision of an approved licensed health care provider allows the student to apply critical thinking skills to the learned concepts in caring for adults and their families in a primary care setting.

NUR 510 Care of Adults Across the Lifespan II (1 didactic cr. and 2 clinical cr.) This course is a continuation of NURS 509 and expands upon the role of an FNP in caring for adults and their families. Students will further develop skills related to health promotion, prevention of illness, and diagnosis and management of common acute and chronic illnesses. 120 hrs. of practical experience with an approved licensed health care provider in a primary care setting is included in this course.

NUR 511 Care of Women, Children and Adolescents I (3 didactic cr. and 1 clinical cr.) This course focuses on the healthcare needs of children, women from child bearing age through the lifespan and their families. Emphasis is placed on age appropriate detailed history and physical examinations, interpretation of relevant data, forming differential diagnoses and creating care strategies that include patient education, treatment, and appropriate follow-up and referral. 60 hrs. of practical experience with an approved licensed health care provider in a primary care setting is included in this course.

NUR 512 Care of Women, Children and Adolescents II (2 didactic cr. and 2 clinical cr.) This course is a continuation of NURS 511 and further expands upon the knowledge base needed for care of children and women from child bearing age through the lifespan. Clinical care increases in complexity as the student directly applies learned didactic content to the actual care of patients and their families in commonly encountered settings. 120 hrs. of clinical experience with an approved licensed health care provider in a primary care setting is included in this course.

NUR 513 Synthesis of Advanced Practice Care of Patients in Primary Settings I (3 clinical cr.) In this clinical practicum, the advanced practice nursing student will provide comprehensive care to clients and their families across the lifespan. The objective of this course is the integration of theory, knowledge, and skills from previous courses culminating in the effective, safe, culturally sensitive care of clients and their families within the scope of practice of a family nurse practitioner. This 180 hr. clinical practicum will be completed under the supervision of an approved licensed health care provider in a primary care setting.

NUR 514 Synthesis of Advanced Practice Care of Patients in Primary Settings II (2 clinical cr.) The final clinical practicum is the synthesis of all past course content and is the final bridge between formal education and independent practice of the family nurse practitioner. This 120 hr. practicum will be completed under the supervision of an approved licensed health care provider in a primary care setting.

NUR 515 Entry into Independent Practice (1 didactic cr.) This course prepares the graduate nurse practitioner for certification examinations, licensing, prescriptive practices, contract negotiations and practice management specific to their practice location.

Adopted: 1/2018

MSN FNP EPSLOs

1. Assimilates scientific findings to guide advanced nursing roles. (I, IV, IX) NONPF #1
2. Integrates organizational and systems leadership principles into practice. (II, IX) NONPF #2
3. Develops quality improvement and research projects to improve health care outcomes. (III, IX) NONPF #3 and #4
4. Facilitates the provision of nursing practice by integrating informatics and technologies. (V, IX) NONPF #5
5. Analyzes local, national, and global health policies and the relationship between policy and practice. (VI, IX) NONPF #6
6. Collaborates with other health professionals using effective communication to optimize health care outcomes. (VII, IX) NONPF #7
7. Values principles of ethics in providing health care across the lifespan. (VIII, IX) NONPF #8
8. Promotes cultural and spiritual sensitivity in providing health care to a diverse population across the lifespan. (VIII, IX) NONPF #9
9. Functions as an independent practitioner using evidence-based practice to promote health and prevent and treat disease for diverse groups across the lifespan. (VIII, IX) NONPF #9

(MSN Essentials)

NONPF Core and Population-Focused Competencies

() MSN Essentials

*These objectives are based on the Core and Population-Focused Nurse Practitioner Competencies developed by the National Organization of Nurse Practitioner Faculties (NONPF) and included in the 2016 Criteria for Evaluation of Nurse Practitioner Programs written by the National Task Force on Quality Nurse Practitioner Education (NTF). This evaluation criteria is endorsed by the Accreditation Commission for Education in Nursing (ACEN).

Adopted: Finalized EPSLOs 12/12/2018

Student Policies and Procedures

Admissions Criteria for MSN Program

Rationale: Campbellsville University School of Nursing strives to enhance the professional status of nurses through continued education that elevates the professionalism of the nurse.

Policy: Students may apply to the Master of Science in Nursing (MSN) Family Nurse Practitioner (FNP) Program at Campbellsville University if they have completed an accredited Bachelor of Science in Nursing (BSN) program, have a current, unencumbered license to practice nursing in their state of residence, and complete the following requirements listed below.

The applicant must complete **one** application for admission to Campbellsville University *and* one application to the School of Nursing. These applications are available online at www.campbellsville.edu.

1. Admission to the University and the School of Nursing:

The application captures data required by the University admission staff and helps to establish the student's chosen major: Master of Science in Nursing (MSN) in Advanced Practice Registered Nursing (APRN) with a track in Family Nursing Practice (FNP).

Additional information needed by the School of Nursing such as licensure and employment history will also be obtained at this time.

2. Official Transcripts

One Transcript from Each School Attended

Provide one official copy of all transcripts from each college or university that you have attended previously. Once you apply, you will receive a copy of our official transcript request form from your Enrollment Counselor.

Please contact our online Enrollment team at 888-244-0609 or via email at online@campbellsville.edu or Jacquelyn Young DNP, FNP-BC, at (270) 789-5212 or email jeyoung@campbellsville.edu if you have questions or are unable to access any of the above documents.

3. Licensure Information

A copy of a current, valid, unencumbered RN license, or listing on a state licensing board website must be submitted. All licenses will be verified before admission into the program and every semester as long as the student is in the program. List your Registered Nurse license, expiration date, and state board granting the license on the application.

4. Letter of Acceptance

After evaluation of submitted materials, you will receive confirmation of acceptance into the MSN Program from the School of Nursing. You will be contacted by an advisor who will assist you in preparing a program plan and registering for classes.

