



CLARION AND EDINBORO UNIVERSITIES MASTER OF SCIENCE IN NURSING PROGRAM

Family Nurse Practitioner Concentration

Nurse Educator Concentration

STUDENT HANDBOOK

2015 - 2016

This jointly sponsored Master of Science in Nursing program is fully accredited by:

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**Clarion and Edinboro Universities
Master of Science in Nursing Program**

**Student Handbook
2015 – 2016**

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INTRODUCTION

PROGRAM DESCRIPTION

The Master of Science in Nursing Program is sponsored jointly by Clarion and Edinboro Universities, two of 14 universities in the Pennsylvania State System of Higher Education. Prior to 2013 there were two concentration areas: family nurse practitioner (FNP) and nurse educator (NE).

The FNP concentration is 45 semester hours in length and includes 600 hours of clinical practice. FNP graduates are prepared to provide primary care in medically under-served areas in Western Pennsylvania and are eligible to apply to the Pennsylvania State Board of Nursing for legal certification as certified registered nurse practitioners (CRNP) in family health after passing professional certification exams through either the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP).

The NE concentration was placed on moratorium in 2013. Students finishing out that program complete 36 semester hours and 135 hours of mentored teaching experience. NE graduates learn to design, implement, and evaluate instruction and are prepared to teach in diploma and associate degree programs as well as to fill clinical education and staff development position in hospitals and other health care institutions. NE graduates meet the educational requirements to sit for the National League for Nursing Certified Nurse Educator exam.

Courses for both program concentrations are delivered online with the exception of clinical practica and a limited number of skill labs and workshops. Graduates of the program receive a joint degree granted by both universities. Students are assigned one university site for advisement and may utilize facilities and services of both universities. The MSN program is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League for Nursing Accrediting Commission (NLNAC). Students should check the MSN Forum for the most up-to-date program information. Information about program requirements and administrative matters is also available at both universities.

MISSION

Congruent with the missions of the Pennsylvania State System of Higher Education, Clarion University, and Edinboro University, the mission of the MSN Program is to provide an affordable, accessible, quality graduate education in nursing which prepares graduates as advanced practice nurses.

VISION

The vision of the MSN Program is that students and faculty will be responsive to the needs of a dynamic health care system as they contribute to the welfare of the region, state, and global community through scholarly activities and advanced nursing practice. The MSN Program will provide the foundation for a life-long process of personal and professional growth as well as for post-graduate education.

CORE VALUES

- Integrity
- Professionalism
- Excellence
- Leadership
- Social justice
- Self-mastery

CURRICULAR THREADS

- Evidence based advanced practice
- Critical thinking
- Systematic inquiry
- Effective communication
- Advocacy

MASTER OF SCIENCE IN NURSING PROGRAM PHILOSOPHY

The philosophy of the Master of Science in Nursing Program is derived from the philosophies of the Bachelor of Science in Nursing Programs of Clarion and Edinboro Universities, which are complementary in nature, and is consistent with the stated missions of both universities.

Human beings reflect diverse cultures and life styles as they interrelate with family, community, and social systems. The individual's life experiences influence health beliefs, choices, and practices. Each individual has the right and the responsibility to make decisions affecting health and to be supported in those decisions. Each individual is unified, dynamic and continually interacts with the environment.

Environment is the aggregate of influences that interrelate with individuals. Multiple environmental factors—legal, ethical, political, socio-economic, and historical—affect both the level of health of humans and their ability to acquire health care services. Advanced practice nurses impact health care services and practices through change making endeavors.

Health, as an ever-changing process, encompasses well-being and illness, and is an evolving potential that cannot be quantified. Nursing interfaces with health as nurse professionals work with clients to direct, organize and monitor individuals' progress toward maximum well-being. Nursing is a consumer-focused profession that addresses the health care needs of individuals and communities. Advanced nursing practice involves inquiry and a variety of ways of knowing. As an evolving discipline with a clinical focus, nursing is grounded in theory and research and encompasses professional standards of practice. The scope of advanced nursing practice remains fluid.

