Missouri Valley College
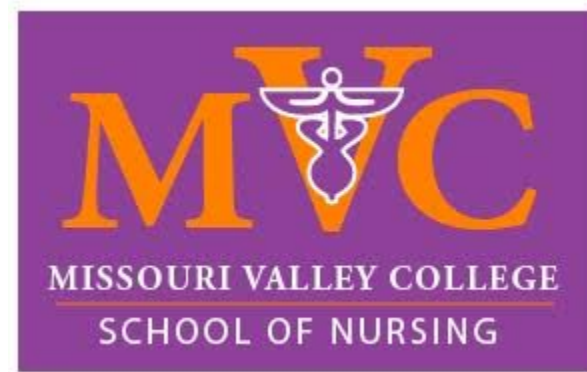# School of Nursing

Graduate MSN Student Handbook

Policies & Procedures

MISSOURI VALLEY COLLEGE - SCHOOL OF NURSING

BUILDING 109 FITZGIBBON CAMPUS

MARSHALL, MO

PHONE NUMBER: 660-831-4051

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Missouri Valley College Graduate Nursing Program

WELCOME STUDENTS

 Dear Graduate Nursing Student:

Welcome to the Graduate Nursing Program at Missouri Valley College School of Nursing! We are also very pleased that you have chosen our nursing program to obtain your Master's of Science in Nursing and Post-Graduate Certification. At MVC, we believe in excellence in education. Our highly trained and dedicated nursing faculty and support staff are experts in their field of study and practice. They understand that graduate courses are challenging and demanding, but also rewarding.

While this program is demanding and will consume a great deal of your time and energy, with your commitment to becoming an advanced practice nurse (APN), we will assist and prepare you to transition from a registered nurse (RN) to an APN.

Our goal is to provide educational opportunities that enhance and support clinical reasoning, critical thinking, effective communication, understanding of collaboration, and the use of evidence-based practice to care for multicultural patients with chronic and acute needs in a variety of clinical settings.

The policies, procedures, and information within this handbook will aid you in a smooth transition through the graduate nursing program. Links to additional academic resources (library, writing center), the Graduate Catalog (college & graduate policies & procedures; admission, progression and graduation requirements; graduate programs of study; course descriptions), and SON graduate course curriculum, are available to faculty and enrolled students via hyperlinks on MVC SON Resources page at **School of Nursing - Graduate Website**

Your success will be enhanced by reading, understanding and adhering to these policies. This handbook is updated annually and as needed. The most current version is the online one, so please use it. Students are notified when major revisions are necessary before the annual update. Your MVC email is the official way of communicating between MVC- SON and students. It is crucial that you check your email regularly for important updates and official communications from the School of Nursing.

If you need help in any way, please don't hesitate to email or call. We will assist you in any way we can. Best wishes as you begin this new journey of becoming an APN!

Peggy Van Dyke DNP, FNP-BC
Dean, School of Nursing
vandykep@moval.edu
Phone 660-831-4053

PURPOSE OF THE GRADUATE STUDENT HANDBOOK

PURPOSE: The Nursing Graduate Student Handbook is to provide the student with guidelines necessary to progress responsibly in the Graduate Nursing Program. The handbook contains general information and policies and procedures that guide the Graduate Nursing Program. Course requirements are outlined in detail in the course syllabus at the beginning of each term. As a student it is critical that you read the handbook carefully and fully understand the contents. All students will be held accountable for information in the handbook. Using the handbook will help students navigate the many challenges in the graduate nursing program. In addition, academic advisors and faculty are available to assist the student along the way.

The Nursing Graduate Student Handbook is to be used in conjunction with the MVC Catalog and Student Handbook. Nursing graduate students have the same rights and privileges provided to other college students. However, sometimes policies in the Nursing Graduate Handbook may/can take precedence over some of the aforementioned college policies. Specifically, the grading policy and grade point average are/may be different from those in other disciplines. However, both handbooks contain resources that are helpful/necessary as the student progresses through the program of study.

The contents of the Nursing Graduate Student Handbook are the most current information at the time of publication. Addendums/revisions may be added and every attempt will be made to notify students. Therefore, students must keep updated by reading the handbook. Keep in mind, the handbook is not an irrevocable contract between the student and the School of Nursing.

Nursing faculty reserves the right to make changes in the curriculum. When this happens, every effort will be made to notify students of the changes to allow for a smooth transition through the required nursing courses/program of study.

ACCREDITATION & APPROVALS

Missouri Valley College is a member of and is accredited by the Higher Learning Commission
230 S LaSalle Street, #7-500
Chicago, Illinois 60604
(312)-263-0456

The master's degree program in nursing at Missouri Valley College is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

CONTACT INFORMATION

SON Staff Office Hours: 8:00 PM – 4:30 PM CT   Monday-Friday SON Faculty Office Hours:
- Virtual Office online (48-72 hours response time). Phone or virtual conferencing by appointment.
- Refer to course syllabi for individual faculty availability.

Name	Credentials	Title	Education	Contact Info	Contact: Phone
Peggy Van Dyke	DNP, RN, FNP-BC	Dean, SON Nursing BSN Program Director, Associate Professor SON	BSN Truman State University MSN University of Missouri FNP Certificate Graceland University NE Certificate Graceland University DNP UAB, Birmingham	Nurse Building,109, Fitzgibbon Campus Email: vandykep @moval.edu	W: 660-831-4053 Fx: 660-831-0975
Susan Vogelsmeier	DNP, RN, FNP-BC	Program Director, MSN-FNP Online Program, SON	LPN & ADN Sanford Brown College, BSN, MSN, & FNP Graceland University NE Certificate Graceland University DNP UAB	Nurse Building, 109, Fitzgibbon Campus Email: vogelsmeiers@ moval.edu	W: 660-831-4053 Fx: 660-831-0975
Kathy Lenz	DNP, RN, FNP-BC	Graduate Faculty MSN-FNP online Program SON	ADN Central Methodist, BSN & MSN-FNP Missouri University, NE Post-Masters Certificate & DNP Graceland University	Nurse Building 102, Fitzgibbon Campus Email: lenzk@ moval.edu	W: 660-831-4051 Fx: 660-831-0975
Kim Davis	MSN, RN	Simulation/ Skills Lab Coordinator Assistant Professor	ADN, State Fair Community College, Sedalia, MO, BSN, MSN, University of Central MO	Nurse Building 115, Fitzgibbon Campus Email: davisk@moval. edu	W: 660-831-4263 Fx: 660-831-0975

Tammy Plains		Adm. Assistant SON		Nurse Building, 102, Fitzgibbon Campus Email: plainst @moval.edu	W: 660-831-4051 Fx: 660-831-0975
Carla England		Adm. Assistant SON		Nurse Building, 101, Fitzgibbon Campus Email: englandc @moval.edu	W: 660-831-4264 Fx: 660-831-0975

RESOURCE INDIVIDUALS	Location	Building	Email Address	Phone Contact
Casey Vogelsmeier, RN	MVC Student Health Ctr	Malcom Center	Email: vogelsmeierc @moval.edu	W: 660-831-4012 FX: 660-831-0975
Susan Vogelsmeier, DNP, FNP-BC	MVC Student Health Ctr	Malcom Center	\Email: vogelsmeiers @moval.edu	W: 660-831-4012 FX: 660-831-0975
Teresa Ceselski, MS, Counselor	MVC Student Health Ctr	Malcom Center	Email: ceselski@moval.edu	W: 660-831-4139
Marsha Lashley, Registrar	Missouri Valley College	Ferguson Center	Email: lashleym@moval.edu	W: 660-831-4115
Kayleigh Barnes, Assoc. Registrar	Missouri Valley College	Ferguson Center	Email: barnesk@moval.edu	W: 660-831-4122
Courtney Campbell, Transcripts	Missouri Valley College	Ferguson Center	Email: campbellc@moval.edu	W: 660-831-4047
Dr. Bryan Carson, Campus Librarian	Missouri Valley College	MVC Library	Email: carsonb@moval.edu	W: 660-831-4123
Omar Al Refae, Chief Information Officer	Missouri Valley College	Ferguson Center	Email: alrefaeo@moval.edu	W: 660-831-4045
Aaron Dickey, Systems Administrator	Missouri Valley College	Ferguson Center	Email: dickeya@moval.edu	W: 660-831-4077
Joshua Dickey,	Missouri Valley	Ferguson Center	Email:	W: 660-831-4566

Program Analyst	College		dickeyj@moval.edu	
Janice Padley, Educational Specialists and MVC Bookstore	Missouri Valley College	Ferguson Center	Email: padleyj@movl.edu	W: 660-831-4029
Kelsey Brownley, Online Services Coordinator	Missouri Valley College	Ferguson Center	Email: brownleyk@noval.edu	W: 660-831-4099

MISSION STATEMENT

MISSION: The mission is to advance the art and science of nursing through innovative teaching, research, and clinical practice. To educate and train diverse groups of nursing professionals to interact with interdisciplinary teams thus promoting optimal health outcomes in individuals, families, and global communities while promoting a culture of lifelong learning.

PHILOSOPHY STATEMENT

The foundation for professional nursing education is embedded in the natural sciences, social sciences, and humanities which enhances critical thinking and reasoning, while promoting high ethical standards in providing holistic care for individuals, families, global communities, and societies. The baccalaureate of science in nursing prepares a nurse generalist and lays the foundation for graduate education to promote personal, professional and intellectual growth. The graduate of the School of Nursing will be able to assimilate theory, concepts, research, and leadership to help reshape the future of nursing practice while meeting the demands of an ever-changing healthcare environment.

FACULTY BELIEFS

Nursing is both an art and a science. The practice of nursing occurs in a dynamic and changing healthcare environment. Patient's individual needs are met by using the holistic approach and through the use of the nursing process. Practicing nurses must be caring and compassionate, have critical thinking skills, be competent, be self-directive, be ethical, practice within their scope, practice with cultural sensitivity, promote health and wellness across the lifespan, be a lifelong learner, and also be a patient advocate.

FACULTY COMMITMENT

The faculty is committed to academic and clinical excellence in preparing students to become professional nurses. Nursing educators are committed to a learner-centered process which uses knowledge gained from general education courses and knowledge and skills gained from nursing courses to prepare the nurse to practice safely and competently. Acquisition of

knowledge and skills are achieved through various means such as the teaching-learning process, research, instructional design/methodologies, and internal and external resources. The faculty members are lifelong learners and instill this trait in their students. Lifelong learning increases knowledge, skills, professionalism, and is beneficial for medical communities in caring for diverse populations with complex needs in a variety of health care settings.

CURRICULUM DESIGN AND PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)

The Family Nurse Practitioner (FNP) curriculum provides theoretical and evidenced-based clinical components that prepare the registered nurse to undertake a more advanced practice/ specialized role requiring a higher level of thinking to provide care in the health care setting, especially primary care across the lifespan. In addition, course work focuses on enhancing professional skills such as education, counseling, managing, mentoring, and advocating for patient's health care needs. The curriculum also prepares graduates to be eligible to sit for the American Nurses Credentialing (ANCC) and the American Academy of Nurse Practitioners (AANP) certification exams.

MSN NURSING PROGRAM STUDENT LEARNING OUTCOMES

*Student Learning Outcomes were developed utilizing the Essentials of Master's of Education in Nursing Essentials from the Commission on Collegiate Nursing Education (CCNE, 2021). These Essentials delineate the outcomes expected of all graduates of master's nursing programs.