Master of Science in Nursing Family Nurse Practitioner Program Requirements:

1. Completion of a BSN degree from a regionally accredited U.S. college or university.
2. Cumulative collegiate GPA of 3.0 or higher on a 4.0 scale
3. Current unencumbered U.S. Registered Nurse (RN) license
4. Currently working as a registered nurse (RN) and have at least 2,000 patient care hours within the last two years. This must be documented. Examples of documentation could be pay stubs or a letter from the candidate's employer. If the candidate has less than 2,000 hours, an interview with faculty will be scheduled.
5. Current curriculum vitae (CV) (see content on page #17)
6. A 500-word essay describing professional goals (see instructions on page # 18)
7. Three letters of recommendation (See requirements on page # 18)
8. Student waiver for letters of recommendation (See instructions on page #18)
9. An interview may be requested
10. Technical and Performance Standards verification (see instructions on page # 19)
11. Background check (see details on page# 20)

Curriculum Vitae (CV)

Your CV should include:

- Educational background including institutions, degree(s) awarded, degree(s) in progress, dates of degree(s) awarded, and/or anticipated date of receiving degree(s)
- Relevant employment history, including:
 - Job title (including unit), job description, and relevant duties performed
 - Employment dates of each position
- Community service or volunteer experience
- Any awards, publications, presentations, and memberships
- Evidence of leadership and career progression

Professional Goals Essay

You must submit a 500-word essay discussing the following:

- Your career goals
- How your specific clinical experiences have prepared you for the Family Nurse Practitioner role
- Why Campbellsville University is the best fit for you and how the program will assist you in reaching your professional and educational goals

Letters of Recommendation: (See form letter)

Three letters of recommendation are required, and all must be written within one year of the date of submission. Letters must be submitted by:

1. A current clinical supervisor, nurse, manager, or other health care provider who has direct knowledge of your skills in the clinical setting and how those skills will translate into the Family Nurse Practitioner role.
2. A professor, faculty member, dean, or academic advisor who can provide a meaningful assessment of your academic record. If you have been out of school for five years or more, a nurse educator or clinical instructor can provide the academic recommendation.
3. A practicing clinical nurse professional or APRN who has served as a mentor and can address your abilities as a nurse and your potential to become a Family Nurse Practitioner.

Student Waiver for Letters of Recommendation: (See form letter)

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students however are entitled to waive their rights to access concerning recommendations. The applicant must sign the waiver statement indicating their wishes regarding this recommendation.

Technical and Performance Standards

Upon admission, all students verify in writing that they are able to meet the following technical and performance standards with or without accommodation. A copy of this document is located at the end of the handbook and should be completed and returned with the other required documentation. The technical and performance standard are:

- **Observational:** Candidates must be able to observe demonstrations of physical and psychosocial nursing interventions. Candidates must be able to accurately assess the health status of patients. Observation and assessment of patients require the functional use of the senses of vision and hearing, as well as other sensory modalities.

Initial_____

- **Communicative:** The candidate must be able to communicate effectively and efficiently in oral and written forms with patients and with members of the health care team. The foci of nursing communication are gathering assessment data, patient teaching and the provision of emotional support for patients and their families.

Initial_____

- **Motor:** Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. Candidates must be able to execute motor movements reasonably required to provide general care and emergency treatments to patients. Such actions require moderate motor strength, coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

Initial_____

- **Intellectual:** Candidates must have the ability to measure, calculate, reason and analyze; they must be able to synthesize and apply complex information. Candidates must be fully alert and attentive and free of non-prescribed controlled substances at all times in clinical settings.

Initial_____

- **Behavioral/Social:** Candidates must possess a level of emotional health that allows full utilization of intellectual abilities, the exercise of good judgment, prompt

Campbellsville University MSN Student Handbook

completion of all responsibilities attendant to the nursing diagnosis and care of patients, and the development of mature, empathetic and effective nurse-patient relationships. Candidates must be able to function effectively under stress.

Adherence to the standards of acceptable conduct as outlined in the American Nurses Association Code of Ethics and the Nurse Practice Act is required.

Initial _____

I require the following accommodations:

I require no accommodations:

Signature _____

Date _____

Background Checks

All applicants will be required to complete a background check as the final step in the admissions process. Applicants will be admitted pending the successful completion of the background check. The background check must be completed after the admissions decision is made and will be repeated at the beginning of the 2nd year of instruction. Applicants with felony convictions will not be admitted. This will be submitted to an online depository.

I understand that my admittance into the program will be pending the successful completion of the background check.

Signature _____

Date _____

Adopted: 1/2018

Campbellsville University's Online Course Attendance Policy

Rationale: To establish expectations of student performance within the MSN Program.

Policy: To be actively engaged in the online classroom and build a learning community students must interact within the classroom and with each other. When this does not occur learning suffers and learning objectives cannot be met. Therefore the following guidelines will be followed:

Bi-term and 8 week terms: Online students must participate weekly as defined by the professor in the syllabus. After 1 week (12.5%, 1/8th of the scheduled classes) without contact the student will be issued an official warning. After the second week (25%, 1/4th of the scheduled class) without contact the student would fail the course and a WA would be recorded.

Transfer Credit

Rationale: To establish expectations of transfer credit within the MSN Program

Policy: Once accepted into the School of Nursing a student may request to transfer in graduate credit hours completed within the last seven years. Students may transfer up to a maximum of 6 hours of master's level courses when compatible with this curriculum. Only courses with grades of "B" or better are considered. For consideration of a transfer course, the student must submit the following information to the APRN Program Director:

1. An official transcript of courses completed
2. The course syllabus for the course you have taken previous and are seeking transfer or, if the syllabus is not available the catalog description of the course as printed on the university website or catalog
3. Provide the following information required for the University Transfer Credit form:
Student name, student ID, full address and phone number.

Course Progression Policy

Rationale: To establish expectations of student performance within the MSN Program.

Policy: In order to progress through the MSN Program, the student must meet certain guidelines:

1. The student must earn a B or higher in each course in order to demonstrate achievement of End of Program Student Learning Outcomes.
2. If the student's GPA drops below 3.0 during the course of study, the student will be placed on academic warning. The student will have two consecutive eight-week semesters to bring their GPA up to the acceptable level of 3.0.
3. If the student's GPA drops below 3.0 a second time, the student will be placed on academic suspension.
4. The student must follow the prescribed course progression listed in the program

Faculty has adopted a course order for progression that will help to guide students through the program. This order is suggested to ensure success of students based on recommendations of the accrediting body and on identified characteristics of the courses. Please see attached Curriculum Requirements and Progression.

Adopted: 1/2018

Technology Requirements Policy

Rationale: As a distance learning program, CU relies on technology, which is why it is so important for students to have the right equipment to ensure their success. CU requires that all students own a laptop, a mobile device, and have a reliable Broadband internet connection. Although it is suggested that students obtain the highest quality products available to them, the following are the minimum technology requirements for the program:

Policy: To establish expectations of student use with technology.

Scanning Requirement:

Due to the nature of distance learning it is often necessary for students to submit signed documents, hand-written pages, or a digital copy of a paper certificate. In order to accommodate these needs the University recommends that each student either 1) become proficient in the use of a digital camera (the one in a current iPhone is acceptable) to appropriately digitize paper documents or 2) have ready access to a digital scanner for digitization. A scanner or printer with an integrated scanner may offer a better quality and an easier to implement solution than trying to utilize a camera as a scanner. In either case, the resulting file must be completely legible, submitted as a low to medium resolution JPG file, and typically smaller than 1MB per page.

