

Addendum/Correction to Master of Science in Nursing (MSN) Program Student Handbook Fall 2022-

**This information shall replace the SUBJECT in the Fall 2022 Master of Science in Nursing (MSN) Program Student Handbook Fall 2022 (note N/A blank page at end)
February 2023**

DATE: January 2020

REVIEWED: December 2018, December 2019, January 2020, August 2020, June 2021, July 2021, July 2022, August 2022

REVISED: December, 2019, January 2020, August 2020, June 2021, July 2021, May 2022, August 2022

EFFECTIVE: December 2018

SUBJECT:

Master of Science in Nursing Course Progression and Readmission

POLICY: Master of Science in Nursing Program Course Progression and Readmission

PURPOSE: A description of the course progression for the Master of Science in Nursing Program readmission procedure

PROCEDURE: Master of Science in Nursing Program Course Progression

1. The student must follow the pre-determined plans of study for full or part-time for each course option in the MSN program.
2. A grade of "B" or better is required in all graduate nursing courses. If a grade of B is not obtained in a course, the student **cannot** progress in the graduate nursing program.
3. If a student does not successfully obtain a grade of B or above in any course, the student may request a review and permission to repeat the course from the Program Coordinator. The student must submit a completed Application for Continuation form to the Program Coordinator requesting to repeat the course during the semester prior to anticipated enrollment. Once permission is granted, the student will be allowed to repeat the course on a space available basis.
4. If a student receives a failure in the clinical portion of a course, both the didactic and clinical portions of the course must be repeated with the student obtaining a grade of B or higher in the didactic portion and a Pass in the clinical portion in order to progress in the program.
5. A total of one course repeat is allowed in the MSN program. A student receiving a grade of C or below for the second time will be dismissed from the program and is ineligible for readmission. The student must then follow the university judicial process for academic appeals.
6. A cumulative GPA of 3.0 is required for graduation from all MSN program options.
7. Students must complete degree requirements within six years of first enrolling in the graduate program.
8. One leave of absence can be granted for the duration of the student's program. For students seeking to take a leave of absence, a leave of absence request must be completed before the census date of the term. To request a leave of absence, students must submit a leave of absence application. The leave of absence application must be submitted to the Assistant Director of Online Enrollment and the MSN faculty for consideration and review. A leave of absence will significantly impact students' financial aid status. Students receiving any financial aid are required to consult with a financial aid counselor prior to submitting the application. If approved, the Assistant Director of Online Enrollment will notify the Office of Student Records and the Office of Academic Affairs

9. If a student is absent from coursework for more than one semester, formal reapplication to both the MSN program and the University is required.

Leave of Absence Guidelines

1. Students can request a 16-week leave of absence.
2. Students can take “sit out” for 8 weeks as long as that term is preceded and followed by 8 weeks of course registration.
3. Students are permitted one (1) leave of absence during their academic program of study.
4. When possible, students will be registered for future courses to begin after the completion of the leave of absence.
5. If students fail to return after the leave period, they will be withdrawn and will be required to reapply for future admissions.
6. If students’ requests are denied, they must register for the upcoming term or forfeit their places in the program.
7. Academic advisors will remain in contact with students during the leave of absence period to notify them of upcoming registration information. Students will communicate as needed with the academic advisor during the leave of absence.
8. Online advisors will monitor student registration and attendance based on 16-week requirement.

Please see Medical/Mental Health/Personal Leave of Absence from the Master of Science in Nursing Program policy and procedure for additional information.

The 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 for the Family Nurse Practitioner and Health System Leadership Options.

The Family Nurse Practitioner (FNP) option may be completed in six semesters (full-time) and nine semesters (part-time). The Health System Leadership option may be completed in five semesters (full-time) and eight semesters (part-time).