Upon graduation, students shall meet the following outcomes:

MSN PSLO 1: Evaluates research, theory, and principles of scientific inquiry to identify gaps and inequities in care while using best practices to influence public policy and improve care across the healthcare spectrum.

MSN PSLO 2: Modifies leadership skills based on advanced knowledge, nursing science, emerging trends, and critical skills/decision making to guide professional practice, encourage life-long learning, promote advocacy efforts, while advocating for policies that evaluate the effectiveness of complex health care systems.

MSN PSLO 3: Plans ethical, culturally sensitive advanced nursing care in collaboration with multidisciplinary teams and at the systems level to avoid bias and barriers that can impact achieving health equity, cost, and health outcomes.

MSN PSLO 4: Integrates advanced scientific knowledge when planning care that is affordable, accessible, cost-effective, and of high quality to diverse patient populations, while influencing health policy to transform health care and improve population outcomes.

MSN PSLO 5: Collaborates effectively at the provider level, and with all disciplines while using regulatory standards within the information systems/technology to manage care, improve

care, evaluate care, control of cost of care, and to reduce adverse effects, mitigate risk, while improving outcomes and safety.

MSN PSLO 6: Develop strategies to coordinate care that is respectful, compassionate, respectful of differences and needs while promoting self-care management, and building relationships with patients and families, and fostering partnerships with community organizations to improve population health outcomes.

*Student Learning Outcomes were developed utilizing the Essentials of Master's of Education in Nursing Essentials from the Commission on Collegiate Nursing Education (CCNE, 2021).

MSN PROGRAM GOALS

The goals of the Master in Science in Nursing degree program are to:

1. Advance the education for the baccalaureate prepared nurse to serve in leadership roles in practice setting, advanced nursing practice, nursing education, and/or administrative roles.
2. Prepare graduates for advanced practice nursing to meet the healthcare needs of diverse populations (individuals, families, groups and communities) in multiple health care settings such as primary care, hospital inpatient/outpatient, managed care organizations, and governmental organizations.
3. Prepare nurse practitioners qualified and dedicated to provide culturally sensitive and competent primary health care to diverse people.
4. Use research-based/ best practices from nursing and other disciplines to advocate for policy changes that will improve the health outcomes of individuals, families, communities, and aggregate populations.
5. Promote a systems perspective to deliver high quality, cost effective, and safe care by working collaboratively with organizational leadership.

MSN NURSING FACULTY OUTCOMES

1. Promote Educational Degrees/Postdoctoral Studies.
2. Promote Teaching Effectiveness
3. Promote Scholarship
4. Promote Service to the Nursing Profession

PROFESSIONAL STANDARDS

Professional Standards The School Of Nursing Adheres To:

- *National Organization of Nurse Practitioner Faculties (NONPF) Nurse Practitioner Competencies (2017)*
- *NTF Criteria for Evaluation of Nurse Practitioner Programs (2016),*
- *MSBoN Regulations, Chapter 2, Nursing Education (2021).*
- *AACN Essentials of Master's Education* (2021)
- *CCNE Accreditation Standards (2021) and the*

- *The Essentials of Master's Education for Professional Nursing Practice* (2013)

*Student Learning Outcomes were developed utilizing AACN Essentials of Master's Education (2021) and The Essentials of Master's Education for Professional Nursing Practice (2013)All didactic and clinical courses are planned following the guidelines of the National Organization of Nurse Practitioner Faculties (NONPF) Nurse Practitioner Competencies (2016).

ESSENTIAL FUNCTIONS/SAFETY STANDARDS FOR STUDENTS IN THE CLINICAL SETTING/NURSING PROGRAM

POLICY FOR ESSENTIAL FUNCTIONS/SAFETY STANDARDS FOR STUDENTS IN THE CLINICAL SETTING/NURSING PROGRAM: In order to perform safe and effective nursing care, the student must possess certain safety and technical standards such as physical, cognitive, psychomotor skills, and professional/social abilities. The student must be able to continually meet these essential functions with or without reasonable accommodations to successfully complete the nursing program. Nursing administration and faculty and/or agencies in which the student does a clinical rotation may identify additional essential requirements/safety standards. Therefore, the nursing faculty has the right to amend the essential functions/safety standards as deemed appropriate in order to assure safety in the workplace/clinical setting.

Admission or progression in the nursing program may be denied if the student is not able to demonstrate the essential functions/safety standards with or without reasonable accommodations. If the student's status changes during the program, so that he or she can't meet the essential functions/safety standards with or without reasonable accommodations, the student will be withdrawn from the nursing program. Should the nursing faculty have concerns with the student's ability to perform the essential functions/safety standards, the faculty may request an additional medical examination at the expense of the college. The essential functions/safety standards are set forth by the MVC School of Nursing and thus may not be the same as for other/all health care employers.

The essential functions/safety standards are listed below and are necessary for admission, progression, and graduation from the nursing program. They include but are not limited to:

I. Visual
   a. Seeing and noticing subtle changes in a patient's condition and/or the environment
   b. Seeing color changes ie on skin, breathing patterns, and color codes on supplies etc
   c. Using peripheral vision
   d. Seeing objects at least 20 inches away to read orders, see the computer screen, and read the fine print
   e. Reading for extended periods of time and being able to see at least 20 feet to see the patient in a room or if walking in the hallway
   f. Reading cursive writing, data on monitors/equipment/EMRs. Etc
   g. Accurately drawing up and administering correct dose of medication

II. Auditory
   a. Hearing normal speaking tones
   b. Distinguishing origin of sounds
   c. Interpreting/distinguishing between different monitoring/equipment/environmental sounds

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d. Hearing and distinguishing different sounds through a stethoscope and assessment of tube placements
e. Hearing to effectively communicate with health team members/patients/family

III. Tactile
a. Feeling and distinguishing between physical characteristics such as tremors, pulses, textures, vibrations, shapes, sizes, skin and surface temperatures, veins, identify landmarks, etc

IV. Olfactory
a. Smelling body odors, alcohol breath, and detecting other odors in the patient's environment such as gases or other noxious smells

V. Communication/Interpersonal Skills
a. Communicating verbally, in writing, and on all electronic devices
b. Effectively communicating and showing respect to all health team members, patients and families with varying backgrounds such as cultural, ethnic, social, economic, emotional, and/or intellectual
c. Working effectively with other disciplines, groups, patients, and families
d. Working independently and consulting and negotiating with others
e. Picking up on verbal and nonverbal cues and expressing oneself clearly
f. Multi-tasking and adapting to changing environments while remaining calm

VI. Cognitive/Critical Thinking Skills
a. Effectively reading, writing, and understanding the English Language
b. Consistently demonstrating critical thinking skills necessary to provide safe and competent nursing care to complex patients in a variety of settings (Examples include prompt response to cardiac monitoring alarms, accurate patient/situational assessment, and prompt intervention; provide for patient safety, such as administer oxygen, suction as needed, record seizure activity, and call for help)
c. Understanding cause and effect relationships
d. Prioritizing workload/tasks
e. Explaining nursing procedures
f. Giving oral/shift report
g. Speaking via the telephone
h. Documenting clearly and accurately on the medical record
i. Clarifying non-verbal cues
j. Clarifying physician orders
k. Reading measurement markings
l. Using best practices to make decisions and deliver care
m. Assisting patients in making informed decisions when indicated
n. Demonstrating satisfactory performance on all written examinations including the ability to use accurate mathematical equations without a calculator to safely administer medication.
o. Satisfactorily meeting the program objectives
p. Possessing knowledge and skills necessary to operate all electronic equipment and reporting results

VII. Physical/Motor

a. Possessing sufficient energy and mobility to provide patient care to meet the course/program objectives
b. Moving, transferring, positioning patient or assisting others with same without injury to self, patient, or others while providing routine and emergency care
c. Standing, walking, bending, stooping, twisting, while providing/participating in patient care ranging from 6-12 hours in the clinical setting
d. Maintaining balance and standing on both legs with ability to abduct, rotate, and move all joints freely
e. Coordinating hand and eye movement
f. Handling small equipment/objects without harming self or others and/or damaging property
g. Lifting at least 25 lbs. ie child or transfer patient
h. Pushing, pulling, or lifting heavy objects ie 25 lbs. without harming self or others and/or damaging property
i. Walking independently without use of cane, crutch, or walker
j. Transporting self and/or patient without the use of electronic devices
k. Working, standing and/or moving in small areas
l. Responding to emergency/crisis situations and performing CPR and administering meds if needed
m. Possessing fine and gross motor skills to provide safe patient care
n. Calibrating and using equipment
o. Performing CPR
p. Squeezing to operate fire extinguisher
q. Performing physical assessments accurately and timely
r. Operating electronic devices such as computers/EMRs, etc.

VIII. Professional Conduct

a. Demonstrating on a consistent basis caring, sensitivity, compassion, empathy, and respect to all health care members/disciplines, patients, and families
b. Portraying a healthy mental attitude and genuine concern toward others
c. Providing safe and effective nursing care in a caring manner
d. Comprehending and following the policies and procedures of the College and agency
e. Understanding the consequences of violating the policies and procedures of the College and agency
f. Maintaining professional behavior and demeanor when faced with challenging situations
g. Practicing using the nursing code of ethics
h. Supporting integrity and remaining free of any chemical stimulants
i. Arriving promptly and in appropriate attire for clinical setting
j. Accepting responsibility and accountability for one's own actions or lack thereof
k. Maintaining patient advocacy at all times
l. Maintaining professional conduct/behavior to meet qualifications to sit for State Board Exams.

*While every attempt will be made to accommodate the student with a disability, there are some circumstances where physical space will/may be limited and thus place the patient at risk for injury or unsafe practices.

If an applicant is denied admission, or a student is dismissed from a program of study due to the inability to meet a performance standard/essential function, the student may request an appeal of the nursing administrative decision.

GENERAL INFORMATION

MVC Catalog & Handbook **MVC Catalog & Handbook**

ACADEMIC ADVISEMENT/ENROLLMENT

All nursing students enrolled in the nursing program will meet with and complete academic advising with their assigned Faculty Advisor before registering for the next term/semester. Advisors will post their office hours on the intranet and in the course syllabus.

PROCEDURE:
1. Consult the MVC web site for financial aid status prior to registration.
2. After the first semester, the faculty will provide each student with their Registration Access Code to register for upcoming classes.
3. Students are responsible for adhering to the program of study.
4. Register early for courses to secure classes.
5. If not pre-registering/registering online, make an appointment with someone from the College Registrar office.
6. For late registration and petitioning to add or drop a class, refer to the **MVC Catalog and Handbook**
7. Students are advised to pay early for registered courses, refer to the **MVC Catalog and Handbook** for Academic Fees and payment plans.
8. Continuation in a course is dependent on fees being paid and/or posting of financial aid. Students are not allowed to attend class if they are not on the course roster(s).

ACADEMIC HONORS

Students can graduate with academic honors. **MVC Catalog & Handbook**-Academic Honors**.**

ADVISING AND RETENTION

The MVC SON faculty guides the students through their academic nursing courses. Advising personnel/nursing answers and clarifying any questions/concerns the student may have. They also assist students with questions and concerns related to enrollment, registration, course workload issues, requests for changes in completion plans, petitions for leave of absence, and progression issues, in addition to academic probation. Advisors will post their office hours on the intranet and in the course syllabus.

SUPPORT SERVICES

MVC provides student support services. Students are supported in their program by: Academic Advisors, Student Services, Financial Aid, Student Counselor, and Admissions/Registrar Offices.