Advanced practice nurses are leaders who function autonomously and interdependently assuming the roles of nurse practitioner, clinical specialist, nurse anesthetist, nurse midwife, nurse educator, and nurse administrator. Nurse practitioners are case managers who are responsible for

health promotion, disease prevention, caring/healing, and teaching/coaching through interdisciplinary communication and collaboration. They are qualified to perform acts of medical diagnosis or prescription of medical therapeutic or corrective measures in collaboration with and under the direction of a physician licensed to practice medicine in this Commonwealth (Pennsylvania Code 49§21:251). Nurse educators prepare the clinicians of the future.

Graduate nursing education builds upon the knowledge and skills that individuals obtain in baccalaureate nursing programs and prepares graduates to be critical thinkers and use diagnostic reasoning in their professional role. Learning includes research methodology for application to nursing problems and participation in research studies. The educational process provides for role development and opportunities to apply advanced nursing knowledge and related theories to practice and educational settings.

PROGRAM OUTCOMES

The terminal learning outcomes of the joint Master in Science in Nursing Program reflect the ability of the graduate to:

1. Synthesize established and evolving knowledge from nursing, the sciences, and humanities into advanced practice nursing.
2. Incorporate professional/legal standards and moral/ethical values into a culturally sensitive practice.
3. Provide advanced nursing practice that reflects critical thinking and effective interpersonal and communication skills
4. Appraise and assimilate theory and scientific evidence to investigate and evaluate practice based issues.
5. Demonstrate awareness and responsiveness to systems-based practice through advocacy, collaboration, and effective use of resources.

FAMILY NURSE PRACTITIONER CONCENTRATION

The Family Nurse Practitioner Concentration was first offered by Clarion and Slippery Rock Universities in 1995, the result of several years of discussion among Clarion, Slippery Rock, and Edinboro, and recommendations by a task force of the Pennsylvania State System of Higher Education. Edinboro had a competing program at the time and opted to delay joining the consortium until August of 2001. After 8 successful years as a 3-university consortium, Slippery Rock University officially dissolved its relationship in 2009. The remaining partners, Clarion and Edinboro Universities, carry on the original mission.

The FNP Concentration is designed to prepare primary care providers to work in ambulatory settings such as community health centers, outpatient clinics, student health and women's health centers and private practices. The focus is on preparing nurse practitioners for rural and urban under-served areas. It is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League for Nursing Accrediting Commission (NLNAC) and the curriculum is consistent with the Curriculum Guidelines published by the National Organization of Nurse Practitioner Faculties (NONPF). The curriculum includes 600 hours of

supervised clinical practice in the community. Each of the clinical courses requires some clinical practice hours, varying according to the objectives of the specific course, and 270 hours of this practice is part of the culminating internship.

Students are required to successfully complete a comprehensive examination and graduates are eligible to apply for legal certification to the Pennsylvania State Board of Nursing and for professional certification to the American Nurses Credentialing Center (ANCC) and to the American Academy of Nurse Practitioners (AANP). Legal certification by the Pennsylvania State Board of Nursing authorizes the nurse practitioner to use the credentials, CRNP. Students must be board certified by a national accrediting agency (ANCC or AANP) in order to apply for legal certification in Pennsylvania and for prescriptive authority (See Appendix A)

NURSE EDUCATOR CONCENTRATION

This master's concentration focuses on the preparation of nurse educators. Students were first admitted to this concentration in the fall of 2001 under the former 3-university consortium. The last class admitted to the nurse educator concentration entered in the fall of 2013. This concentration is designed to prepare graduates to teach in diploma and associate degree programs as well as to fill clinical education and staff development positions in hospitals and other health care institutions. Built on a strong foundation of science, health policy, health promotion, and advanced health assessment, students in this concentration share many of the foundational courses with students in the nurse practitioner concentration. Students in the nursing education track are required to complete an internship that is a mentored teaching experience. They are encouraged to seek this experience in the type of organization in which they expect to be teaching.

GRADUATE FACULTY

The graduate faculty of the Clarion and Edinboro Universities Master of Science in Nursing Program is composed of educators from both universities (See Appendix B). The graduate catalog of each university also lists faculty members and their credentials.