Platform	Information
Operating System:	Windows Vista, 7, 8, 10 Mac OS X 10.6 or higher
Browser:	Internet Explorer 9, Firefox 14, Google Chrome 20, Safari 5, Opera 9
Internet Access:	Wi-Fi, Cable, DSL, Dial-Up (may have slow load times)
PDF Viewing:	Adobe Acrobat Reader , MacOS Preview, Browser Extensions
Browser Plug-in Extension:	Adobe Flash Player

Withdrawal

Rationale: Students in the School of Nursing may have to withdraw from the School for personal reasons, academic reasons, health issues, and other factors.

Policy: The student is encouraged to discuss possible alternatives to withdrawal with his/her faculty advisor. When no other alternative seems viable to the student, the School of Nursing follows the same policy outlined in the *Campbellsville University Student Handbook* under —Refund and Withdrawal Policy.

Please also refer to the Online Policy and Procedure Leave of Absence policy.

The student is advised that if s/he chooses to leave unofficially—that is, without approval of the Vice President of Academic Affairs and the completion of withdrawal forms, s/he forfeits all rights to any reduction in his/her account and will receive an —”F” in all applicable courses. To alleviate this situation, the student must follow the guidelines as stated in the *Campbellsville University Student Handbook*. Students who have financial aid should check the *Federal Student Financial Aid Handbook* to identify policy guidelines regarding this aid.

Students in the MSN Program may reenter the program after discussing progression with the online program director. Abandoning coursework without prior approval as noted above could subject the student to a reduction in GPA that might prove insurmountable or dismissible from the program.

Adopted: 1/2018

Graduation Requirements

Policy: In order to fulfill the requirements for MSN graduation, the student must comply with the following:

- Successful completion of 45 credit hours in the MSN Program as outlined in curriculum plan
- A minimum over-all GPA of 3.0
- Satisfactory completion of End of Program Student Learning Outcomes as evidenced by acceptable completion of coursework
- Payment of all applicable tuition and fees

Requirements for Earning the Master's Degree

Completion of the required program of study with a grade of B or higher in all courses.

Students who earn a C or below or withdraws from any course will have the opportunity to repeat the course and reentry will occur upon next available course rotation. If the student earns another C or below or withdraws from a second course they will be dismissed from the program.

Adopted: 1/2018

Student Services for Distance Education Students

Rationale: To ensure that students in distance education courses have the same accessibility to student services as those who are attending classes on campus.

Policy: Students will be oriented to the methods to access services that are available to the online community and will have written information related to services as outlined in this handbook. Advisors will deliver this information to students via the *Campbellsville University MSN Student Handbook*. Students may contact these services directly or may ask their advisor for assistance with accessing needed services.

See listing of services on the following pages. Please see listings for:

- Academic Support Services
- Business Office Services
- Bookstore
- Email Communications
- Financial Aid Services
- Learning Management System: Moodle
- Library Services

Adopted: 1/2018

Badgett Academic Support Center Accessibility for Online Students

Rationale: To provide online students with the process for obtaining academic support services through the Badgett Academic Support Center.

Policy: Online students have academic support resources available to them in the distance setting. Students can access these services by contacting the Badgett Academic Support Center directly by phone or by online request for services. Beginning in the fall, 2013, the BASC will sponsor online tutoring services for students enrolled in distance education courses at Campbellsville University. Students should contact the center by one of the methods below:

- 1) Contact Meagan Davidson at (270) 789-5370 to sign up for tutoring sessions,
or
- 2) Go to www.campbellsville.edu, click on “Current Students” then “Academic Support.” Then on the menu on the left of the screen, “Click here to Request a Tutor.” Complete the electronic form and submit.

A member of the Academic Support team will contact you to set up times for tutoring. This will be arranged via email and/or phone communications.

Students also have access to SmarThinking® an online tutoring service that provides information about writing in all disciplines to all undergraduate distance education students. This service can be accessed at <http://www.campbellsville.edu/smarthinking>.

Adopted: 1/2018

Campbellsville University Bookstore Accessibility for Online Students

Rationale: To provide online students with the process for ordering books through Barnes and Noble on the Campbellsville University campus. Students can order and have the books shipped to them either through use of a credit or debit card or through designated authorization from financial aid if the student qualifies for such aid. Students can access the Bookstore from the Quick Links button on the Campbellsville University website and from the Moodle homepage.

Policy: Students can use the online ordering system offered through Barnes and Noble on the CU website. The Bookstore can ship textbooks and other needed supplies to the student's home address if the student chooses this option. Payment can be processed (1) through a debit or credit card in the online order system or (2) through authorization from financial aid, when the student qualifies for such aid.

(1) **Paying with a debit/credit card**—After enrolling for courses and identifying the course specific information, the student can go to the bookstore link on the Campbellsville University homepage. At this location, the student can follow the prompts and utilize the dropdown boxes to identify: the term, the department, the course, and the section for each course. This will look as noted below:

For NUR 500-01 Leadership and Role Development for Advance Nursing Practice the student would enter:

Fall 2019	NUR	500	01
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The student will then click “GO.” The next page offers the option to enter multiple courses. Student may enter all courses for that given term. Click “Find materials for course(s).” This will take the student to a page which lists course requirements and a price range for each. By clicking on the price range, students will receive a menu listing the formats in which this text is available and will have the option to choose the format and price that is suitable to his needs. The student will then be prompted to add this item to the cart. The student will be given information about availability and other options if indicated. After finalizing the selection process, the student will be taken to “Checkout” where he can enter his payment and shipping information. The student can either establish an account or use the guest checkout. If the student opts to do so, he may pick up his selection(s) at the bookstore or may pay to have items shipped to his home.

(2) Ordering with financial aid—Students who qualify for financial aid resources can use the bookstore site to identify textbook needs. These students will email their order to books@campbellsville.edu. Send a detailed email including **name**, **student ID number**, **shipping address**, and **phone number** with a **listing of courses**. (It is not necessary to list the textbooks; these will be identified by the bookstore from lists provided by faculty.) Financial aid will provide verification of the student's eligibility for such resources. The student will receive a confirmation email and the books will be shipped within one to two days depending on availability. Shipping charges will be applied to the order.

Adopted: 1/2018

Campbellsville University Business Office Accessibility for Online Students

Rationale: To provide online students with access to Business Office services.

Policy: The Business Office at Campbellsville University is available Monday through Friday from 8:00 am to 5:00 pm, excluding university holidays. Someone is available during these hours to discuss student accounts and to assist students with setting up payment schedules and other mechanisms.