APPLICATION AND ADMISSION

Requirements for admittance to the MSN-FNP Program, include the following:
1. Application and admission to Missouri Valley College.
2. Application and admission to the Missouri Valley College School of Nursing.
3. Current unencumbered license to practice as a registered nurse (RN) in the United States and its territories.
4. Submission of official transcripts from all colleges and universities attended and on file with the MVC Admissions Office.
5. Completion of transcript review (to be on file in the Registrar's office) with an academic plan of study completed by nursing and/or nursing-approved faculty.
6. BSN with a minimum of B in all nursing courses/clinicals.
7. A minimum cumulative GPA of 3.0 (on a 4.0 scale).
8. Students who have completed Pathophysiology for Advanced Nursing Practice, Pharmacology for Advanced Nursing Practice, and Advanced Health Assessment within the last three years and obtained a B or higher may transfer these credits. However, these courses are also offered in the program.
9. Submission of three professional references.
10. Satisfactory criminal background check prior to the first semester of nursing coursework.
11. The Graduate Faculty Forum Committee will review all applicants for meeting admission criteria. Applicants not meeting criteria will be sent a letter by the Program Director/Dean.

ASSIGNMENT GUIDELINES AND DUE DATES

Due dates for graded learning activities (participation, written assignments, quizzes/exams, group projects etc.) are posted on the course schedule within each course.
1. The time stamp in the college learning platform officially documents date and time of assignment submissions. Most graded assignments are due by midnight Central Standard Time (CST) of the posted due date. Due dates for discussion posts (initial, peer-response, final) may vary depending on the length and structure of the discussion period. Refer to the course schedule and individual guidelines for each learning activity. Students are expected to adjust the time for their zone to avoid late submission. The date and time that faculty see for your submissions is in CST.
2. Rubrics are posted for each assignment. Feedback is given if points are deducted. Follow the rubric for maximum points.
3. Students normally receive feedback/grades within 7 days of the posted due date. In extenuating circumstances, feedback may be delayed for up to 14 days from the posted due date, (see Deadline Extension). Faculty will notify students of any expected delays in response time.

4. Students seeking clarification of questions regarding grading must do so within 1 week of the posted grade.
5. Late assignments will have ten percent (10%) per day deducted from the earned score for up to a maximum of five (5) calendar days (this includes weekends and public holidays)
6. Work submitted after five (5) days will not be graded by faculty and zero (0) points will be entered in the gradebook for that assignment.

BOOK PURCHASE

Textbooks may be ordered online and can be delivered to a personal address. Books need to be ordered early to assure availability for the first day of class.

COLLEGE ENVIRONMENT

- MVC School of Nursing is not responsible for damage, loss or theft of private property of any person on this campus.
- MVC School of Nursing is a crime free and drug free environment. All nursing students accept this responsibility when admitted to the College.
- Failure to comply with these policies will be reported to designated authorities and will be prosecuted to the fullest extent of the law.

COMPREHENSIVE TESTING & EVALUATION
BARKLEY DIAGNOSTIC REASONING TEST (DRT) AND COMPREHENSIVE EXAM IN FINAL PRACTICUM

Diagnostic testing is used to help serve as predictors for student success. They can also be used in identifying specific areas of weaknesses and strengths. This allows faculty to work with students to study smarter and to improve test scores. Test scores also allow faculty to use group profile data to help strengthen the nursing curricula and improve program outcomes.

All nursing students will participate in a comprehensive testing program using a nationally-normed exam (DRT) throughout the program. There are no fees associated with this computerized test package. Students having to repeat a course will also have to repeat the testing. The exam(s) will be taken during assigned times during the designated course. **There is not a single nationally normed test that determines failure of a course or program.**

A program comprehensive pre-test will be given in the course Transitioning to the Advanced Practice Nurse Role to assess the student's general knowledge regarding the role of the APN. The exam will be given again at the end of the program, in the Final Practicum, to evaluate the student's didactic and clinical knowledge and skills upon completion of the program. This data will be used to help evaluate program effectiveness.

Barkley & Associates, Inc

Advanced Practice Education Associates (APEA)

An APEA Review Course will be offered in the Final Practicum. Cost for this program is included in the NU580 Final Practicum class lab fees.

COMPUTER

All nursing students are required to have a working laptop computer with Wifi access. No Netbooks are allowed. If the student has a Chromebook, it must have the necessary programs to do all coursework/assignments. Must have a camera and microphone.

COMPUTER COMPETENCIES - BASIC SKILLS

To be successful in online coursework, students must have access to a device, reliable internet and possess basic computer literacy skills. Graduate faculty design all coursework and assignments with this expectation in mind, and do not provide computer skills instruction.
Expectations:
- Access to a device and reliable internet connection
- Perform basic computer and internet functions
- Manage productivity tools (email, word processor, spreadsheet, presentation, learning management system)
- Organize and maintain file and folder system
- Communicate well through reading and writing
- Be willing to actively engage with classmates and the instructor online
- Effectively manage time and work independently
- Be self-motivated and persistent

COURSE EVALUATION/FEEDBACK

The nursing faculty encourage and need feedback from students to help improve the curriculum, individual/group teaching strategies, skills lab experience, and campus concerns for future students. Evaluations may occur in Learning Management Systems/BrightSpace, or by forms provided by nursing faculty. Take some time to reflect on the course and the instructor/professor and constructively fill out the survey(s) so that we can improve the nursing program.

COURSE REGISTRATION

Students are responsible for contacting their program advisor each term to register and enroll in courses according to the designated completion plan. Enrollment deadlines for each semester are shown below. Not completing enrollment on time may interfere with smooth transition through the POS.
Registration Deadlines:

Fall (Aug-Dec)	By: July 1st
Spring (Jan-May)	By: December 1st
Summer (May-July)	By: April 1st

Late enrollment may be allowed on a space available basis only. A late enrollment fee may be assessed.

COURSE SYLLABI

Students will be provided with necessary syllabi in the college learning platform at the beginning of each semester. The syllabi outlines information and requirements of the course. It is the student's responsibility for reading and understanding each course syllabus. The student must also agree to abide by the policies/guidelines and requirements within each syllabus. Failure to meet the requirements can/will result in a failing grade for the course.

CPR

All nursing students must be CPR certified before being assigned to a clinical facility. Certification is required from the American Heart Association's Basic Life Support for Healthcare Providers.

DEADLINE EXTENSIONS

1. Students should submit written requests to faculty for deadline extensions within 24 hours of the due date. Approved extensions are only granted for one week after the posted due date.
2. Extensions are granted at the discretion of course faculty in emergency or extraordinary circumstances such as the following: Keep in mind proof/documents may be requested.
   - Medical illness
   - Compassionate grounds: those situations for which compassionate leave is normally granted such as family death, life threatening illnesses/injury of family.
   - Unexpected mishaps, hardships, like natural disasters, etc: documentation may be requested.
3. Work, computer crashes, power outages unless natural disaster, or printer failures are **NOT** valid reasons for an extension.
4. No penalty will occur if an extension is sought and granted by the responsible faculty or his/her designee. If the assignment is submitted after the extension period, then published penalties will apply.
5. Students with circumstances requiring extensions more than the allowed one week need to meet with course faculty to discuss available options such as withdrawing from the course or taking an incomplete grade assignment.

DISABILITIES SERVICES

ADA STATEMENT

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The ADA Coordinator works with the programs to assist the faculty in understanding and implementing accommodations.

Accommodations based on a disability require approval by the ADA/Section 504 Coordinator. **To initiate the approval process, students with disabilities seeking accommodations should schedule a meeting with the Director of Accessibility and Disability Services, second floor Ferguson Center**

(east hallway) Office 104, 660-831-4170 or disabilities@moval.edu. This meeting should be scheduled as soon as possible once the student believes he or she needs an accommodation. Failure to do so could delay accommodations, and any granted accommodations are not effective retroactively. The disability accommodations process requires that students provide documentation of their disabilities from a qualified professional. Once documentation has been provided, a determination will be made regarding students' eligibility for accommodations. If you have any questions about how to initiate this process, please contact your instructor or the ADA/Section 504 Coordinator.

ETHICAL NURSING PRACTICE

The American Nurses Association Code of Ethics will be adhered to by all faculty and students.

ANA Code of Ethics

FINANCIAL AID FOR NURSING STUDENTS

Students enrolled in the Graduate Nursing Program are candidates for scholarships, awards, and loans to help pay for tuition/cost of attendance while advancing their education. Students interested in applying for federal assistance must complete a Free Application for Federal Student Assistance (FAFSA) available in the Admissions Department located in the Ferguson Building or by applying online at **http://www.fafsa.ed.gov/**. Students can contact the Financial Aid Office to see if they qualify for federal loans that are granted on a need by need basis. Refer to the MVC website **Tuition & Financial Aid** for other opportunities available to students with financial needs/concerns. Students can also check with employers and community organizations regarding educational assistance and scholarship opportunities.

PROGRAM REQUIREMENTS/FINANCIAL AID REQUIREMENTS

To maintain eligibility for federal financial aid, graduate students must:
- Maintain a minimum of a 3.00 cumulative grade point average in each course (B is required for remaining in the program; SON requirement).
- Enroll in a minimum of 9 semester hours of graduate courses each semester-full time.

APPLICATION FOR GRADUATION

Students applying for graduation must complete the application graduation form found on the MSN Website.

HEALTH INSURANCE

Students are required to carry their own health insurance. Any medical expenses incurred on campus or clinical site is the responsibility of the student.

HEALTH SCREENING AND LICENSING REQUIREMENTS

Missouri Valley College SON uses Castle Branch to help with issues pertaining to criminal background checks. Students have access to these records while a student and after program completion. If the state you are licensed in requires additional background checks, the student will be required to complete and submit documentation to the AA.

ID CARDS

All nursing students are required to have Campus ID badges. Your picture will be taken at the School of Nursing upon arrival and the badge will be issued to you. Students in the clinical setting must wear their Nursing ID badge.

INSTRUCTIONAL DESIGN

The nursing faculty are responsible for the online courses and related issues. The faculty members design, maintain, and update courses in the college learning management system. However, if they need assistance/troubleshooting, they should contact the instructor first. Should you have further questions or concerns, please contact Kelsey Brownley with the IT department at 660-831-4099 for Platform Learning System issues or go to "Brightspace Technical Support" and click on "Find Answers Here" within your Brightspace course. Therefore, questions/concerns may take 24-48 hours to answer.

LIABILITY INSURANCE

All graduate students enrolled in practicum courses must show proof of Student Liability/Medical Malpractice Insurance approved by MVC. Requirements are $1 million each claim and up to $6 million annual aggregate. Recommend checking with NSO for student coverage at NSO.com.

LIBRARY SERVICES

An orientation to the library and its services are provided during the Online Program Orientation. Library services can be reached at this link **Murrell Library**.

LICENSURE

All graduate students must maintain current unencumbered registered nurse licensure in their state of residence to practice nursing as a registered nurse, throughout their educational program at MVC. In addition, students must hold unencumbered licensure as a registered nurse in any state where the practicum/practice requirements are completed. The student is required to provide verification of licensure from the appropriate state board. A copy of the RN license is not acceptable as proof.

MVC campus is located in the state of Missouri, therefore, our students and faculty must abide by the regulations of the Missouri State Board of Nursing.