ADMISSION REQUIREMENTS AND PROCEDURES

ADMISSION REQUIREMENTS

The admission requirements for both MSN concentrations are the following:

- Evidence of an earned baccalaureate degree in nursing from an accredited program.
- Unencumbered licensure as a registered nurse in the Commonwealth of Pennsylvania
- An undergraduate grade point average of 2.75 on a 4.0 scale, or
- A graduate grade point average of 3.0 on a 4.0 scale (if seeking second MSN degree or Post-Master's Certificate).
- One year of recent full-time clinical practice or two years of part-time clinical practice (2,000 hours)

- Evidence of completion in the past 10 years of a college-level statistics course with a grade of “C” or better or other evidence of competency in statistics (e.g., research work)

APPLICATION AND ADMISSION PROCEDURES

A complete application packet includes the following:

- ✓ Completed online application form
- ✓ Non-refundable application fee—payable at the time of online application submission
- ✓ Official transcripts from all undergraduate and graduate institutions attended
- ✓ Two recommendation forms
- ✓ Resume
- ✓ Copy of registered nurse License in the Commonwealth of Pennsylvania
- ✓ A 1-2 page personal statement describing your understanding of the family nurse practitioner role and your goals for practice in that role

Application instructions can be found at the Clarion University Graduate Admissions Website:
<http://www.clarion.edu/admissions/graduate/how-to-apply/index.html>

1. ***Mail all gathered materials not otherwise submitted online in one envelope to: Office of Graduate Programs, Clarion University, 840 Wood St; Clarion, PA 16214.*** All documents become the property of Clarion University and Edinboro University and will not be returned or duplicated for any purpose outside of the universities. An application is considered “complete” when all application materials are in the Clarion University Graduate Admissions Office.
2. Upon receipt of the materials, the Clarion University Graduate Admissions Office forwards the complete packet to the members of the Admission, Progression, and Graduation Committee. Applicants will be contacted by the committee chair, or designee, to set up an interview with the committee. **Interviews are conducted during the month of October.** Applications received after October 1st may be reviewed for acceptance on a space available basis.
3. After the completion of all interviews, members of the Admission, Progression, and Graduation Committee review all materials and submit a recommendation regarding admission to the Graduate Studies Office. Options include: deny admission, admit provisionally (with provisions described), full admission, and wait listed. Students with prior graduate degree work must submit materials describing the courses they think will substitute for courses in the MSN curriculum. Members of the Admissions, Progression, and Graduation Committee make the decision regarding such substitutions.
4. The Graduate Studies Office informs each applicant of the decision of the Admissions Committee via a letter that also informs the applicant to contact the program designee for his/her advisor’s name and contact information. The program designee directs the applicant to contact the advisor to develop a program plan.
5. The faculty meets with the applicant via email or phone. At this meeting the faculty advisor evaluates the applicant’s previous coursework and the decision of the Admissions, Progression, and Graduation Committee, and develops an individual

program plan. A copy of the program plan is sent to the MSN Program Coordinator for inclusion in the student database and individual student's file.

APPLICATION DEADLINES

MSN Students are only admitted to the fall semester. To be fully considered for the limited number of seats in our competitive nursing program, all materials must be in Clarion's Graduate Office by October 1st prior to the fall start date for any given year. Clarion University operates on a rolling admissions basis which means that applications may be submitted and reviewed any time prior to the deadline. It is recommended that applications be submitted far enough in advance of the deadline to insure 'complete' status. Applications received after the October 1st deadline are only considered *if the fall class has not already been filled*. Otherwise those applications are held for review the next October.

Applicants with successful interviews who meet the criteria for admission are accepted on a "space available" basis and will be notified by December 15th. In the event that no spaces are available, an otherwise qualified applicant may be placed on a waiting list for the upcoming fall admission or for the following fall admission.

Applications to the Post-Master's Certificate Program will be considered at any time. The applicant will be contacted to arrange an interview with the Program Coordinator. Admission is based on qualifications and space availability.