Students may contact:

The Business office at (270) 789-5203 for additional information about payment plans.

Adopted: 1/2018

Email Communications

Accessibility for Online Students

Rationale: Students enrolled in distance education course must use their student email accounts when communicating with faculty and staff at Campbellsville University. This system helps to ensure that official communications are sent only to the student. It is important that students never share login information for email accounts to ensure privacy and confidentiality in communications.

Policy: Upon registering for courses at Campbellsville University for the first time, the student will receive an email directing him/her to set up his university email account. The following information will be addressed to the student:

SET-UP EMAIL ACCOUNT: Once you have registered for your courses, you can set up your Campbellsville University email account. Follow the steps below:

1. Go to www.campbellsville.edu
2. Click on TigerNet link towards the top of the page
3. Enter your student ID number and your pin; click Login
4. Click on the Home tab
5. On the left side of the welcome page you will see several bullets – Click on Student Email Account Information line. Repeat on the next page.
6. On the window telling you “Your Report Has Been Generated” click the link to view your report.
7. Follow all steps and a .pdf document will pop up containing your login information and directions on how and where to set up your email account. If the .pdf document happens to be blank, you will have to contact Information Technology (270-789-5012), so they can generate your login information.

NOTE:

- Your student email account will be auto-generated at approximately 7:00 a.m. on the morning after you enter courses in TigerNet for the first time. Please allow for this process to complete before you contact IT for assistance.
- If the .pdf document is blank, you will have to contact Information Technology (270-789-5012) for assistance. When contacting IT please be prepared to give your Student ID Number and a contact number where you can be reached.

Adopted: 1/2018

Financial Aid Services

Accessibility for Online Students

Rationale: Students enrolled in distance education courses may require assistance of the Financial Aid Office. Information is available about potential sources of financing for school related expenses.

Policy: The Office of Financial Aid at Campbellsville University is available to students Monday through Friday 8:00 am to 5:00 pm, excluding university holidays. Distance Education students have a financial aid counselor assigned who will help them to file the FAFSA and will inform them about potential sources of financial aid. For additional information, contact

Brooke Gupton, Financial Aid Officer at (270) 789-5354.

Adopted: 1/2018

Library Services

Accessibility for Online Students

Rationale: Students enrolled in distance education courses for the MSN Program will have need for access to library resources. Montgomery Library provides resources for the online student to ensure adequate accessibility to these services.

Policy: Student can access much needed resources by going to the Campbellsville University website and utilizing digital resources. Off-campus patrons can access the library's databases through our proxy server. The proxy server is password protected, but the password is available to students, staff, and faculty through the library tab in TigerNet and on the library resources page on the Moodle platform provided by Learning House for all of Campbellsville University's online programs.

Access library resources by the following steps:

1. Log-in to the Campbellsville University **Tigernet** account.
2. Enter your student ID and PIN (Personal Identification Number).
3. Click on the **Library** tab found at the top of the page.
4. Click on the icon **Library Username and Password** found on the far-left side of the page.
5. Library Username and Password for the current academic year can be found in **bold red letters**.
6. Now return to the Montgomery Library webpage at www.campbellsville.edu/library and click on **Databases A-Z**, then **Off-campus Access** to enter the username and password. After entering them, be sure to click **Submit**.

Database tutorials for some commonly used databases can also be accessed from your TigerNet's Library page.

Students can also access media through the **Interlibrary Loan** system (ILL). Follow these steps:

ILL is a service that allows borrowing of materials from other libraries. This gives you access to materials that the Montgomery Library does not own, such as articles from our databases that do not contain the full text.

1. Download an Interlibrary Loan Request Form using this link: [ILLForm.pdf](#)
2. Fill it out as completely as you can

3. Turn in the form to the Library main desk, or Regina Thompson. Because we require a signature for our records, we do not allow ILL requests by phone or by e-mail. However, you can fax it in to 270-789-5363.

You will receive a call when your request comes in, so be sure to provide contact information!

POLICY QUESTIONS & ANSWERS

Who is allowed to place an ILL request?

- Only current Faculty, Staff and Students

What about Alumni or Community Borrowers?

- You'll need to borrow from the Taylor County Public Library. Don't worry! They handle ILL all the time, including borrowing from us! We can help you out with getting proper citation information, but the request must go through Taylor County Public Library.

When will I get my requests?

- The official answer is "allow 2 weeks", but requests can come in earlier or later. To a great extent, it depends on the workload of the *lending* library.

Is it free?

- Often it will be free, but there sometimes can be charges. Here's how we determine charges:
 - We pass on *all* charges from the *lending* library. We have reciprocal borrowing with some libraries -- we don't charge them, and they don't charge us. If the library is out of our region, we may have to pay a fee just for borrowing. Occasionally the lending library will bill us for their postage in sending the item to us.
 - Each semester, we give you a certain number of requests free of any Montgomery Library charges, even though we pay for quite a lot. We pay for postage to return items to the lending library, fees to use the automated ILL network, and fees for search time. Once you exceed your free requests, we usually have to start charging you for our postage at least. Here is the number of free requests by patron type:

Faculty/Staff: Ten books and ten journal articles per semester

Graduate Students: Eight books and twelve journal articles per semester.

Undergraduate students: Five books and six journal articles per semester

What problems could come up?

- **Copyright rules on single journal titles:** Copyright guidelines are structured to encourage subscription or purchase of titles that are used repeatedly. Most institutions will only fill three articles from the same journal title. So if you are very dependent on one specialized journal, or want to see a whole "special issue", you can run out of allowable requests very quickly. You may need to investigate the purchase of back journal issues, or subscription.
- **Recent publications dates:** Many libraries don't lend items that are less than one-year old; although, we always ask anyway!
- **Dissertations:** Most libraries don't lend dissertations. While we can try, most dissertations are usually *purchased* through [UMI Dissertation Publishing](#). They typically cost about \$40 and come shrink-wrapped, delivered to you directly.

If the student has further questions related to accessibility of library resources, s/he can contact:

Mrs. Abby Parker
Technical Services & Digital Resources Librarian
(270) 789-5351
Basement, ML 103

Or

Mrs. Regina Thompson
Interlibrary Loan & Archives Associate
(270) 789-5198
Basement, ML 107

Adopted: 1/2018

Learning Management System Accessibility for Online Students

Rationale: Students must utilize the Learning Management System to access course information and to interact in the online classroom. Some students may require additional information regarding the use of this medium and are directed to the Moodle Student Tutorials to prepare for coursework.