Nursing courses with a practicum experience may not be taken by an individual:
   a. who has been denied licensure by the board,
   b. whose license is currently suspended, surrendered, or revoked in any United States jurisdiction,
   c. whose license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

NURSING ORGANIZATIONS - *SIGMA THETA TAU*

Currently, MVC Nursing Program does not have a Chapter of Sigma Theta Tau. However, the Alpha Iota Chapter of Sigma Theta Tau (STT), the national honor society of nursing, is available by invitation to students who meet the criteria. If you are interested in joining this organization, please contact your academic advisor to see if you are an eligible candidate.

STUDENT REPRESENTATION ON FACULTY COMMITTEES

A faculty organization, the Faculty Forum Committee (FFC) serves as the governing body of the nursing faculty in the SON. This committee by-laws allow for student representatives at the FFC meetings. The student(s) who serve on this committee are selected by **their peers** and serve for a period of **one** year. The student committee member(s) may attend the meeting but can not vote and will not be allowed to attend closed sessions where other departmental issues may/might be discussed.

If the student is unable to attend, he or she should ask another student to represent the student body. The student is to come prepared to present concerns/questions supported by the majority of the class and also be able to answer questions as well. The representative is to take notes and present the info back to their peers. The faculty welcomes and expects active presentation and representation of the nursing students.

PARKING

The School of Nursing building has parking across the street from the school. If the parking lot is full, you are to park on the side of the street across from the school.

PROGRAM DEGREE COMPLETION PLANS

Program completion plan options are developed by the School of Nursing faculty. Courses are grouped and sequenced to optimize student success throughout the program of study. Prerequisite and core courses are foundational to increase the probability of success. Upon acceptance, all students are admitted to the full-time completion plan. Changes to course schedules and sequencing that do not impact student progression through the Program of Study (POS) are subject to change without notice. Students will be notified of any changes as they occur via their MVC email account.

Full-time completion plans (CP) options are available for the program and may be requested in advance from the Dean, and/or Program Director. CP options are available for review and discussion in the online Program Orientation course. All students accepted to the graduate program within the SON are required to submit a CP Contract as part of the online Orientation. A completion schedule based on the student's selected option (MSN Program) will be created by the Program Director in consultation with the Dean and shared with the student.

Requests for changes to the previously agreed upon Completion Plan Contract must be submitted in writing. A Special Request Form **Special Request Form** that includes a copy of the original contract and the proposed change(s) must be sent to the Program Director for review. The Program Director will develop a revised plan reflecting the student's change. Once approved by faculty, it will be shared with the student.

Changes in a CP may result in the student being reassigned to a different cohort and/or delayed anticipated graduation date. Students with revised completion plans will be allowed to enroll in courses on a space/faculty available basis only.

PROGRAM OFFERED

MSN degree focus FNP program includes two days on ground for the CCS, field experiences in selected courses, and direct care clinical practicum experiences arranged by the student, approved by the Program Director, and may be completed in the student's home community. For the MSN degree, completion of a comprehensive Evidence-Based Practice (EBP) Capstone Project is also required. See POS for more information related to program requirements, practice hours, clinical competency session schedules, and field experiences/practicums.

SAFE NURSING PRACTICE

In order to ensure safe practices students are expected to:
1. Accept responsibility for one's own actions,
2. Demonstrate self-discipline in meeting commitments and obligations; e.g., keeping appointments, submitting written assignments on time, etc.
3. Be prepared for the practicum experience,
4. Report unsafe practices/activities,
5. Demonstrate safety measures when intervening for patients,
6. Comply with the guidelines and policies of the institution, and within that state's Scope of Practice,
7. Maintain personal, physical and emotional stability at all times,
8. Communicate effectively, truthfully, verbally, and in writing,
9. Recognize own limitations and ask for help when needed,
10. Provide evidence-based care for all individuals regardless of age, sex, race, or diagnosis,
11. Protect confidential matters/issues (HIPAA),
12. Obtain preceptor signature on all patient documentation (including office charting, prescriptions, logs, etc), and

13. Notify the Dean's office immediately of any change in licensure status, i.e. probation, revocation, and/or suspension.

SATISFACTORY ACADEMIC PROGRESSION IN PROGRAM OF STUDY

To be considered a full time graduate student. A minimum of a "B" in all courses is required in the nursing graduate program.

SCHEDULING PRIORITIES

1. Students assigned to the normal sequence of the curriculum will have priority for nursing courses.
2. Students requesting a change or are off-sequence will be considered on an individual basis and only if space and faculty are available.
3. Students needing to repeat a course will be re-enrolled on an individual basis and only if space and faculty are available. This may result in extending their program of study.

SMOKING

POLICY: Smoking is prohibited on the MVC campus and the Nursing Program property. Normally, hospitals and other healthcare premises also have a no smoking policy.

STUDENT CONDUCT

Students are responsible for their behavior/conduct in all educational experiences at MVC. Students shall display professionalism, respect, and ethics in all aspects of their didactic and practicum experiences. This includes, but is not limited to, email conversations, discussion board posts, skype or other electronic communications, phone calls, and face to face encounters with fellow students, faculty, staff, preceptors, clinical agencies, and patients. Incidences of student misconduct will be handled according to the **MVC Catalog & Handbook** - Student Code of Conduct.

STUDENT DECISION FOR COURSE WITHDRAWAL

Students must submit a written request to withdraw from the program to the Program Director and Academic Advisor. Students may withdraw from a course within the allowed time frame. (See the Academic Calendar) If it is after the allowed timeframe, the student will not be allowed to withdraw from the course and will receive the appropriate grade for the course. **MVC Catalog & Handbook**-Withdrawal.

Two documented course withdrawals will generate a Letter of Warning from the SON Graduate Programs Office. Three documented withdrawals from SON graduate courses will result in dismissal from the graduate nursing program.

STUDENT FEES

All nursing students are required to pay fees for approved testing, liability/health insurance, drug screening, and criminal background checks, along with tuition, books, and supplies. Tuition costs can be found in the **MVC Catalog & Handbook**-MSN fees. In addition, students will be required to purchase approved uniforms/attire, and a medical equipment kit or other equipment/stethoscope deemed necessary to be used throughout the program. Cost of attendance can be found on the nursing web page.

STUDENT LICENSURE

Students and prospective students in nursing courses with a clinical component will not be allowed to take courses if:
1. Licensure has been denied by the state board.
2. Licensure is currently suspended, surrendered, or revoked in any United States jurisdiction.
3. License/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.
4. Students must have a valid unencumbered nursing license in the state where the practicum sites are located.

*See prior section on Licensure.

STUDENT SPECIAL REQUEST

POLICY: All students in the nursing program are required to meet requirements for graduation in a timely manner. In the event of an unforeseen circumstance, including medical illness, compassionate grounds, or unexpected events, the student may submit a special request**.**

PROCEDURE:
Extensions may be granted by faculty in an emergency or extraordinary situation; faculty may request documentation regarding special requests.
1. Student Special Requests are submitted to the **Graduate Faculty Committee (GFC)** by students who wish exceptions to be made regarding the application or progression criteria. Special request forms can be obtained from the Administrative Assistance.
   a. Any student unable to meet prerequisites to specific nursing courses due to scheduling problems, illness, personal circumstances, or performance in a particular course shall be required to submit a Special Request Form. **Special Request Form**
   b. Any clinical nursing student who needs to enroll in nursing courses part-time or out of sequence must submit a Special Request Form.
   c. Any clinical nursing major who needs to repeat a nursing course must submit a Special Request Form.
   d. Any clinical nursing major requesting a leave of absence must submit a Special Request Form.
2. The Special Request Forms will be reviewed by the **Graduate Faculty Committee**

(GFC) at its monthly meeting and submitted to the **Nursing Faculty Forum** (NFF).

    a. The NFF meets a minimum of every semester, with special called meetings as needed.

    b. Only completed forms with appropriate supportive documentation will be acted upon by the GFC.

    c. All documentation must be submitted to the Administrative Assistant no later than 10 days prior to the next scheduled NFF.

    d. Students will be notified of the GFC decision(s) within 10 days of the meeting date. This may be via student email and/or traditional mail.

    e. It is the student's responsibility to provide a current email and mailing address on the Special Request Form, and to check for the faculty response.

TECHNICAL SUPPORT

Should there be a need for technical support, MVC provides the following assistance:

1. MVC Technology Services (Monday-Friday 8 AM-4:30 PM)
2. Assist with computer related issues: See Contact Information provided in this handbook.
3. Nursing faculty refer to course syllabi.

TRAVEL AND LODGING

Students are responsible for their own travel and lodging expenses to and from clinical and clinical competency sessions. Lunch will be provided at the clinical competency session.

POLICIES AND PROCEDURES

Students should refer to the **MVC Catalog & Handbook** for general institutional policies, including but not limited to:

- Academic Appeal Policy
- Academic Dishonesty Policy

INCIVILITY

THERE IS ZERO TOLERANCE FOR INCIVILITY IN THE CLASSROOM/CLINICAL SETTING: MVC School of Nursing forbids unprofessional/uncivil behavior of any kind. Any commission of an act that is forbidden and would make the student/offender liable for punishment under the law is strictly prohibited. These acts are taken seriously and will be prosecuted to the fullest extent of the law. Acts can include but not limited to, acts of violence with or without guns/weapons, threats of any kind, harassment, sexual misconduct, intimidation, bullying, and loss of self-control. All students acknowledge this and accept this responsibility. Refer to the following link: **MVC Catalog & Handbook** for incivility.

ACCOUNTABILITY

POLICY: Students are responsible for keeping all records current to progress in the program of study.

PROCEDURE:
1. Students are responsible for maintaining accurate personal and/or professional information.
2. Students shall notify the Nursing Administrative Assistant and Admissions Office of any changes in name, address, and telephone numbers.
3. Students must provide copies of their yearly physical examination(s), CPR cards, any professional licensure, current immunization records, and professional liability insurance.
4. These copies will be kept in the School of Nursing. Once the copies are on file, the student will not be allowed to copy or retrieve these documents.

VIOLATIONS OF POLICY AND PROCEDURE:
1. Nonadherence to this policy may result in failure to progress through the program of study in a timely manner.

AUDIO/VIDEO TAPING/PHOTOGRAPHY

POLICY: All/any person(s) wishing to make audio/video tapes or use cameras in the classroom or skills lab for any purpose, must first seek written and/or verbal approval of the individual(s) being taped or photographed. The Nursing Faculty must also be made aware of the taping/photographing activity.

PROCEDURE:
1. Explain to the individual(s) being taped and/or photographed the purpose of the activity.
2. Obtain written and/or verbal approval prior to the procedure.
3. Seek approval from the instructor/professor.

VIOLATION OF POLICY AND PROCEDURE:
Students in violation of this policy will:
1. Submit tapes, videos, and/or photos to the School of Nursing Faculty/Staff immediately for further action.
2. Attend a pre-arranged meeting set by the Nursing Faculty to determine an appropriate course of action.

CELL PHONES, IPODS, AND OTHER ELECTRONIC DEVICES

POLICY: The MVC Nursing Program does not allow the use of cell phones, IPods or other unapproved electronic devices in the classroom.

PROCEDURE:

1. Students will need to turn off cell phones, IPods, or other unapproved electronic devices while in the classroom.
2. If the student needs a laptop for note taking or classroom activities, the professor/instructor will make students aware.
3. Students shall not receive personal calls during class or clinical. Students must turn off cell phones during class, skill labs, clinical, and exams, unless permission has been granted by the instructor/professor. Emergency calls shall be made to the Nursing Administrative Assistant during daytime office hours at 660-831-4051. Students must identify themselves and the nature of the call. Emergency calls will be given immediately to the student. If not an emergency, the call will be given to the instructor/professor to relay to the student at the end of the class.