ENROLLMENT AS A NON-DEGREE STUDENT

Occasionally individuals will want to engage in graduate study without formally entering a graduate program. Such individuals should apply for non-degree admission status at the time of application. All admission requirements must be met. Individuals remaining in this status may not receive a graduate degree. Courses taken while a person is in this status will be identified as non-degree on the student's transcript. The non-degree student who, after taking courses in the non-degree status, seeks a graduate degree must be formally admitted to a graduate degree program under regular admission procedures. Graduate programs may or may not accept courses taken while a student is in non-degree status. No program may accept more than nine credits taken in non-degree status. Applicants admitted on a non-degree basis are not guaranteed regular full admission status. Certain course restrictions apply for non-degree students. Students that are not enrolled in the MSN program but take individual classes that are included in the curriculum are subject to course surcharges. (See: <http://www.clarion.edu/admissions/graduate/nondegree-and-transient-applicants/index.html>)

TRANSFER OF CREDIT

Clarion and Edinboro University graduate programs allow students to transfer credit for graduate courses taken at other accredited institutions. It is an MSN program policy that 30 credits of the total required degree credits are taken in the Clarion and Edinboro Universities' MSN Program. Courses transferred must be certified as graduate level on the transcript and

must have a grade of “B” or better. Transfer credit course grades are not computed in the universities quality-point average.

Students may transfer up to 12 credits of approved non-clinical course work toward the MSN-FNP degree. The proposed transfer credit must not be more than five years old.

Students already holding an earned MSN degree may transfer up to nine credits from that degree. Up to nine credits may be granted for life experience based upon careful evaluation of such experience.

Correspondence course credits are not accepted for transfer. No more than six semester hours will be transferred from another institution after a student has been admitted to the Clarion and Edinboro Universities program. Course credit will not be transferred until the course has been evaluated and approved.

- Transfer credit forms are available online (<http://www.clarion.edu/academics/registrar-office/documents-and-forms/Graduate-Transfer-Credit-Request-Form.pdf>) or in the Graduate Admissions Office at Clarion University.
- Students who wish to take a course at another institution while enrolled in the Clarion and Edinboro Universities’ MSN Program are referred to the Clarion and Edinboro University Graduate Catalogs for guidance.

CREDIT BY CHALLENGE

Students may challenge up to three credits of course work with the permission of the Graduate Nursing Faculty.

ADVISEMENT

Upon admission to the MSN Program the student will be assigned a faculty advisor. Before beginning the first course, the successful applicant should meet with the graduate advisor for orientation and assistance in planning their program of studies. This can be accomplished face-to-face, by phone, email, or desktop conferencing.

HEALTH POLICY

Specific health forms are not required for admission to the MSN Program. However, clinical agencies may require certain health requirements which must be met prior to clinical practice in that agency. It is the student’s responsibility to meet those requirements. All fees incurred in attaining health requirements are the responsibility of the student. The faculty reserves the right to request medical clearance from a student prior to clinical placement.

DISABILITY STATEMENT

Students who have a documented disability and require accommodations in order to complete the requirements of a course, need to inform their instructors as soon as possible. All students

that require accommodations need to be registered with the Office of Disability Support Services (DSS) at Clarion, and they will assist in providing the appropriate verification of the requested accommodations. The Office of DSS can be reached by calling (814) 393-2095. Their website is <http://www.clarion.edu/academics/academic-support/disability-support/index.html>

ACADEMIC INTEGRITY PLEDGE

All MSN students are expected to be professional and ethical at all times while in the program. Thus all students are required to sign an Academic Integrity Pledge as part of their admission process (Appendix C) contains a copy of the pledge. The signed pledge will be kept in the students' folders while in the program.

CURRICULUM

OVERVIEW: MASTER OF SCIENCE IN NURSING

The American Nurses' Association publications, "Standards of Clinical Practice" (1991) and "Advanced Nursing Practice: Nurse Practitioner Curriculum Guidelines" (1990), provided the original framework for developing the nurse practitioner curriculum in 1995. The National League for Nursing draft of "Core Competencies of Nurse Educators" was used in development of the Nurse Educator concentration which was added in 2002 but placed on moratorium in 2013 due to persistently low enrollment. The American Association of Colleges of Nursing publication "Essentials of MSN Education for Advanced Practice Nursing" (AACN, 1996) informed the core competencies shared by both program concentrations.