Campbellsville University: Master of Science in Nursing Program (Family Nurse Practitioner)
Plan of Study (Full-Time) 08/2022



Year One								
Semester 1 (Fall/Spring)			Semester 2 (Spring/Summer)			Semester 3 (Summer/Fall)		
1 st Bi-term		2 nd Bi-term	1 st Bi-term		2 nd Bi-Term	1 st Bi-term		2 nd Bi-term
NUR 500	NUR 504	NUR 506	NUR 507	NUR 501	NUR 505	NUR 508	NUR 503	NUR 502
Leadership and Role Development for Advanced Nursing Practice	Healthcare Informatics and Clinical Decision Making	Theory and Research for Evidence Based Practice	Investigative Project	Health Care Delivery and Policy	Advanced Pathophysiology	Health Promotion and Disease Prevention - Population Health	Advanced Pharmacology	Advanced Health Assessment and Diagnostic Reasoning
2 Credit Hours	3 Credit Hours	4 Credit Hours	2 Credit Hours	3 Credit Hours	3 Credit Hours	2 Credit Hours	3 Credit Hours	3 Credit Hours
9 Credit Hour (9 didactic and 0 clinical credits)			8 Credit Hours (8 didactic and 0 clinical credits)			8 Credit Hours (8 didactic and 0 clinical credits)		

Year Two						
Semester 4 (Fall/Spring)		Semester 5 (Spring/Summer)		Semester 6 (Summer/Fall)		
1 st Bi-term		2 nd Bi-term		1 st Bi-term		2 nd Bi-term
NUR 509		NUR 510		NUR 511		NUR 512
Care of Adults Across the Lifespan I (60 hour clinical experience)		Care of Adults Across the Lifespan II (120 hour clinical experience)		Care of Children and Adolescents (120 hour clinical experience)		Care of Women Across the Lifespan (120 hour clinical experience)
4 Credit Hours (3 didactic and 1 clinical credits)		3 Credit Hours (1 didactic and 2 clinical credits)		4 Credit Hours (2 didactic and 2 clinical credits)		4 Credit Hours (2 didactic and 2 clinical credits)
7 Credit Hours (4 didactic and 3 clinical credits)		8 Credit Hours (4 didactic and 4 clinical credits)		5 Credit Hours (1 didactic and 4 clinical credits)		

Total 45 Credit Hours- [34 didactic credits and 11 clinical credits (660 clock hours)]

Campbellsville University: Master of Science in Nursing Program (Family Nurse Practitioner)
Plan of Study (Part-Time) 08/2022



Year One			
Semester 1 (Fall/Spring)		Semester 2 (Spring/Summer)	
1 st Bi-term		1 st Bi-term	2 nd Bi-Term
NUR 500		NUR 504	NUR 506
Leadership and Role Development for Advanced Nursing Practice		Healthcare Informatics and Clinical Decision Making	Theory and Research for Evidence Based Practice
2 Credit Hours		3 Credit Hours	4 Credit Hours
2 Credit Hour (2 didactic and 0 clinical credits)		7 Credit Hours (7 didactic and 0 clinical credits)	

Year Two				
Semester 4 (Fall/Spring)		Semester 5 (Spring/Summer)		Semester 6 (Summer/Fall)
1 st Bi-term		2 nd Bi-term		1 st Bi-term
NUR 501		NUR 505		NUR 503
Health Care Delivery and Policy		Advanced Pathophysiology		Advanced Pharmacology
3 Credit Hours		3 Credit Hours		3 Credit Hours
6 Credit Hours (6 didactic and 0 clinical credits)		2 Credit Hours (2 didactic and 0 clinical credits)		6 Credit Hours (6 didactic and 0 clinical credits)

Campbellsville University: Master of Science in Nursing Program (Family Nurse Practitioner)
Plan of Study (Part-Time) 08/2022