VIOLATIONS OF POLICY AND PROCEDURE:

Students utilizing electronic devices in the classroom without special permission will be asked to leave the classroom and any point(s) associated with the course work i.e. exams, quizzes, will be forfeited.

CLINICAL COURSE SECTION CHANGES

POLICY: All students needing to change a clinical course must do so before the course begins.

PROCEDURE:
1. Changing clinical sections is dependent on available space, permission of the instructor, and meeting prior prerequisites. See Practicum Guidelines.

*ALL changes must be made before the first day of course work.

ADEQUATE PLACEMENT OF STUDENT

POLICY: Students must successfully complete the following courses before being allowed placement in the practicum courses, NU102Z: NU520Z: NU530Z: NU540Z: NU541Z: and NU542Z.

CLINICAL REQUIREMENTS/EXPECTATIONS

POLICY: All Graduate Nursing Students participating in clinical experiences will be required to meet expectations set forth by the nursing faculty/agency. These expectations must be met before starting in the nursing program.

PROCEDURE: Students must comply with the following expectations:
1. Provide proof of two measles and one Rubella vaccination and/or positive antibody titers for those born after 1951.
2. Provide proof of Varicella immunization or positive antibody titer.
3. Provide proof of Hepatitis B vaccination or positive antibody titer. If refusal, the medical waiver must be submitted to the Administrative Assistant before starting course work/clinical setting.

4. Provide proof of polio vaccination.
5. Provide proof of Diphtheria/Tetanus (DT) within the last ten years.
6. Provide proof of annual intradermal tuberculin (TB) skin test; if have had positive reaction, must have a negative chest x-ray. Some hospitals require the TB test to be valid until the end of a semester. If the test expires before the end of the semester, the student must obtain a new TB skin test by May 1 for the fall semester and by December 1, for the winter semester. Follow clinical site guidelines.
7. Immunizations and/or chest x-rays (student's expense) may be completed at the student's health care provider or the Saline County Health Office.
8. Provide proof of professional liability insurance with a minimum of $1,000,000 per occurrence and $3,000,000 aggregate.
9. Accept responsibility for their own meals during clinical hours.
10. Accept responsibility for their own transportation to and from the clinical site.
11. **Accept responsibility for personal illness/treatment/other costs that might occur during clinical hours and traveling to and from clinical sites.**
12. Accept responsibility and accountability for all policies/procedures/guidelines of the college and the clinical agency.
13. Accept responsibility for performing the essential nursing functions/safety standards.
14. Wear acceptable MVC SON attire (uniform/lab coat/ID) during the clinical experience.
15. Abide by HIPAA legislation, and understand that any breach of patient confidentiality will necessitate immediate removal from the clinical site and further disciplinary action by appropriate nursing faculty/program director.
16. Abide by OSHA and CDC guidelines related to Blood-Borne pathogens.
17. Abstain from reviewing medical records of patients they are not assigned. These records are confidential and may contain privileged information not needed by the student.
18. Provide proof of a negative drug screen and be willing to submit to random drug screening at their expense. This applies to readmit students and for those students being out of the program for one or more semesters.
19. Provide proof of a completed criminal background check. This applies to readmit students and for those students being out of the program for one or more semesters.
20. Not represent themselves as APNs or engage in patient care as APNs except when in the clinical setting and with an assigned patient(s). Nursing attire shall not be worn outside the clinical/educational setting.

VIOLATIONS OF POLICY AND PROCEDURE:
Students in violation of this policy will not be allowed to start classes/clinicals or advance in the nursing program.

COMMUNICATION WITHIN THE MVC NURSING PROGRAM

POLICY: The official method of communication in the Nursing Program is via Missouri Valley College email.

PROCEDURE:
Students must check their email a minimum of three times weekly (more if listed in syllabus) for communication from faculty/staff. Students must also check course syllabi for faculty

expectations of communication for the course. Students must also check the syllabus for online learning courses (ie the online learning platform) for any/all communication requirements. Students are encouraged to check emails at a minimum of once weekly while on break.

CARDIOPULMONARY RESUSCITATION CERTIFICATION (CPR)

POLICY: Students enrolled in the Graduate Nursing Program must attend and pass an approved CPR certification course. The course must include Adult and Child CPR.

PROCEDURE:
1. Arrange and complete an approved CPR training course, including the ones listed above.
2. Students can contact medical facilities (usually staff development offices) or the American Heart Association for times and dates of classes.
3. MVC School of Nursing may provide classes if needed but must first check with the Program Director..
4. Present a copy of a current certification to the Administrative Assistant for the MVC School of Nursing.
5. The student must keep their original copy to be presented each semester.
6. Students planning to participate in a clinical must be certified in adult and child CPR prior to enrollment in nursing classes.
7. It is the student's responsibility to maintain current certification in both the adult and child CPR.
8. If the CPR certification expires at any time during a course or clinical, the student must present current proof of recertification. The student will be removed from the clinical setting until proof can be established.

VIOLATION OF POLICY AND PROCEDURE:
Failure to submit a copy of a current and acceptable CPR certification card will necessitate the student being removed from the clinical component of the course. Clinical absences will be counted as stated in the course syllabus and may/can result in failure of the course.

APPROVED PROVIDERS:
American Heart Association (AHA) BLS for Health-Care Provider

COMMUNICATION CHANNELS

POLICY: Faculty and administration strive to have professional relationships with students while creating positive learning environments. Students enrolled in the Nursing Program shall follow the chain of command when voicing concerns, conflicts, or problems.

PROCEDURE:
1. If it involves a course, contact the faculty member teaching the course and ask for help or voice concern.

2. If the issue(s) cannot be resolved between student and faculty member, make an appointment with the Program Director.
3. All communication/forms/documentation will be kept in the student's file.
4. If the issues can't be resolved using the aforementioned steps, then follow the Policy and Procedure found at: **MVC Catalog & Handbook**

CRIMINAL BACKGROUND CHECK

POLICY: All nursing students must submit to a criminal background check BEFORE they are allowed in the clinical facility. This also applies to any nursing student being readmitted to the program. The student will be responsible for the cost of this background check. The School of Nursing uses CastleBranch and Family Safety Care Registry for these services.

PROCEDURE:
1. All nursing students must complete registration for criminal background checks.
2. The criminal background checks will be conducted by a private vendor approved by the College. Failure to use approved vendors will result in background checks not being approved.
3. If the student has lived in multiple states, official background checks may vary, and additional fees may apply.
4. If the criminal background check is not on file in the MVC Nursing Program, the student may not participate in the clinical setting.
5. The clinical agency/Nursing Program retains the right to accept or reject a student based on the background check.
6. The student is responsible for clearing up any reports that may be conflicting in nature.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to comply with the above policy and procedure will prohibit the student from attending the clinical rotation.
2. The student will be advised to withdraw from the course to avoid receiving a failing grade for the course.
3. Refusal of the clinical agency to accept the student for the clinical experience will necessitate the student withdrawing from the course.
4. The inability of the student to resolve denials to participate in learning experiences at the clinical agency must withdraw from the course.

DISCRIMINATION

POLICY: This program also follows **MVC Catalog & Handbook** - Discrimination Policy

DRESS CODE FOR SIMULATION SETTING

POLICY: Professional dress/attire is required for the campus setting at MVC. Students must follow the same dress code as if they were in a clinical setting.

DRESS/ATTIRE CODE CLINICAL SETTINGS

POLICY: Students must meet standards of professional dress/attire while representing MVC Nursing Program in participating/attending clinical experiences. This means to follow the dress code of the clinical setting.

DRUG SCREENING

POLICY: All students attending the Nursing Program will be required to complete a drug screening (at the student's expense) before entering the clinical setting. This is also applicable to students who have not been in the program for one or more semesters and are readmitted to the course(s) program.

PROCEDURE:
1. A drug screen panel that is approved by the nursing faculty/college.
2. All nursing students will have completed and on file in the Nursing Program the drug screening results.
3. The results must be on file by the end of the first week in the classroom.
4. The results must be negative before the student enters the clinical setting.
5. The drug screening will be conducted by a private vendor approved by the College. Failure to use approved vendors will result in the drug screening not being approved.
6. If the drug screening results are not on file in the MVC School of Nursing, the student may not participate in the clinical setting.
7. The clinical agency retains the right to accept or reject a student based on the drug screening results.
8. The student is responsible for clearing up any reports that may be conflicting in nature.
9. The student is subject to a random drug screening (at the student's expense) by the nursing faculty and/or clinical agency.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to comply with the above policy and procedure will prohibit the student from attending the clinical rotation.
2. The student will be advised to withdraw from the course and will receive a failing grade for the course.
3. Refusal of the clinical agency to accept the student for the clinical experience will necessitate the student withdrawing from the course.
4. The inability of the student to resolve denials to participate in learning experiences at the clinical agency must withdraw from the course.

SKILLS CHECK-OFF GUIDELINES

POLICY: All students are required to maintain academic honesty and integrity during skills check offs.

PROCEDURE:
1. Students must come to the Clinical Competency Session prepared.

2. Students may not be allowed to perform skills check off without showing the faculty member a MVC Student ID, this may be at the discretion of the faculty, etc). Failure to do this will result in the student not being allowed to complete the skills check off.
3. Students must bring their otoscope, ophthalmoscope, and stethoscope. These supplies will be mailed to the student.
4. Students will be held accountable to the MVC and the Nursing Program's Academic Dishonesty Policy.

EXPOSURE AND POST-EXPOSURE CONTROL

POLICY FOR HIV, HEPATITIS B, AND ANY OTHER INFECTIOUS AGENTS:
Standard/Universal precautions will be used to prevent the transmission of infectious pathogens/agents through contact with blood or body fluids. Universal precautions are necessary to keep individuals, patients, health care team workers, families, and the public safe from infectious agents. (Examples of body fluid include but are not limited to: vaginal secretions, fluids such as semen, cerebrospinal, synovial, pleural, peritoneal, amniotic and other body fluids that is visible with blood, urine, breast milk, tears, vomitus/emesis, stool, nasal secretions, saliva, and all body fluids where it is difficult or impossible to tell the difference between body fluids and/or unfixed tissue/organ other than live skin from a human whether living or deceased.)

PROCEDURE:
1. Students and instructors will comply with current CDC and OSHA guidelines/regulations for all infectious diseases/agents/contaminated material.
2. CDC and OSHA guidelines will be used at all times in the classroom/lab/ and clinical setting to protect students/patients/instructors from Blood Borne pathogens.
3. Students will be instructed and have available current guidelines within the School of Nursing.
4. Students will be required to pass the Standards Precaution Examination/Blood Borne Pathogen Exam with 100% before they will be allowed to enter the clinical setting.
5. Graduate students will receive information/instruction annually regarding Blood Borne pathogens.

PROCEDURE POST-EXPOSURE MANAGEMENT:
1. Students injured or exposed to an infectious agent must receive local wound care immediately. The wound will be cleaned with soap and water. Mucus membranes will be flushed with large amounts of water or saline. Other injuries will be cared for based on the type and severity of injury.
2. The student is responsible for immediately reporting any injury or exposure to the instructor and or appropriate agency personnel. Immediate reporting will make it possible to obtain the necessary medical care. If the incident occurs within the clinical setting, the instructor/student will notify the appropriate manager/preceptor/instructor and the student will comply with the agency protocol. If the incident occurs within the school setting or a clinical site that does not provide for student treatment, the instructor will initiate the immediate treatment, and complete the necessary paperwork for the treatment provided.
3. Students are responsible for follow-up treatment and the cost incurred with the treatment plan/procedures/testing, including counseling.