The joint Clarion and Edinboro Master of Science in Nursing Family Nurse Practitioner (MSN-FNP) program and Post-Master's Family Nurse Practitioner (PM-FNP) Certificate program have followed the same curriculum since its initial approval in 1995. Since that time, the program has evolved from a hybrid of face-to-face and online classes to a completely online program, with the exception of select skill labs and precepted clinical practicum experiences in students' home communities.

To meet the highest standards, a revised curriculum for the FNP program was submitted to and approved by the curriculum committees of both universities as well as the Pennsylvania State Board of Nursing. The revised curriculum went into effect fall 2014. The framework for the revised curriculum for the FNP program is based upon the "Nurse Practitioner Core Competencies" (NONPF, 2012), which subsume the nine essentials in the AACN (2011) "Essentials of Master's Education," and the "Population Focused Nurse Practitioner Competencies" (NONPF, 2013).

Content is organized around core graduate nursing courses and specialty courses in the family nurse practitioner concentration. Master of Science in Nursing students take all core courses and specialty courses in their area of concentration; Post-Master's Family Nurse Practitioner students take 24 credits that include all FNP specialty courses and may or may not include

core courses in pathophysiology, pharmacology, and health promotion, based on a gap analysis.

Core Courses

NURS 601: Advanced Concepts in Pathophysiology
NURS 602: Pharmacologic Applications
NURS 605: Evolution of Nursing Theory
NURS 610: Advanced Concepts in Nursing Research
NURS 614: Health Promotion: Family and Community Perspectives
NURS 645: Nursing and Public Policy
NURS 800: Scholarly Project/Thesis

Family Nurse Practitioner Courses

NURS 615: Advanced Health Assessment
NURS 616: Advanced Health Assessment Practicum
NURS 620: Clinical Decision Making I
NURS 621: Clinical Decision Making I Practicum
NURS 622: Family Nurse Practitioner Role Development
NURS 630: Clinical Decision Making II
NURS 632: Clinical Decision Making II Practicum
NURS 640: Clinical Decision Making III
NURS 642: Clinical Decision Making III Practicum
NURS 750: Family Nurse Practitioner Internship

Full-time students admitted fall 2014 and all part-time students admitted prior to fall 2014 will follow the original curriculum. All nurse educator students have completed courses in their specialty AY 2013-2014. Please refer to the *MSN Student Handbook, 2013-2014* for specifics related to that program.

FULL TIME STUDY

A minimum of nine credits per semester is considered a full load for graduate students, although students may register for up to thirteen credits per semester in the MSN Program without special permission. Students may not register for more than twelve semester hours during the summer. Exceptions may be authorized by the Director of Health Sciences at Clarion University upon the recommendation of the graduate faculty.

SECOND MASTER'S DEGREE – Family Nurse Practitioner

Second Master's Degree Curriculum

Individuals holding a graduate degree in nursing may earn a second masters in nursing degree in the Clarion and Edinboro Universities' Family Nurse Practitioner concentration. In order to qualify for a second master's degree, regardless of where the first degree was earned, graduate

students must successfully complete a minimum of 30 hours of credit in the Clarion and Edinboro Universities' Program beyond the first master's degree and meet program requirements with respect to the required semester hours of credit and courses for the major. Second master's degree students would typically have transfer credits in nursing theory and research that could apply to the requirements of NURS 605-Evolution of Nursing Theory, NURS 610-Advanced Concepts in Research, and NURS 800-Thesis/Project. Students may petition for life experience credits for NURS 614-Health Promotion: Family and Community Perspectives and NURS 645-Nursing and Public Policy. Clinical courses and the internship are required of all degree students regardless of prior advanced education.

POST MASTER'S FAMILY NURSE PRACTITIONER CERTIFICATE

A Post-Master's Family Nurse Practitioner Certificate is available to individuals who hold a master's degree in nursing from an accredited program. A program of study that meets all requirements for the graduate to sit for national certifying exams will be tailored to the needs of the individual. A minimum of 24 credits is required to earn a certificate.