Policy: The learning management system used by Campbellsville University School of Nursing is *Learning House* with their *Moodle* system. Students have access to a tutorial that will teach them the basics of using this system by going to <http://cu.learninghouse.com/> or <http://online.campbellsville.edu/>. Here students can click on Moodle Student Tutorial which will guide them to the tutorial information. Moodle also provides a Help Center that is available 24 hours/day, seven days/week. Information related to the Help Center is available at the same site. Students can also access individual help in specific areas of concern by clicking on “Getting Started” on this page. Also found on this page are connections to the virtual library system and the bookstore.

Beginning in the fall of 2015, students will be enrolled in CU 99- Online Orientation, when they enroll in courses. This course is a four module, self-paced course that covers a variety of technology related topics, including the student email accounts, the online learning environment, and the student information system. The content of this course is based on the topics our students frequently request help with and provides a reference students will always have access to, in addition to the 24 hr. support offered through The Learning House.

Students are encouraged to go to this website and familiarize themselves with the materials found there prior to the beginning of course work. If students have questions about accessibility and use of the learning management system, they should contact the instructor for the assigned course prior to the class start date and get help so that they can be ready to start with the rest of the class.

Adopted: 1/2018

Disability Services

Rationale: Students may suffer from disabilities which may require special accommodations in order to participate in classroom activities. Campbellsville University makes reasonable accommodations as noted in the policy below.

Policy: Campbellsville University is committed to reasonable accommodations for students who have documented physical and learning disabilities, as well as medical and emotional conditions. The School of Nursing abides by the University policy and follows the same procedure as outlined in the *Campbellsville University Student Handbook* which is in compliance with the Rehabilitation and Americans with Disabilities Act.

Students must obtain documentation of the disability or condition to establish eligibility for disability services. Documentation must be from a licensed professional and current in terms of assessment (within the last 3 years). This documentation should be taken to the Coordinator of Disability Services. The Coordinator will then send verification of needed accommodations to the Dean of the School of Nursing. Information regarding a student's disability is considered confidential and will not be released to anyone without written permission of the student. However, if the student does not give permission to notify faculty, the University will not be able to provide accommodations.

Student may contact the Coordinator of Disability Services at (270) 789-5192.

Adopted: 1/2018

Practicum Requirements

Rationale: The School of Nursing recognizes that students in the MSN Program will have extensive practical experience as a registered nurse.

Policy: Students will be required to fulfill practicum hours in the following courses: NUR 509, NUR 510, NUR 511, NUR 512, NUR 513, and NUR 514. The specific details of the practicum will be defined for students in those courses. As with other clinical settings, the School of Nursing must comply with specified requirements inherent in those facilities. Requirements may vary depending on the selection of a site for the practicum.

All students entering the MSN Program and prior to fulfilling practicum hours will be required to show evidence of meeting the Immunization Requirements and CPR Certification prior to enrollment. (See Immunization Requirements policy, which follows.) Students will also be required to complete one initial criminal background check upon admission to the program for presentation to facilities that participate in the clinical practicum. A second background check is required prior to starting clinical and must be uploaded into an *Online depository*

Campbellsville University School of Nursing will use an *Online depository* for maintaining electronic files of immunization records, CPR certification, and professional liability insurance. Upon entry to the semester of these experiences, students will receive a letter directing them to contact An Online depository for instructions about submitting the required documentation. Files can be scanned/uploaded and sent via email, faxed to the company or mailed via the postal system. Students will be required to pay for this service and this company will maintain files throughout their program.

The School of Nursing must reserve the right to request drug and alcohol screening as indicated by facilities offering the practicum experience. Upon request for any of this information, students must comply in order to be eligible to continue coursework. Refusal to comply with the obligations of the clinical practicum will result in dismissal from the program.

Another aspect of the practicum is physical ability to participate in the activities/duties of the setting. For this reason, students who undergo a major/extended illness or surgery that may impair their physical capability in the practicum setting must provide documentation of a medical release before entering the practicum phase of coursework. Examples of these conditions include, but are not limited to: contagious illness, soft tissue/ bone trauma, surgical procedure, cardiac or pulmonary disease processes, childbirth, etc. Students must be cleared by a medical provider to function without restriction in the practicum setting following any serious health condition. This requirement promotes both patient and student safety and therefore is highly important.

Adopted 01/2018

Immunization Requirements, Background Check and CPR Certification

Rationale: The nature of nursing courses requires a clinical background that will be conducted in facilities with patients and other health care workers. This entails the necessity of certain precautions to ensure safety of students and of others in the clinical setting. Campbellsville University will maintain records of necessary documents for the clinical site.

Policy: Campbellsville University School of Nursing will use *Online depository* for maintaining electronic files of immunization records, background check, professional liability insurance and CPR certification. Upon admission to the program, students will be directed to the MSN resource room for further information on the process of *An Online depository*. Files can be scanned/uploaded and sent via email, faxed to the company or mailed via the postal system. The company will conduct a background check that will be available to potential practicum sites. Students will not be required to pay for this service and this company will maintain files throughout their program. Students will have to pay for their liability insurance.

The following immunizations are required for all students involved in clinical or practicum activities in academic nursing programs. These requirements have been established to help protect health care providers and their patients during encounters with one another in clinical settings. We suggest that the only exclusion to these requirements be for medical contraindications. Documentation of the medical contraindication must be submitted for the student's file.

Each student must show evidence that he or she has completed the following:

1. **PPD** skin testing and TB assessment form (Starting Spring 2017) within the last year. If testing has not occurred a two-step PPD skin testing may be required depending on the clinical agency.

If you are a positive PPD reactor you must submit documentation showing chest X-ray and/or INH treatment dates. This will be the only proof you need throughout the two-year period; however, you will need to provide proof that you have completed the prophylaxis medication.

2. Proof of two **MMR's** (documented after age of 12 months) or proof of immunity (titer results) for Rubella, Mumps, and Measles or physician diagnosed case of mumps, indicating date of diagnosis.

- If you were born before 1950, no proof is necessary.
- If you were born between 1951-1956, you will need to show proof of one.
- If you were born 1957 and after, you will need to show proof of two.
- MMR vaccinations can be given to adults.

3. **Diphtheria, Tetanus-(Td):** Proof of primary series with adequate schedule of boosters with the most recent within 10 years. Booster status must be kept current.

4. **Varicella: (Chicken Pox)** Antibody titer or vaccination.
5. **Pertussis: (Whooping Cough)** Proof of immunization. Pertussis is the —P in DPT shot. You will need to show proof of this vaccination as a child. Pertussis is not given to adults, so if you cannot find proof, a titer will be required.
6. **Polio:** Proof of primary series with adequate boosters using licensed vaccine.
7. **Hepatitis B Vaccine:** Three (3) injection series. Student may be in the process of receiving the immunization series.
A signed declination form must be submitted if a student chooses not to receive the Hepatitis B vaccine.