VIOLATION OF THE POLICY PROCEDURE:
Will result in dismissal from the course and/or nursing program.
References: CDC and OSHA Standards/Guidelines

GRADE APPEAL PROCESS SPECIFIC TO NURSING

POLICY: Students are afforded the right to appeal a final course grade. Students should first attempt to resolve the issue with the instructor/professor of the course.
Follow institutional policy: **MVC Catalog & Handbook**

GRADING SYSTEM FOR NURSING COURSES

POLICY: MVC Nursing Program uses a grading system of A, B, C, and F to evaluate the student's performance and achievement. Nursing courses, or an identified minor, can't be taken on a P/F basis. Refer to the **MVC Catalog and Handbook** for more information on P/F grading.

PROCEDURE: The nursing student must achieve the following as a minimum grade requirement in all nursing course(s) to pass the class and progress in the nursing program. Extra credit is not allowed in any courses. Minimal overall grade of 80/B in theory/didactic. Minimal overall grade of 80/B in the clinical setting.

Grading Scale: Grades are not rounded. Example: 89.9% is a B and will not be rounded to 90% which is an A.

90-100	80-89	70-79	<59
A	B	C	F

GRADING - GRADUATE PROGRAM The following grades and their grade point value per credit hour are used to indicate the quality of a graduate student's coursework: A 4.0 Exceeds Expectations B 3.0 Appropriate Performance C 2.0 Less than Acceptable Performance F 0.0 Failed Minimum Requirements. **MVC Catalog & Handbook**

Grades below a B must be removed by successfully repeating the course(s) by following the policy on Progression and Readmission in Nursing. The grade of "F" may be given to a student that does not meet class attendance requirements and does not follow College procedure(s) for withdrawing from course(s). In rare instances, the Vice President of Academic Affairs can deem extreme extenuating circumstances that prohibit a student from completing a course. Under such circumstances and only with the prior approval of the Vice President of Academic Affairs, the Dean and the faculty member, a student can receive an incomplete grade. The maximum time frame for this work to be completed is by the close of the next semester (fall, spring, summer). If the incomplete work is not completed by the agreed upon time frame, an automatic F will be assigned. An incomplete does not apply to the GPA.

Withdrawals: The student is required to see the course faculty and academic advisor if

planning to withdraw from a course. Proper procedure must be followed. Once the student withdraws from the course, he or she can't attend class/lab or clinical rotations.

The academic year (AY) is divided into academic calendars. Fall and spring are 16 weeks and summer for a graduate student is 12 weeks.

GRADUATE FACULTY ACADEMIC ALERT POLICY

All faculty and students are expected to promote and sustain an environment that supports academic integrity and professional behavior at all times. Faculty are encouraged to complete and submit an **Academic Alert Form** for any reason they deem appropriate.

PURPOSE: To provide a mechanism for faculty to document and communicate concerns regarding student academic performance and professional conduct. To track behavior patterns, which may place the student at risk of failure or dismissal and provide opportunities for students to correct behavior.

POLICY: Within the School of Nursing faculty and students are expected to promote and maintain an environment that is supportive of academic integrity & professional behavior. Faculty are encouraged to complete and submit an *Academic Alert Form* for any reason they deem appropriate, including, but not limited to the following:

VIOLATIONS OF THE ACADEMIC ALERT POLICY:
- Cheating: giving or receiving unauthorized assistance in any assignment.
- Plagiarism: the use of ideas, language or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association.
- Manipulation or alteration of another student's or faculty's academic work.
- Unauthorized use, removal, concealment or defacement of library, skills lab or faculty resources, e.g., books, equipment, files, papers, tests.
- Submitting the same work or portions of work for more than one class without prior written approval of faculty.
- Collusion: assisting another student in an act of dishonesty.
- Lying: conveying any untruth either verbal or written.

Unprofessional behavior (verbal or written, virtual or live)
- Disrespectful to faculty, staff, or peers
- Persistently negative and/or inflammatory behavior
- Use of inappropriate language
- Lack of accountability or responsibility for actions
- Disregarding the well being and needs of patients: acts of commission or omission that could adversely affect the patient, e.g., medication errors, failure to provide safe appropriate care, failure to follow supervisor/faculty instructions for care, breach of client confidentiality.
- Discriminatory or culturally insensitive behavior

Academic Performance: Any reason that may place the student at risk for dismissal or failure to complete program requirements, such as:
- Insufficient or lack of academic skills to support successful completion of the graduate program of study.
- Insufficient or lack of technology competencies to support successful completion of an online graduate program of study.
- Persistent borderline performance in coursework.
- Inconsistent or minimal participation in coursework.
- Poor writing or verbal communication skills.
- Frequent requests for exceptions or special accommodation not related to a documented disability.

Procedure:
- Download and complete the attached Academic Alert Form. Provide as much information as possible to facilitate discussion & action by the Graduate Student Affairs (GSA).
- Faculty must make a specific recommendation to the GSA for action regarding the concern.
- Completed Academic Alert Form is submitted via email attachment to the Graduate Programs Administrative Assistant for placement on the agenda of the next scheduled GSA meeting.
- A copy of the Academic Alert Form will be sent to the student with instructions and a deadline date for response to the faculty concern.
- The GSA reviews and tracks Academic Alert Form submitted by faculty on a monthly basis at regularly scheduled meetings. Faculty submitting Academic Alert Form are encouraged to participate in the GSA discussion related to their concern via teleconference.

Actions by the GFC *may* include, but are not limited to:
- No action.
- Request a meeting with the student to discuss the concern and/or action plan for change.
- Recommendation or referral to services for support or remediation (academic counseling, tutoring, etc.).
- Place student on probation (see MSN *Progression, Probation, and Dismissal* policy)
- Request a formal written contract from the student that delineates specific goals and an action plan for change.
- Recommend course failure.
- Dismissal from the nursing program.

Students, faculty and program administrators are notified, in writing, of GSA decisions regarding faculty concerns within one week. Written communication will include necessary information regarding student rights and responsibilities in response to action by the GSA.

A copy of the Academic Alert Form and the GSA written communication will be placed in the student's file.

GRADUATION REQUIREMENTS

GRADUATION POLICY: The completion of requirements for graduation is the responsibility of the nursing student. The student must have successfully completed the program of study and maintain the department's minimal grade point average (GPA). Completion of the MSN program does not guarantee state licensure or eligibility to sit for a National Certification. Students will need to review the regulations regarding the eligibility to sit for the examination prior to the testing date.

Refer to the MVC Catalog & Handbook along with the following:
1. The minimum course grade for nursing classes is a "B" with a minimum cumulative GPA of 3.0.
2. All credit hours required in the program of study/curriculum have been satisfactorily met.
3. **Standardized exams are not used as the sole basis for program progression or graduation.**
4. All financial obligations to the college have been met, including the graduation fees.
5. Students must meet the college criteria for graduation.
6. Obtains the approval of the MVC Nursing Program and Graduate Faculty Forum Committee (GFFC).
7. Graduation date - refer to the MVC Catalog & Handbook.

GRIEVANCE PROCEDURE

POLICY: The School of Nursing follows the MVC Grievance Procedure as outlined in the College Catalog for resolving formal student complaints or concerns. Formal complaints must be made in writing to the Dean, SON and include specific information, including nature of complaint, and evidence supporting the complaint. An investigation is initiated within 7 days of receipt. See the following link for the full policy: **MVC Catalog & Handbook - Grievance Procedure**

HEALTH AND ATTENDANCE

POLICY: The student is responsible and accountable for his/her health status. The student must be physically and emotionally fit to meet the demands of the nursing schedule and related activities. The student is expected to have a medical examination and be able to perform the essential functions/safety standards of a student nurse before entering the Nursing Program. If at any time the nursing faculty determines the student is not able to provide safe patient care or meet the course/clinical objectives, the faculty member may/will remove the student from the classroom or clinical setting.
PROCEDURE:
1. The student's medical examination (student responsible for the cost) is to be completed and uploaded to Castle Branch before the first day of nursing classes.
2. If removed from class/clinical/and/or the lab setting, the student must:
   a. Provide a "medical release" from the health care provider (student is responsible for the cost) stating that he/she can perform the essential nursing functions/safety standards and are free from contagious disease/infections.

PHYSICAL EXAMINATION-CONSENT-REFUSAL FOR HEPATITIS B VACCINE
POLICY: The student must have on file required health forms in order to be admitted into the nursing program. Forms are to be submitted to Castle Branch.
PROCEDURE:
1. The student will receive the designated forms from the AA.
2. The student must maintain the original document and submit a copy to Castle Branch.
3. Students who are immune or medically at risk from the Hepatitis B vaccine must present a medical waiver stating why the student is exempt from having the vaccine. The waiver/statement becomes part of the student's Castle Branch file.
4. The student will be responsible for all costs associated with Castle Branch.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to submit the Health Assessment Form(s) and the consent/refusal form for Hepatitis B and/or medical waiver, will result in the student not being permitted to participate in any clinical learning experience(s) or remain in the nursing program.

HIPAA REGULATIONS POLICY

POLICY: All students/faculty will comply with the HIPAA laws/legislation and the Health Information for Economics and Clinical Health Act (HITECH) in the classroom/lab/research/or clinical setting to protect the privacy and security of the patient's health information.

PROCEDURE:
1. The student is responsible for immediately reporting to his/her preceptor and faculty any violation of HIPAA and/or HITECH regulations.
2. All students will be familiar with HIPAA Privacy Rule and Security Regulations, and HITECH policies and procedures in each of their clinical/practicum settings.
3. Nursing faculty will instruct students on the HIPAA/HITECH regulations to protect the privacy and security of the patient's health information (PHI/EHR) in the classroom/clinical setting.
4. Nursing faculty will provide adequate resources and support to students to help them fulfill their responsibilities.
5. Students must report real/potential violations of HIPAA/HITECH laws to the faculty/agency representative.
6. Students must assume personal responsibility for their own actions with regard to HIPAA regulations.
7. Students must pass the HIPAA exam with 100%.
8. Students will not be allowed to enter the clinical setting without passing the exam.
9. Current guidelines will be available to students and faculty at all times in the School of Nursing.
10. Nursing faculty will work with the College administration to assure safety HIPAA/HITECH rules and regulations are in place and working effectively.

REPORTING OF UNAUTHORIZED DISCLOSURE OR MISUSE OF PHI/EMR
1. The course faculty shall report to the Facility any use or disclosure of PHI or EHR information other than what is provided for by the facility agreement within 24-72 business hours.
2. The School of Nursing faculty will document disclosures and will take prompt action to correct any unauthorized disclosures as required by applicable federal and state laws and regulations.

VIOLATION OF POLICY:
1. Failure to demonstrate compliance with the above policy will result in dismissal from the Nursing Course and/or the Nursing Program.

INCOMPLETE GRADE POLICY

POLICY: Students may request an incomplete grade due to unforeseen circumstances.

PROCEDURE: Follow the institutional policy for incomplete grades: **MVC Catalog & Handbook** - Incomplete Grade Policy

LEAVE OF ABSENCE

POLICY: Students may request a leave of absence due to unforeseen circumstances. The student requesting a leave of absence will be guided by the policies and curricular pattern in effect at the time of the student's return. Decisions by the school committee are final.