PROGRAM PLANS

As a result of the curriculum revision, individual program plans for AY 2014-2014 will depend on the student's admission year and whether or not he or she is a full-time or part-time student. Since this is a transition year, students admitted fall 2014 who opt for a full-time plan do not have the option to drop back to part-time.

PROGRAM PLAN, FAMILY NURSE PRACTITIONER CONCENTRATION— ORIGINAL CURRICULUM

Part-time Students Admitted Before Fall 2014 and Full-time Students Admitted Fall 2014

Full-time Plan (45 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0	NURS 645	Nursing & Public Policy	3-45-0
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 615	Advanced Health Assessment	2-30-0	NURS 620	Clinical Decision Making I	2-30-0
NURS 616	Advanced Health Assessment Practicum	1-0-45	NURS 621	Clinical Decision Making I Practicum	1-0-45
Summer I					

NURS 800	Thesis/Project	3-45-0
Fall Semester II		Spring Semester II
NURS 630	Clinical Decision Making II	3-45-0
NURS 631	Clinical Decision Making II Role Seminar	1-0-30
NURS 632	Clinical Decision Making II Practicum	2-0-90
Summer II		
NURS 750	Family Nurse Practitioner Internship	6-0-270

Part-time Plan (45 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0	NURS 645	Nursing & Public Policy	3-45-0
Summer I					
NURS 800	Thesis/Project	3-45-0			
Fall Semester II			Spring Semester II		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 615	Advanced Health Assessment	2-30-0	NURS 620	Clinical Decision Making I	2-30-0
NURS 616	Advanced Health Assessment Practicum	1-0-45	NURS 621	Clinical Decision Making I Practicum	1-0-45
Fall Semester III			Spring Semester III		
NURS 630	Clinical Decision Making II	3-45-0	NURS 640	Clinical Decision Making III	3-45-0
NURS 631	Clinical Decision Making II Role Seminar	1-0-30	NURS 641	Clinical Decision Making III Role Seminar	1-0-30
NURS 632	Clinical Decision Making II Practicum	2-0-90	NURS 642	Clinical Decision Making III Practicum	2-0-90
Summer III					
NURS 750	Family Nurse Practitioner Internship	6-0-270			

*Hours: Credits – Theory Clock Hours/Semester– Clinical Clock Hours/Semester (Lab Hours for Seminar Courses)

**PROGRAM PLAN, FAMILY NURSE PRACTITIONER CONCENTRATION—
REVISED CURRICULUM**

Part-time Students Admitted Fall 2014 or Later

Full-time Plan (45 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0	NURS 645	Nursing & Public Policy	3-45-0
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 615	Advanced Health Assessment	2-30-0	NURS 620	Clinical Decision Making I	1-15-0
NURS 616	Advanced Health Assessment Practicum	2-0-90 (30 as skill lab)	NURS 621	Clinical Decision Making I Practicum	2-0-90
			NURS 622	Family Nurse Practitioner Role Development	1-15-0
Summer I					
NURS 800	Thesis/Project				3-45-0
Fall Semester II			Spring Semester II		
NURS 630	Clinical Decision Making II	3-45-0	NURS 640	Clinical Decision Making III	3-45-0
NURS 632	Clinical Decision Making II Practicum	2-0-90	NURS 642	Clinical Decision Making III Practicum	2-0-90
Summer II					
NURS 750	Family Nurse Practitioner Internship				6-0-270

Part-time Plan (45 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0	NURS 645	Nursing & Public Policy	3-45-0
Summer I					

NURS 800	Thesis/Project				3-45-0
Fall Semester II			Spring Semester II		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 615	Advanced Health Assessment	2-30-0	NURS 620	Clinical Decision Making I	1-15-0
NURS 616	Advanced Health Assessment Practicum	2-0-90 (30 as skill lab)	NURS 621	Clinical Decision Making I Practicum	2-0-90
			NURS 622	Family Nurse Practitioner Role Development	1-15-0
Fall Semester III			Spring Semester III		
NURS 630	Clinical Decision Making II	3-45-0	NURS 640	Clinical Decision Making III	3-45-0
NURS 632	Clinical Decision Making II Practicum	2-0-90	NURS 642	Clinical Decision Making III Practicum	2-0-90
Summer III					
NURS 750	Family Nurse Practitioner Internship				6-0-270