We strongly encourage you to take the Hepatitis B vaccine, rather than signing a declination form. Some clinical agencies will not allow students who have not been vaccinated to give client care in their facility. This ruling by such an agency could hamper your ability to gain the Clinical experiences you need to be successful in this program.
8. **Influenza Vaccine:** Required to have each fall of the year. Also this year, please research information about the Swine Flu Vaccine; while these are not considered mandatory, it is strongly suggested that all healthcare workers (that includes you now) be immunized.

9. Communicable Disease Exposure:

Following exposure to a communicable disease, such as TB, Varicella, Mumps, Measles, Meningitis, Pertussis, etc, the student shall immediately report the occurrence verbally to the clinical instructor and a supervising employee. The student shall follow the agency policy concerning exposure to a communicable disease.

CPR Certification

Two-year CPR certification is required. American Heart Association is required.

*These immunizations and CPR certification are required by one or more Clinical Facilities used by all nursing programs at Campbellsville University.

Criminal Background Check

A one-time criminal background check will be required of all students to be available to potential clinical practicum sites in order to comply with their accreditation standards.

Adopted 01/2018

Professional Liability Insurance

In addition to the documents listed above, MSN students are required to purchase professional liability insurance for clinical practicum experiences. Policies should cover up to \$1 million per claim, up to a \$6 million annual aggregate, for amounts that the student is legally obligated to pay as a result of a claim arising out of an incident.

A copy of this policy must be on file with the online depository to ensure clinical sites that the student has adequate coverage in the event of a malpractice issue.

SUBJECT: Name Tags

Students are expected to wear their Campbellsville University School of Nursing nametags when they are in the clinical setting or are on any trips representing the University. Wearing the nametag is a matter of professionalism and is required in health care facilities to identify the student as such.

Upon admission to the MSN Program the student will be asked to supply the preferred name to be placed on the name tag and the name tags will be ordered and sent to the student.

Replacements for lost name tags or for name changes will be ordered at additional cost to the student. The MSN program director should be contacted in the event of a lost nametag.

Adopted: 1/2018

Faculty Accessibility

Rationale: To ensure that students have reasonable access to faculty in the online setting.

Policy: In an online setting, office hours are managed somewhat differently than in the face-to-face setting. Faculty will arrange office hours in the online setting that may be a specific time when students can access the faculty member either in the chat room of the learning management system (Moodle) or by phone.

Students can have access to faculty at any given hour through email. Students can expect a response to their email communications within twenty-four hours, except on weekends and holidays, when the response time may be up to 48 hours.

Some of the faculty members in the online program at Campbellsville University School of Nursing are fulltime employees of the University and maintain office hours at the Bennett-Smith Nursing Building on main campus. These hours will be posted in their Faculty Profile and in the syllabus for their classes. Students may also make appointments to meet with faculty to ensure availability.

Telephone communications can sometimes be an alternative solution to discuss any questions or concerns that students may have. Faculty phone numbers are listed in the Faculty Profile, in the University's phone directory online, and in the syllabus for each course. If additional interaction is required for the distance student, faculty and student can arrange for time in the chat room in the learning management system (Moodle).

Students are encouraged to maintain open communication with all faculty members. Faculty will be interacting through discussion boards and other means throughout the course. Students should become familiar with the instructors and establish regular communication, so that when a need arises, communication will already be in place and contact will be seamless.

Adopted: 1/2018

Evaluation of Student Performance

Rationale: To ensure that there is a qualitative assessment of student performance.

Policy: Students will be evaluated using varied means throughout the MSN Program. Faculty may elect to use exams, quizzes, discussion board communications, written homework assignments, presentations and other means to assess student progress toward outcomes.

Faculty will adopt specific rubrics that will be used in each course, so that students are being evaluated in a similar manner from one course to another. Those rubrics are listed in each course and in the syllabus for the course.

Students are evaluated on the End of Program Student Learning Outcomes that are linked to every course through the course objectives and the learning strategies devised to meet those objectives.

Adopted: 1/2018

Practicum Dress Code

Rationale: When the student participates in the practicum associated with NUR 509, NUR 510, NUR 511, NUR 512, NUR 513, and NUR 514, questions may arise related to dress for those experiences. This policy delineates guidelines for professional dress in the practicum setting.

Policy: The student is expected to dress professionally in accordance with the assigned setting. For many areas, this will require business casual and a lab coat of the student's choosing. The lab coat may not be labeled or marked in any manner (for example, with the name or logo of an employing hospital). If the setting requires a uniform, it is expected that the student will wear an appropriate professional uniform that is clean, pressed, and neat. Shoes will be clean and neat and fulfill the requirements of the practicum setting. Again, no reference to a workplace or affiliation with another entity will be allowed.

Additional guidelines that may help are listed below:

1. Earrings- one per ear, post only
2. Piercings—ear lobe only, no nose, tongue, or facial piercings, no visible piercings.
3. Tattoos-no visible tattoos, any tattoos must be covered.
4. Hair must be clean and neat, a naturally appearing color
5. Nails-short, clean. Nail polish can be used if light neutral color, no black or unusual color. No artificial nails.
6. Make-up—daywear
7. Uniforms, when applicable, must be clean and pressed; skirts must be below knee in length.
8. Jewelry-watch with a second hand, one ring or one wedding band may be worn. No bracelets or anklets. Religious necklaces may be worn.
9. Under clothing-appropriate under clothing will be worn while in uniform. White or flesh colored hose will be worn. White socks with slacks.
10. Personal hygiene-no gum chewing in patient areas. At all times student must be clean, neat and appropriately groomed while in clinical area. There are no exceptions to this policy. Beards and mustaches must be neatly trimmed.
11. Name Pins-Upon admission to the MSN Program, students will be issued a name pin with the school logo and information that identifies them as students of Campbellsville University. This will be mailed to each student's home address. The student should maintain this nametag and wear it for all related clinical practicums to identify him/her as a student of Campbellsville University.
12. There is no smoking allowed at any clinical setting by a Campbellsville University nursing student or faculty member.

If there are questions about the expected dress, the student should consult with the instructor for that class and seek additional guidance as indicated.

Adopted 02/2018

APA Format

Rationale: In preparation for further pursuits in higher education, the faculty adopts the APA format which is currently acceptable style for formal writings in nursing education.

Policy: All formal writing assignments for the MSN Program will use APA format. This is the accepted format being used in nursing today and it is anticipated that it will be used when the student pursues graduate studies.