Follow the **MVC Catalog & Handbook** - Leave of Absence

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

POLICY: All students will comply with the OSHA laws/regulations in the classroom/lab/research or clinical setting to promote patient and individual safety.

PROCEDURE:
1. Nursing faculty will instruct students on the OSHA regulations to ensure a safe and healthy work/clinical environment.
2. Nursing faculty will provide adequate resources and support to students to help them fulfill their responsibilities.
3. Nursing faculty will conduct investigations into all reported incidents.
4. Nursing faculty will work with College Administration to assure safety systems are in place and working effectively.
5. Students must report unsafe working conditions and accidents to the faulty/agency representative.
6. Students must assume personal responsibility for their own safety and those they care for or work with.
7. Students must pass the Blood Borne Pathogen and OSHA exams with 100%.

8. Students will not be allowed to enter the clinical setting without passing the exam.

VIOLATION OF POLICY:
Failure to demonstrate compliance with the above policy will result in dismissal from the Nursing Course and/or the Nursing Program.

PLAGIARISM IN COURSEWORK

POLICY: Student's work is to be their own. Students are not to use the thoughts, words, or ideas of others without giving the author's credit for their work by the use of proper citations. For additional details, see the institutional Academic Dishonesty Policy. Follow the **MVC Catalog & Handbook** - Plagiarism in Coursework

VIOLATION OF POLICY AND PROCEDURE:
R**efer to MVC Catalog & Handbook**

PROGRAM OF STUDY CHANGES

POLICY: Program planning is essential to ensure a timely transition of the student through the nursing program

PROCEDURE:
1. Academic advisors help students plan coursework based on prerequisite and corequisite courses. The student and/or faculty can request a meeting at any time.
2. Student's program of study is located in the student's file located in the Nursing School.
3. Students have access to the Graduate online programs of study, and it is their responsibility to be aware of its content.
4. Changes to the program of study require approval of the GFC, FFC,the program director, and the dean.
5. Changes in the program of study can/may delay progression.

PROFESSIONAL CONDUCT IN THE CLINICAL SETTING

POLICY: The student's conduct in the clinical setting shall promote professionalism. The students will represent the College and the Nursing Program in a positive manner at all times.

PROCEDURE: Nursing students will display professional behavior at all times in the academic and clinical setting. The student is expected to:Adhere to all policies of the clinical agency, including drug screening and criminal background checks.
1. Adhere to HIPAA guidelines including electronic, written or verbal communication.
2. Adhere to OSHA and Universal Precaution/Blood Borne Pathogen guidelines at all times.
3. Comply with regulations/policies of the agency, including parking/nursing procedures.
4. Arrive at the unit on time.
5. Keep the instructor/professor notified of the patient's status at all times, especially if it changes.

6. Provide a patient status report before leaving the assigned unit.
7. Use your appropriate name and title while in the clinical facility.
8. Adhere to the MVC Nursing Program policy on uniform/attire guidelines.
9. Turn off cell phones/pagers during clinical rotation.
10. Stay on the assigned unit unless granted permission to leave by the instructor/professor.
11. Socialize only at lunch/break time and only in designated areas.
12. Avoid physical contact with a peer.
13. Address all patients, staff, and peers using appropriate name and title.
14. Be free of alcohol and drugs.
15. Avoid using offensive language, conduct, and expressions at any time in the clinical setting.
16. Leave the clinical unit after the rotation has ended.
17. Destroy all written material before leaving the unit, unless it is needed for assignments, if so only use the patient's initials and let the instructor know you have this material.
18. Demonstrate patient advocacy at all times.
19. Seek guidance and use feedback to promote professional/personal growth.
20. Attend and participate in all clinical practice debriefings/meetings unless excused by the instructor.

VIOLATION OF POLICY AND PROCEDURE:
Violation of this policy/procedure may/will result in disciplinary action(s) including but not limited to a verbal warning, written warning, reporting to the Compliance Officer, being sent home and/or failure for the day. Clinical make-up day/assignments will be required. See Policy on Tardiness/Absences. Review **MVC Catalog & Handbook -** Grievance and Due Process.

PROFESSIONAL LIABILITY COVERAGE

POLICY: All students are required to have liability insurance ($1,000,000 each claim-and $3,000,000 aggregate) when participating in academic or clinical learning experiences/opportunities. Students may not be covered before or after any school related activity/requirement. Students will not be allowed in the clinical setting without proof of insurance. If the clinical agency requires more, the student will be responsible for increasing the policy limits at his/her expense.

PROCEDURE:
1. Students enrolled in any Nursing Courses/Clinical must have proof of liability insurance submitted to the Administrative Assistant (AA) before the first day of class.
2. Students are to adhere to criteria in purchase policy at all times.
3. If coverage changes or ceases, the student must notify the AA or program director immediately.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to present proof of liability insurance will/may result in the student being dismissed from the course and/or nursing program until proof is submitted.
2. Make-up work/assignments for classroom/skills lab/clinical setting will be completed as stated in the course syllabus**.**

PROGRESSING/MONITORING OF STUDENTS THROUGH PROGRAM OF STUDY

Policy: Students will be monitored for progression through the program of study to assure they meet PSLOs and progress in a timely manner through the program of study. This helps identify students at academic risk.

Procedure:
1. Faculty will monitor the student progression monthly and on an ongoing basis to help all students to have an equal chance to succeed academically.
2. Students at risk will be assessed to determine if instructional design is effective in helping students progress through the program of study.
3. The academic advisor and course instructor will set up an action plan and monitor in monthly meetings to help students progress through the program study and meet criteria for graduation.
4. The data will be reported to the Program Director/Dean.
5. The data will be analyzed, and reported in the annual course report, used in our systematic evaluation plan, and if indicated, to make program improvements.

PROGRESSION, PROBATION, AND DISMISSAL

POLICY: Students must meet the requirements for the theory/didactic and clinical practicum of the graduate curriculum, demonstrate academic integrity, ethical conduct, necessary to achieve course objectives. Progression occurs when the student successfully passes all courses each term with a B. Academic probation may be imposed to monitor and assist the student with progression through the graduate program of study. The Graduate Faculty Forum Committee (GFFC) has the authority to impose academic probation or dismiss students as deemed appropriate.

PROCEDURE:
A. Progression criteria: A grade of "B" or more in all graduate nursing courses.
   1. Maintaining continued ability to meet the essential functions/safety standards for nurses with or without reasonable accommodations.
      a. A student with a disability who believes he/she may need accommodation while in the nursing program should contact Debbie Coleman 660-831-4170. The College will engage in an interactive process with the student to determine what reasonable accommodations are available, if any.
   2. Some nursing courses have both a didactic and clinical section. A student must achieve a "B" or higher in both sections to be successful in the course. If the student fails (earns less than a grade of B) one or both sections of the course, it is counted as one course failure. **If it is a student's first course failure, the student will be required to take both the clinical and didactic sections.**
   3. Every student must successfully complete the clinical section of the courses. While the College will work with the student and clinical agencies to ensure placement, clinical agencies have the ultimate authority whether to accept a student.

4. Achieving a 70% chance of passing or above on the comprehensive predictor exam for Barkley. This must be accomplished on the first or second attempt in the Final Practicum.

   According to Barkley & Associates, the following is the DRT Rating Scale:
   - ★ 80 = Excellent Performance; indicates mastery of material
   - ★ 70-79 = Strong Performance; needs improvement/remediation
   - ★ 60-69 = Good performance; needs focused remediation
   - ★ < 59 = Deficient performance; needs much remediation

B. Letter of Warning criteria:
   1. First course grade of "C" or below in any graduate nursing course.

C. Letter of Warning procedure:
   1. Academic progress reports will be reviewed by the Graduate Program Director in collaboration with the Dean after the posting of course grades for each term/semester.
   2. Letters of Warning will be sent from the Dean's Office to students meeting the criteria in B.

D. Probation criteria:
   1. Faculty recommendation for any reason that places the student "at risk" of failure or dismissal.
   2. Readmission following approved reasons for withdrawal or dismissal.

E. Probation procedure:
   1. Faculty recommendations for probation are submitted to the GSA via the Academic Alert Form (see related policy & procedure GSA).
   2. Students may file a petition for readmission one time only to the graduate program following an approved dismissal/withdrawal (see related policy & procedure student petition for a leave of absence.
   3. The GSA reviews concern forms at its monthly meeting regarding faculty & student petitions for readmission.
   4. The GSA submits in writing its decision to the program director within one week of its meeting.
   5. Written notification of probation will include information regarding the terms of probation and the assignment of a Faculty Academic Advisor.
   6. Students on probation are required to contact their assigned Faculty Advisor and remain in consistent communication throughout the terms of the probation.

F. Dismissal criteria:
   1. Two final course grades below a B in any graduate nursing courses.
   2. Failure to meet the terms of probation.
   3. Faculty can make recommendations for dismissal for any reason deemed appropriate including, but not limited to:
      a. unprofessional or inappropriate behavior in the classroom, clinical setting, discussion boards, or email communications
      b. violation of the academic integrity policy
      c. unsafe clinical practice.

G. Dismissal procedure:
   1. Academic progress reports will be reviewed by the Graduate Program Director and Dean after the posting of course grades for each term and semester.
   2. Letters of Dismissal will be sent from the Dean's Office to students meeting the following criteria:

      a. Two final course grades of "C" or below in any graduate nursing course
      b. Three documented withdrawals after withdrawal date from any graduate nursing course.
3. Faculty recommendations for dismissal are submitted to the nursing administration for handling of matters.
4. The GSA at its scheduled monthly meetings or as needed reviews concern forms submitted by faculty regarding the reason(s) for student dismissal.
5. Students and program directors are notified, in writing, of GSA decisions regarding dismissal within one week.
6. Written notification of dismissal will include information regarding appeal and petition processes.
7. Students may petition for readmission one time, if not two course failures. However, the student must complete a mandatory one semester "stop-out" prior to being readmitted and enrolling in a class.
8. Two course failures and the student is not eligible for readmission in the graduate program.
9. **The use of standardized exams is not the sole basis for program failure/progression or graduation.**

READMISSION POLICY FOLLOWING MEDICAL LEAVE OF ABSENCE; ADMINISTRATIVE WITHDRAW; OR WITHDRAWAL FOR PERSONAL REASONS

POLICY: Students who have been dismissed, administratively withdrawn from the college, or on medical leave of absence may be readmitted under certain circumstances.

PROCEDURE:
Below is the process and guidelines that govern the potential readmission of a student to the nursing program following a medical leave of absence, administratively withdrawn, or withdrawn for personal reasons when the student has not been in attendance at the College for greater than one year but not more than three years.

Due to the College's yearly cohort system, certain classes are only offered on a yearly/semester basis. Accordingly, students who take a medical leave of absence, administratively withdrawn, or a personal leave of absence for less than one year will be considered for readmission as if they had been absent for more than one year. Upon readmission, such students will be considered part of the following year's cohort.

PROCESS:
1. Students requesting readmission must follow the application deadlines for each semester.
2. A student requesting to be readmitted to the nursing program after an absence of not more than three years must submit the following information to the Dean of Nursing/Program Director.
      a. Complete application/registration process, found on the School of Nursing website at moval.edu.
      b. The student, if on medical leave of absence, must provide a signed letter of medical clearance.

     c. Two letters of support for readmission from program faculty members for students withdrawing in their junior or senior year.

     d. If the student has been absent from the program for more than one year a letter of support from a current or recent employer may substitute for one faculty member's letter of support.

     e. If a Special Request Form is required it must be submitted at the time of leave and/or application. Examples for special requests include, take class out of order, retake class, take a leave of absence (including medical or personal) and other circumstances.