Year Three						
Semester 7 (Fall/Spring)		Semester 8 (Spring/Summer)		Semester 9 (Summer/Fall)		
1 st Bi-term	2 nd Bi-term	1 st Bi-term	2 nd Bi-Term	1 st Bi-term	2 nd Bi-term	
NUR 509	NUR 510	NUR 511	NUR 512	NUR 513	NUR 514	NUR 515
Care of Adults Across the Lifespan I (60 hour clinical experience)	Care of Adults Across the Lifespan II (120 hour clinical experience)	Care of Children and Adolescents (120 hour clinical experience)	Care of Women Across the Lifespan (120 hour clinical experience)	Synthesis of Advanced Practice Care of Patients in Primary Settings I (120 hour clinical experience)	Synthesis of Advanced Practice Care of Patients in Primary Settings II (120 hour clinical experience)	Entry into Independent Practice
4 Credit Hours (3 didactic and 1 clinical credits)	3 Credit Hours (1 didactic and 2 clinical credits)	4 Credit Hours (2 didactic and 2 clinical credits)	4 Credit Hours (2 didactic and 2 clinical credits)	2 Credit Hours (2 clinical credits)	2 Credit Hours (2 clinical credits)	1 Credit Hour (1 didactic credit)
7 Credit Hours (4 didactic and 3 clinical credits)		8 Credit Hours (4 didactic and 4 clinical credits)		5 Credit Hours (1 didactic and 4 clinical credits)		

Total 45 Credit Hours- [34 didactic credits and 11 clinical credits (660 clock hours)]

Campbellsville University: Master of Science in Nursing Program (Health System Leadership)
Plan of Study (Full-Time) 08/2022



Year One								
Semester 1 (Fall/Spring)			Semester 2 (Spring/Summer)			Semester 3 (Summer/Fall)		
1 st Bi-term	2 nd Bi-term		1 st Bi-term	2 nd Bi-Term		1 st Bi-term	Graduate Term (06 Summer/03 Fall)	2 nd Bi-term
NUR 500	NUR 504	NUR 506	NUR 507	NUR 501	NUR 516	NUR 508	BA 604	NUR 502
Leadership and Role Development for Advanced Nursing Practice	Healthcare Informatics and Clinical Decision Making	Theory and Research for Evidence Based Practice	Investigative Project	Health Care Delivery and Policy	Quality and Safety in Healthcare	Health Promotion and Disease Prevention - Population Health	Healthcare Finance	Advanced Health Assessment and Diagnostic Reasoning
2 Credit Hours	3 Credit Hours	4 Credit Hours	2 Credit Hours	3 Credit Hours	3 Credit Hours	2 Credit Hours	3 Credit Hours	3 Credit Hours
9 Credit Hour (9 didactic and 0 clinical credits)			8 Credit Hours (8 didactic and 0 clinical credits)			8 Credit Hours (8 didactic and 0 clinical credits)		

Year Two						
Semester 4 (Fall/Spring)				Semester 5 (Spring/Summer)		
Graduate Term (03 Fall/03 Spring)	1 st Bi-term	2 nd Bi-term		1 st Bi-term		2 nd Bi-term
CJ 544	NUR 517	NUR 518	NUR 519	NUR 520	NUR 521	NUR 522
Introduction to Graduate Statistics	Leadership Role Competency, Practicum I (60 hour clinical experience)	Communications and Relationship Management	Compassionate Leadership in Healthcare, Practicum II (60 hour clinical experience)	Business Ethics and Advocacy	MSN Capstone I - Caring Theory (60 hour clinical experience)	MSN Capstone II - Scholarly Project (60 hour clinical experience)
3 Credit Hours	1 Credit Hour (1 clinical credit)	3 Credit Hours	1 Credit Hour (1 clinical credit)	3 Credit Hours	1 Credit Hour (1 clinical credit)	1 credit Hour (1 clinical credit)
8 Credit Hours (6 didactic and 2 clinical credits)				5 Credit Hours (3 didactic and 2 clinical credits)		

Total 38 Credit Hours- [34 didactic credits and 4 clinical credits (240 clock hours)]

Campbellsville University: Master of Science in Nursing Program (Health System Leadership)
Plan of Study (Part-Time) 062022



Year One				
Semester 1 (Fall/Spring)		Semester 2 (Spring/Summer)		Semester 3 (Summer/Fall)
1 st Bi-term		2 nd Bi-Term		1 st Bi-term
NUR 500	NUR 504	NUR 506	NUR 516	NUR 507
Leadership and Role Development for Advanced Nursing Practice	Healthcare Informatics and Clinical Decision Making	Theory and Research for Evidence Based Practice	Quality and Safety in Healthcare	Investigative Project
2 Credit Hours	3 Credit Hours	4 Credit Hours	3 Credit Hours	2 Credit Hours
5 Credit Hours (5 didactic and 0 clinical credits)		7 Credit Hours (7 didactic and 0 clinical credits)		2 Credit Hours (2 didactic and 0 clinical credits)