Students can receive assistance in following this format by contacting their instructors or using the following resources:

American Psychological Association, 2010. *Publication Manual of the American Psychological Association*, 6th ed. Washington, DC: American Psychological Association.

APA Style Tutorial can be accessed at: <http://apastyle.org/learn/tutorials/basics-tutorial.aspx>
Copyright ©1995-2018 by [The Writing Lab](#) & [The OWL at Purdue](#) and [Purdue University](#).
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Adopted: 1/2018

Grading Scale

Rationale: To define the system of grading adopted by the School of Nursing.

Policy: The Campbellsville University School of Nursing uses the 1000-point system for grading for each course. This ensures that students are familiar with the grading requirements from one course to another. Points will be distributed according to each instructor's required assignments for a given course. Grading will be performed according to the following scale:

GRADING SCALE

A=900-1000

B=800-899

C=700-799

D=600-699

F=599

Grades below the "B" level are not acceptable and will require that the student repeat that course.

Adopted: 1/2018

Late Assignments

Rationale: To define the procedure of submitting late assignments in the School of Nursing.

Policy: Students may turn in assignments that earn credit up to 48 hours late. After 48 hours assignments shall not be accepted. The following percentage reduction will occur with all late assignments:

24 hours late = 20% reduction off possible grade

48 hours late = 30% reduction off of possible grade

Example

Assignment	Worth 25 Points Total
Turned in 24 hours late	-5 points
New possible score	20 out of 25

Example

Assignment	Worth 25 Points Total
Turned in 48 hours late	-7.5 points
New possible score	17.5 out of 25

Adopted: 1/2018

Netiquette Guidelines

Rationale: To ensure acceptable communication and to promote a collegial environment in the online learning community.

Policy: In an online course, nearly all of the communication occurs on the Internet; therefore it is important to establish some guidelines for communication that will help to promote a satisfactory online learning community.

1. Imagine your message on a billboard. Anything you send can be forwarded, saved and printed by people it was never intended for. Never send anything that will reflect badly on you or anyone else. *In the MSN courses, discussions may involve sensitive patient or employment-related information. Make sure that all private information is de-identified before posting.
2. Remember that emails/discussions in the learning management system are recorded for educational purposes. Emails sent from your workplace/school can be monitored by people besides the sender and reader, and are technically company/school property.
3. Avoid offensive comments. Anything obscene, libelous, offensive or racist does not belong in an electronic communication such as email or discussion board, even as a joke.
4. Keep your message Cool. Email messages can easily be misinterpreted because we don't have the tone of voice or body language to give us further cues. Using multiple exclamation points, emoticons, and words in all capital letters can be interpreted as emotional language.
5. Be careful about forwarding messages. If you aren't sure if the original sender would want to forward the message, don't do it.
6. Don't expect an answer right away. Email messages may be delivered quickly, but your recipient may not read it right away.
7. Don't sacrifice accuracy for efficiency. Don't send sloppy, unedited email. Experts say that for every grammar mistake in an email, there's an average of three spelling mistakes. While the odd spelling mistake is overlooked, when your readers have to break communication to decipher a word or message, at best, you'll look sloppy, if not illiterate. At worst, they may stop reading.
8. Include the message thread. Keep the original message for a record of your conversation. However, when sending a new message to the same person, start a new thread with a new subject line.
9. Don't type in all CAPS. It's perceived as YELLING. However, don't write with only small letters, as this is perceived as being lazy, because it makes it more difficult for people to read.
10. Write clear, organized messages, with a subject line that gives enough information for the reader to file it and find it later.

Adopted: 1/2018

Disruption of Internet Services

Rationale: To establish a means for students to notify faculty of disruption of services and to make up lost work during such times.

Policy: In order to participate in online courses, the student must have access to Internet Services. In the unlikely event that Internet Services are disrupted by a weather event or outage of services beyond the student's control, the student should contact the instructor, either by phone or in person to explain the absence from coursework and make arrangements for making up the work. At the earliest possible convenience, it is anticipated that the student will make up any missed work according to a schedule determined with the instructor.

Most disruptions should be of a temporary nature and not cause a serious difficulty for the student. Faculty will make every reasonable attempt to work with the student to enable an opportunity to make up lost work. However, it may become necessary for the student to seek alternative sites for Internet use, such as the library or a campus computer lab. If the disruption is extended, it may become necessary for the student to take an "incomplete" in the course. See policy regarding "Incomplete" in the *Campbellsville University Student Handbook*.

Adopted: 1/2018

Academic Honesty

Rationale: Campbellsville University School of Nursing honors the Academic Integrity policy of the university campus as stated here. Each person has the privilege and responsibility to develop one's learning abilities, knowledge base and practical skills. We value behavior that leads a student to take credit for one's own academic accomplishments and to give credit to other's contributions to one's course work. These values can be violated by academic dishonesty and fraud.

Policy: Campbellsville University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Campbellsville University are expected to adhere to the highest standards of academic integrity. By honoring and enforcing this Academic Integrity Policy, the university community affirms that it does not tolerate academic dishonesty.

The School of Nursing strives to preserve for all its students an environment that is conducive to academic honesty. Pursuant to this is the belief that all members of the academic community will be individually responsible for promoting academic honesty. In addition, because the public has a high degree of trust in health care providers, and because the School of Nursing educates future health care providers, students are expected to behave in an ethical manner in all activities and phases of the educational process. Both faculty and students are expected to uphold the code of ethics specific to their professional discipline.

The online student will have some degree of autonomy in working on specified projects and assignments. Assignments will be specified as to what degree of collaboration is allowed within the group, but work that is submitted must reflect the individual work of the student alone.

Knowledge of violations of academic honesty is to be reported to faculty. In all cases where a question of an academic dishonesty exists, the faculty is responsible for reviewing the circumstances surrounding the questionable behavior. Subsequent action, if any, shall be in accordance with established policies and procedures.

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without the possibility of withdrawal. A student who believes a faculty member has dealt unfairly with him/her in a case involving academic dishonesty may seek relief through the Judicial Process as outlined in the *Campbellsville University Student Handbook*.

Examples of academic dishonesty include, but are not limited to, sharing your work with others, failing to appropriately cite references, or concealing cases of academic dishonesty.

Adopted: 1/2018

Code of Conduct

Rationale: To define the expectations of behaviors while in the nursing program.

Policy: Be aware that any misconduct such as cheating, plagiarism or other acts requiring disciplinary action are addressed in the *Campbellsville University Student Handbook*. Due to the dire consequences dishonesty may have in the nursing profession, each student is to assume accountability for professional conduct and appropriate moral and ethical behaviors, which include truthfulness, confidentiality and awareness of clients' rights. A breach of this professional conduct will result in the student facing disciplinary sanctions as outlined in the *Campbellsville University Student Handbook*.