3. Students applying for readmission after an absence of three or more years will be required to apply through the College's regular admissions process and must meet the general/current admission requirements determined by the Registrar's Office.

4. The GFFC reviews the submitted materials and makes the final decision based on the student's potential for success in the nursing profession, in light of the guidelines listed below. The nursing faculty selects the most qualified applicants for the available positions in the nursing program.

GUIDELINES

1. A student must have a 3.0 cumulative GPA at the time of readmission.
2. The student's prior performance in clinicals, classroom, and required nursing prerequisite/core classes are considered during the readmission analysis.
3. The College does not guarantee readmission into the nursing program. All readmission applications are done on a case by case basis.
4. A student requesting readmission must comply with drug and background screening according to nursing program policy.
5. All nursing program admission standards must be met prior to readmission.
6. A student may only be readmitted to the nursing program one time. Readmission is contingent on available space and faculty.
7. If a student has extenuating circumstances that contributed to medical leave or withdrawal, he or she may request a special hearing before the FFC prior to a readmission decision being made.
8. Students withdrawing due to medical necessity must be able to demonstrate that they continually meet, with or without accommodations, the Essential Functions/Safety Standards for Students In The Clinical Setting/Nursing Program prior to readmission into the nursing program.
9. The College maintains the right to request an independent evaluation of the student prior to a student's return to the nursing program. The evaluation will be done on a case by case basis, and the cost of the evaluation will be borne by the institution.
10. Students who are readmitted are required to complete the same requirements for graduation as other students of the cohort for which they are admitted.
11. Students applying for readmission into the nursing program must have taken their nursing prerequisite courses within the last five years. Students may be required to provide proper documentation as part of the re-application process.
12. Nursing courses will be evaluated on a case by case basis.
13. Students granted readmission privileges may be placed on probation at the discretion of the FFC. In cases where probation is required, students will be notified, and probation terms must be met within the semester.
14. Readmission to the nursing program is voted on by the GFFC

STANDARD OF CONDUCT/NURSING PRACTICE ACT

POLICY: All nursing students enrolled in the Nursing Program at MVC will comply with legal, ethical, moral, and legislative standards/nursing practice act defining acceptable behaviors of the nurse.

PROCEDURE:
1. Follow the laws and standards designed to protect the public's safety from unsafe practitioners.
2. The nursing practice act is a very important piece of legislation that governs your ability to practice as a professional registered nurse and an advanced practice nurse.
3. It is the student's/nurse's responsibility to become familiar with this legislation.
4. Failure to comply with the aforementioned may result in ineligibility to sit for advanced practice nurse boards. Please refer to the following websites for more details.

The Code of Ethics for Nurses from the American Nurses Association at **ANA Code of Ethics**

This weblink **ANA Code of Ethics** provides more information such as barrier to practice, etc

The Missouri Nursing Practice Act is found in the state of Missouri Statutes RSMo 335. The statute can be found at **Board of Nursing**

VIOLATION OF POLICY OR PROCEDURE:
1. Disciplinary action to include removal from clinical setting, classroom setting including online, and dismissal from the nursing program.

TARDINESS OR ABSENCE FROM THE CLINICAL SETTING

POLICY: Students are required/expected to be punctual and participate/attend classroom/ lab and clinical experiences as scheduled. The student must follow the approved Preceptor Schedule.

PROCEDURE:
1. Students should make every attempt to have their clinical experiences completed by the end of week 12.
2. Should issues arise following the approved preceptor's schedule, the faculty must be notified immediately
3. The course faculty would need to approve schedule changes.

VIOLATION OF POLICY OR PROCEDURE:
Failure to complete clinical rotation as approved by the course faculty/preceptor, may result in an incomplete grade, untimely progression through the program, or dismissal from the program.

TECHNOLOGY ETHICS

POLICY: Technology Ethics will be used at all times by students/faculty/staff.

PROCEDURE:
1. The users will respect privacy and dignity when using all technological tools provided by MVC.
2. MVC reserves the right to routinely monitor technology resources to assure compliance with policies and perform system maintenance.
3. All technology provided by MVC falls under this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV, and all associated software and data.

VIOLATION OF POLICY AND PROCEDURE:
Issues involving violation of local, state, or federal laws will be referred to external authorities as directed by the VPAA. Cases involving non-students or non-employees will be referred to the appropriate area supervisor. MVC security may also be contacted and/or referral to other external authorities. Serious misuse may result in disciplinary action to include suspension and/or termination.

TRANSFER OF CREDITS POLICY

POLICY: TRANSFER CREDITS FROM OTHER COLLEGES/UNIVERSITIES
Transferring of credits is made on a course by course basis and is approved by the program director and Registrar's Office.

PROCEDURE:
1. Transfer courses under consideration for credit must equal in-house semester hours and be equivalent to MVC course objectives.
2. Candidates may transfer up to a maximum of 3 graduate nursing courses, no more than 12 semester hours. The courses must be within 3 years prior to admission and taken at a nationally accredited program with a grade of "B" or above. The courses include Pharmacology for Advanced Nursing Practice, Advanced Health Assessment, and Pathophysiology for Advanced Nursing Practice. However, these courses are offered within the program.
3. Students who have been dismissed/terminated from an outside nursing program may be considered for admission into the nursing program on a case by case basis. Nursing courses will be evaluated on a case by case basis. However, students must meet minimum admission criteria.

TURNITIN PLAGIARISM DETECTION

Turnitin (TII)
Students understand that all written assignments including research papers, case studies and discussion posts may be subject to submission as determined by the faculty. Turnitin helps detect plagiarism. All papers submitted to Turnitin.com will be included in the Turnitin.com

reference database used for detecting plagiarism of future work/papers. Helpful hints as well as use of the Turnitin.com service is posted on **www.Turnitin.com.**

CURRICULUM

The Family Nurse Practitioner (FNP) curriculum is designed to prepare registered nurses (RNs) to work in a more advanced role in the medical domain/community. " The master's curricula build on a foundation comparable to the baccalaureate level of nursing knowledge (CCNE, 2018.)" The curriculum also uses professional standards and guidelines such as The Essentials of Master's Education in Nursing (AACN, 2011) and Criteria for Evaluation of Nurse Practitioner Programs (NTF, 2016).

The course work/clinical practicums are designed to increase knowledge and understanding of how to care for acute and chronic patients from children to adults in a variety of clinical settings within primary care. The course work/instruction is online making it possible for students to advance their education while balancing their personal and professional lives. Graduates from the MSN-FNP Program are eligible to sit for the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (ANNP) certification exam. They are eligible for licensure as an FNP in the state of Missouri. However, other state requirements may vary. Students need to check with their state of licensure/certification before applying to the program.
Total course work for the MSN-FNP is 44 hours. Clinical hours are a total of 600.
MSN-FNP Website

CURRICULUM - MSN/FNP

The graduate nursing POS is offered primarily online via the internet using a learning management system (LMS) that includes a variety of technologies for interaction among students and faculty. The semester academic calendar is available online at the link needed for MVC. **Academic Calendar**

Full-time is the available option for the program. A completion plan contract is completed by each student and submitted to the program director and the student's academic advisor who builds a POS completion schedule for each student.

COURSES IN MSN NURSING

The Master of Science in Nursing (MSN) program uses the foundation of the baccalaureate nursing program to advance nursing practice and assist graduates in preparing for national certification to enhance their role in caring for diverse populations across the lifespan in a variety of inpatient and outpatient healthcare settings.

The MSN curricula are provided via the internet. Programs are designed to provide working RNs the ability to pursue graduate work through the completion of online courses and faculty and preceptor-guided practicums in the student's own healthcare community. All students are required to attend one Clinical Competency Session on MVC campus during the course of the program.

LEARNING EXPERIENCES AND EVALUATION

Grades are earned individually through the completion of course requirements. Assessment scores will not be graded on the curve and extra credit activities are not available. Grades are earned through completion of course requirements. Points are awarded based on the level of achievement of expected outcomes. The amount of time and effort required to satisfactorily achieve expected outcomes will vary among students. Earned points for each graded learning activity are posted in the grades area at the top of the course throughout the term. Students are responsible for tracking their own progress. Feedback is provided weekly in the grade area to assist with understanding and ways to improve if needed. Questions or concerns regarding points awarded for any graded learning activity should be addressed to faculty within one week of the grade posting. **Final grades will not be rounded up or down**, i.e., 89.99% will be assigned a grade of B.

Grading Scale
A grade of B (80%) or better (above average work) is required to pass graduate level nursing courses.

GRADING - GRADUATE PROGRAM: The following grades and their grade point value per credit hour are used to indicate the quality of a graduate student's coursework: A 4.0 Exceeds Expectations B 3.0 Appropriate Performance C 2.0 Less than Acceptable Performance F 0.0 Failed Minimum Requirements. **MVC Catalog & Handbook**

CURRICULUM: TEXTBOOKS AND SYLLABI

Syllabi for all online courses are available from the class site. Students should read the syllabus the first day of classes each semester. The syllabus contains information about the course and is used for evaluating objectives/achievements in the course.The faculty outline expected levels of performance in each course at the beginning of the semester.

Since nursing information and skills build over the entire curricula, it is strongly encouraged to keep all nursing text, etc to use for references as you progress through the program of study.

Missouri Valley College - School of Nursing
GRADUATE-MSN STUDENT HANDBOOK ACKNOWLEDGMENT FORM

The Missouri Valley College Nursing Program has policies and procedures designed to guide the student through the nursing program. Please read them carefully as they will help you with a timelier and smoother transition from a novice to a professional nurse. The most current policies and procedures can be found in this handbook on the MVC Nursing Program website.

As a Missouri Valley College Nursing Student it is your responsibility to:
1. Review the policies and procedures which are included in the most-recent Missouri Valley College Graduate-MSN Student Handbook.
2. Follow the policies and procedures which are included in the most-recent Missouri Valley College Graduate-MSN Student Handbook.
3. Ask for clarification if you have a question and/or suggestions about the policies and procedures which are included in the most-recent Missouri Valley College Graduate-MSN Student Handbook.
4. Return completed/signed Acknowledgement Form to the Administrative Assistant within ten days of the start of the semester or after you have been notified of changes.

The Missouri Valley College Nursing Faculty will:
1. Inform the nursing students of any pertinent changes to current Missouri Valley College nursing program policies or procedures and when those pertinent changes will be implemented.
2. Inform the nursing students of any newly developed policies or procedures for the Missouri Valley College Nursing Program and when those policies or procedures will be implemented.
3. Articulate and distribute any pertinent changes or newly developed policies or procedures to the nursing students by the Clinical Coordinator and/or the Program Director via a mandatory meeting or gathering (i.e., Christmas party, end-of-the year party).
4. Enforce the described policies and procedures in a fair and unbiased manner which is consistent with the most current Missouri Valley College BSN handbook, Missouri Valley College Catalog..

I have reviewed the most current Missouri Valley College Graduate-MSN Student Handbook. I agree to follow the policies and procedures described and any new or revised policies and/or procedures during this academic year. I understand that failure to comply with a policy and/or procedure will result in the consequences described with that policy and/or procedure.

_____   _____
Nursing Student - Print Name   Date

_____   _____
Signature of Nursing Student   Date

_____   _____
Signature of Nursing Faculty   Date

Developed: 6/2019; Revised 5/2020, 10/2020, 11/2020, 9/2021