Year Two			
Semester 4 (Fall/Spring)		Semester 5 (Spring/Summer)	
1 st Bi-term		1 st Bi-term	
NUR 501		NUR 508	
Health Care Delivery and Policy		Health Promotion and Disease Prevention - Population Health	
3 Credit Hours		2 Credit Hours	
3 Credit Hours (3 didactic and 0 clinical credits)		2 Credit Hours (2 didactic and 0 clinical credits)	

Semester 6 (Summer/Fall)	
Graduate Term (06 Summer/03 Fall)	2 nd Bi-term
BA 604	NUR 502
Healthcare Finance	Advanced Health Assessment and Diagnostic Reasoning
3 Credit Hours	3 Credit Hours
6 Credit Hours (6 didactic and 0 clinical credits)	

Campbellsville University: Master of Science in Nursing Program (Health System Leadership)
Plan of Study (Part-Time) 062022



Year Three						
Semester 7 (Fall/Spring)				Semester 8 (Spring/Summer)		
Graduate Term (06 Spring/03 Summer)	1 st Bi-term	2 nd Bi-term		1 st Bi-term		2 nd Bi-term
CJ 544	NUR 517	NUR 518	NUR 519	NUR 520	NUR 521	NUR 522
Introduction to Graduate Statistics	Leadership Role Competency, Practicum I (60 hour clinical experience)	Communications and Relationship Management	Compassionate Leadership in Healthcare, Practicum II (60 hour clinical experience)	Business Ethics and Advocacy	MSN Capstone I - Caring Theory (60 hour clinical experience)	MSN Capstone II - Scholarly Project (60 hour clinical experience)
3 Credit Hours	1 Credit Hour (1 clinical credit)	3 Credit Hours	1 Credit Hour (1 clinical credit)	3 Credit Hours	1 Credit Hour (1 clinical credit)	1 Credit Hour (1 clinical credit)
8 Credit Hours (6 didactic and 2 clinical credit)				5 Credit Hours (3 didactic and 2 clinical credit)		

Total 38 Credit Hours- [34 didactic credits and 4 clinical credits (240 clock hours)]

Extenuating and unexpected circumstances, either global or personal, may interfere with a student obtaining the required number of clinical hours in courses with a clinical component, including the FNP and the Health System Leadership options, within a designated time frame. This program has developed guidelines to permit some flexibility in completing FNP clinical and Health System

Leadership practicum or capstone experience hours. The FNP program requires 660 total clinical hours and the Health System Leadership program requires 240 clinical hours.

PROCEDURE:

Alternatives for Clinical Hour Completion

The following options will be considered on a case-by-case basis.