The faculty reminds students that this is an educational program which prepares the student to be a liberally-educated professional nurse. The same responsible and accountable behaviors are expected of students that will be expected upon completion of the nursing program and employment in health care agencies. It is the expectation of the School of Nursing that students will be responsible adults and display appropriate professional conduct among faculty, students, and the healthcare community. Finally, as members of the Campbellsville University community, students are expected to uphold the mission and objectives of the University.

Adopted: 1/2018

Complaints

Rationale: To define a complaint and the process necessary to file a grievance. A complaint is defined as an expression of dissatisfaction related to a policy, procedure, consequence, action, statement or other inequality in treatment or discriminatory acts.

Policy: The following steps will be initiated in processing a complaint:

1. All complaints must be recorded on the appropriate form and signed and dated by the individual making the complaint. The complaint forms are available in the Nursing Office or can be downloaded from this document (see form to follow this policy).
2. If a parent or other concerned person wishes to address concerns related to a student, the student must give written consent or accompany them in person. Federal law prohibits faculty and administration from speaking with a parent or concerned person without student consent.
3. All complaints involving faculty or staff will be addressed by the complainant at the level in the institution where the concerns lie before moving up the chain of command.
4. All complaints will be routed through the Nursing Dean's office.
5. The Nursing Dean or their designee will give written acknowledgment of the complaint, within ten (10) working days.
6. The complaint will be processed in the following manor:
 - All written complaints will be logged in at the Nursing Office.
 - If the complaint is of any department other than Nursing, it will be referred to the appropriate supervisor, and will not be addressed by the Nursing Department other than providing documentation or consultation as requested.
 - Complaints will normally be processed within two weeks. If additional time is needed to process the complaint, the complainant will be notified.
7. If the complainant is not satisfied with results obtained through the process outlined above, they may ask for review by the Vice President for Academic Affairs.

Note: At any point in the complaint process, resolution of the complaint will terminate the process. A written record of the actions taken will be maintained. It is understood that all supportive information and the release of information must be submitted with a complaint.

Adopted: 1/2018

Campbellsville University MSN Student Handbook

Campbellsville University
School of Nursing
Complaint Form

Name: _____

Phone: _____

Email: _____

Does this complaint directly involve another person (student, faculty, staff or administrator)?

Have you attempted to resolve this matter with the person directly involved?

If so, explain:

Nature of Complaint:

Outcomes (if any) that you would hope to see regarding this complaint

Signature_____ Date_____

Note: *the Complaint Form must be completed entirely in order for the complaint to be processed.*

Adopted: 1/2018

Confidentiality of Information

Rationale: To define confidentiality in nursing applications.

Policy: Professional nurses understand the value of confidentiality in the workplace. Students in this program will adhere to confidentiality as though in the workplace. Discussions in the classroom are designed to derive benefit from student experiences and, as such, may entail information of a confidential nature. This policy serves as a reminder to use caution to de-identify any information that is discussed in the virtual classroom. Revealing patient-related information could result in expulsion of the student. When in the practicum setting, students must adhere to the confidentiality policies of that agency/facility.

Confidentiality Reminders:

1. Patient information should only be discussed with other members of the health care team who have a need-to-know. Do not discuss patient information with anyone else, including fellow employees and your family members.
2. Do not tell unauthorized persons that you saw or have knowledge of a patient being seen as an inpatient/outpatient, unless the patient authorizes you to do so (Example: telling a church pastor or family that a patient is hospitalized.) Authorized persons are those members of the health care team who have a legitimate need-to-know.
3. Do not access any information (Example: looking in a neighbor's medical record) unless authorized in your job duties. Do not access more information that is necessary to perform your job.
5. Speak quietly and discreetly so patients, visitors, and others will not overhear your telephone or other conversation with or about patients.
6. If you have a question regarding which family members of a patient you are authorized to speak with concerning a patient's medical information, ask the patient or your supervisor.
7. Before answering questions concerning a patient over the phone, verify with whom you are speaking, to determine whether they are authorized to receive the information.
8. Do not leave papers containing patient information (Example: O.R. schedules, test results, open charts) in open view of unauthorized persons. Likewise, turn your computer screen away from open view and/or use screen saver or fade to dim.
9. Do not discard papers containing patient information in the trashcan. Have them shredded or hand-shred them in small pieces before discarding them.

10. When copying documents containing patient information, make sure that any defective copies are destroyed.
10. Ask visitors to step out of a patient's room when conversations take place regarding medical treatment, diagnosis, etc, unless the patient authorizes the visitor to be present. Speak softly if there is a roommate, to protect the patient's privacy as much as possible.
11. When your duties require you to handle confidential information of your friends or acquaintances, if possible, ask for reassignment to protect that person's privacy as much as possible.
12. In faxing patient information to authorized facilities, verify that the recipient is attending the fax machine, especially if their machine is shared by other persons or departments. Use caution in dialing fax numbers. Always use a fax cover sheet with confidentially statement when faxing documents.
13. Intentional or unintentional breaching confidentiality could result in clinical failure at the instructor's discretion.
14. Do not use the intercom system about confidential information regarding a patient.
15. Do not transfer calls from your area to the room of a secured patient.
16. Refer media inquiries regarding patient information to the instructor or clinical preceptor.
17. When making a phone call to relay patient or other confidential information, if the party is not home, do not leave detailed information on answering machines or with another person answering the phone . Simply state your name, number, and ask that the intended person return your call.

SUBJECT: Weekly Devotionals

Weekly Devotionals

In an effort to uphold the mission of the University and the Nursing Program, one day per week a Christian Devotional shall be delivered to the course room of the online course. The ^[L]~~SEP~~ On line courses will have one or more required threads directly related to Christian principles or Christian Servant Leadership. ^[L]~~SEP~~ Relevant readings from the Bible and/or Christian Devotionals are acceptable means for delivering the weekly devotional.

Adopted: 1/2018

Subject: Check List for CU and MSN Requirements:

- Applications to Campbellsville University and to the School of Nursing MSN program
- Official transcript(s) of your collegiate academic record.
- Completion of a BSN degree from a regionally accredited U.S. college or university.
- Cumulative collegiate GPA of 3.0 or higher on a 4.0 scale
- Current unencumbered U.S. Registered Nurse (RN) license
- Documentation of current employment as a registered nurse (RN) and 2,000 patient care hours within the last two years.
- Current curriculum vitae (CV)
- A 500-word essay
- Three letters of recommendation (See form letter)
- Student waiver for letters of recommendation (See form)
- Technical and Performance Standards verification
- Background check

Adopted 2/2018