1. If an FNP student is unable to obtain the 60 clinical hour requirement in NUR 509 Care of Adults Across the Lifespan I and receives a grade of B or better in the didactic portion of the course, they may receive an incomplete in the course and finish the remaining clinical hours in NUR 510 Care of Adults Across the Lifespan II. These hours must be completed by the end of the bi-term that includes NUR 510 to receive credit for both courses. These courses will now be considered co-requisites rather than NUR 509 being a prerequisite to NUR 510. Any hours above the 180-hour requirement for these courses may be applied to the adult clinical hours for NUR 513 and 514 required later in the program.
2. FNP student completion of clinical hours in the pediatric (NUR 511) and women's health (NUR 512) courses is strongly encouraged during the bi-term of the course. Exceptions with possible incompletes in courses will be considered by faculty on a case-by-case basis. Any hours above course requirements may be applied to the clinical hour requirements for NUR 513 and 514.
3. If an FNP student obtains more than the 60-hour clinical requirement in NUR 509, the additional hours may be carried over into NUR 510 and be used as a portion of the 120-hour requirement for this course. The student may not be in the clinical setting more than 12 hours in a 24-hour period.
4. If a Health System Leadership student obtains more than the 60-hour leadership practicum requirement in NUR 517, the additional hours may be carried over into NUR 519 and used as a portion of the 60-hour requirement for this course. In addition, if a Health System Leadership student obtains more than the 60-hour leadership experience requirement for NUR 521, the additional hours may be used as a portion of the 60-hour requirement for NUR 522 as long as the hours pertain to the scholarly project approved for the student to complete in NUR 522. In both cases, the faculty member responsible for NUR 519 and NUR 522 must provide individual basis approval.
5. Even given the above alternatives the NP student is still unable to fulfill the clinical requirements in either 509, 510, 511, or 512, consideration will be given to allowing them to complete the hour deficiencies in the last two bi-terms of the program which include the following courses: Synthesis of Advanced Practice Care of Patients in Primary Settings I and II. These practicum experiences already collectively include 240 hours of clinical experience. This decision will be made by faculty on an individual basis and will consider the student's time availability and other commitments and the student's success in the didactic portions of the program to that point.
6. Any clinical hours completed in excess of the requirements for NUR 509, 510, 511, or 512 may be banked and applied to the clinical hour requirements for NUR 513 and 514.

Family Nurse Practitioner Option Prerequisite course(s):

**Must be completed
prior to:**

-BSN from a regionally accredited U.S. college or university -Cumulative collegiate GPA of 3.0 or higher -Unencumbered current U.S. Registered Nurse (RN) License -2000 Patient Care Hours -Criminal Background Check -Other required documents (outlined in the student handbook policy, Admission Criteria for the Master of Science in Nursing Program)	Admission to program
None	NUR 500
None	NUR 504
None	NUR 506
NUR 506	NUR 507
None	NUR 501
None	NUR 505
None	NUR 508
None	NUR 503
None	NUR 502
NUR 500; NUR 501; NUR 502; NUR 503; NUR 504; NUR 505; NUR 506; NUR 507; NUR 508	NUR 509
NUR 500; NUR 501; NUR 502; NUR 503; NUR 504; NUR 505; NUR 506; NUR 507; NUR 508; NUR 509	NUR 510
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NUR 500; NUR 501; NUR 502; NUR 503; NUR 504; NUR 505; NUR 506; NUR 507; NUR 508; NUR 509; NUR 510; NUR 511; NUR 512	NUR 513
NUR 500; NUR 501; NUR 502; NUR 503; NUR 504; NUR 505; NUR 506; NUR 507; NUR 508; NUR 509; NUR 510; NUR 511; NUR 512; NUR 513	NUR 514; NUR 515

Health System Leadership Prerequisite course(s):	Must be completed prior to:
-BSN from a regionally accredited U.S. college or university -Cumulative collegiate GPA of 3.0 or higher -Unencumbered current U.S. Registered Nurse (RN) License -2000 Patient Care Hours -Criminal Background Check -Other required documents (outlined in the student handbook policy, Admission Criteria for the Master of Science in Nursing Program)	Admission to program
None	NUR 500
None	NUR 501
None	NUR 502
None	NUR 504
None	NUR 506
NUR 506	NUR 507
None	NUR 508
None	NUR 516
None	NUR 517
None	NUR 518
None	NUR 520
NUR 517	NUR 519
NUR 507; CJ 544; NUR 519	NUR 521; NUR 522

MSN Program Application for Continuation



This form is to be completed for requests to repeat a course in which a grade of B or better was not obtained. Only one course may be repeated in this program.

Student Name: _____ Student ID #: _____

Date of Application: _____ Student email: _____

Student phone # _____

Course: _____ Course end date: _____

Grade received: _____

Provide a summary of events leading to your unsuccessful grade in this course:

Provide a plan for success should you be able to retake this course. Include study plans, learning techniques, and additional resources as applicable:

Student Signature: _____ Date: _____

_____ *To be completed by Program Coordinator* _____

Status of request: Approved ☐ Not Approved ☐

Course name: _____ Date of next offering: _____

Program Coordinator Signature: _____ Date: _____

Clinical Coordinator Signature: _____ Date: _____

Additional Information:

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