*Hours: Credits – Theory Clock Hours/Semester– Clinical Clock Hours/Semester

Students completing the MSN Nurse Educator Program will follow the old curriculum:

PROGRAM PLAN – N URSE EDUCATOR CONCENTRATION

Full-time Plan (36 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 615	Advanced Health Assessment	2-30-0			
NURS 616	Advanced Health Assessment Practicum	1-0-45			
Summer I					
NURS 800	Thesis/Project				3-45-0
Fall Semester II			Spring Semester II		
NURS 614	Health Promotion: Family & Community	3-45-0	NURS 645	Nursing & Public Policy	3-45-0

	Perspectives				
NURS 675	Nursing Curriculum Development	3-45-0	NURS 677	Evaluation & Assessment in Nursing	3-45-0
NURS 676	Education Strategies in Nursing	3-45-0	NURS 751	Nurse Educator Internship	3-0-135

Part-time Plan (36 Credits)					
Course Number	Course Name	*Hours	Course Number	Course Name	Hours
Fall Semester I			Spring Semester I		
NURS 605	Evolution of Nursing Theory	3-45-0	NURS 610	Advanced Concepts in Nursing Research	3-45-0
NURS 614	Health Promotion: Family & Community Perspectives	3-45-0			
Summer I					
NURS 800	Thesis/Project				3-45-0
Fall Semester II			Spring Semester II		
NURS 601	Advanced Concepts in Pathophysiology	3-45-0	NURS 602	Pharmacologic Applications	3-45-0
NURS 615	Advanced Health Assessment	2-30-0	NURS 645	Nursing & Public Policy	3-45-0
NURS 616	Advanced Health Assessment Practicum	1-0-45			
Fall Semester III			Spring Semester III		
NURS 675	Nursing Curriculum Development	3-45-0	NURS 677	Evaluation & Assessment in Nursing	3-45-0
NURS 676	Education Strategies in Nursing	3-45-0	NURS 751	Nurse Educator Internship	3-0-135

*Hours: Credits – Theory Clock Hours/Semester– Clinical Clock Hours/Semester (Lab Hours for Seminar Courses)

RELATIONSHIP BETWEEN CREDIT/CLOCK HOURS

The FNP concentration consists of 18 credits of theory courses, 3 credits of research, and 24 credits of combined theory and practicum for a total of 45 credits. The program incorporates 465 hours of didactic course work (computed at 15 clock hrs. per credit) including thesis/scholarly project and 600 hours of clinical practica and role seminar. Clinical practica are computed at 45 clock hours per credit and role seminars, in the original curriculum, are computed at 30 clock hours per credit.

The NE concentration consists of 33 credits of theory courses, 3 credits of thesis/scholarly project, and 3 credits of internship. The program incorporates 435 hours of didactic course work (computed at 15 clock hours per credit) including thesis/project and 180 hours of clinical practica

(advanced health assessment and internship). Clinical practica are computed at 45 clock hours per credit.

COURSE DESCRIPTIONS

Core Courses

NURS 601: ADVANCED CONCEPTS IN PATHOPHYSIOLOGY 3 credits

This course is devoted to the study of the physiological process of disease and the body's response to this process. It is the goal of the course to present broad physiological principles that advanced practice nurses can apply to their clinical experiences. Specific diseases will be used to exemplify pathophysiological concepts, and treatment is examined at the molecular level as response to the pathophysiology. The course investigates exogenous causes of diseases, emphasizing infection, inflammation and the immune response, as well as endogenous diseases of the nervous, endocrine, cardiovascular, hepatic pulmonary, and renal systems. Offered fall annually.

NURS 602: PHARMACOLOGIC APPLICATIONS 3 credits

Covers principles of pharmacology as applied to advanced nursing practice. This includes drug effectiveness, mechanism and interaction. Emphasis will be on the pharmacological action of drugs on specific organ systems and the clinical use of drugs in treatment of disease conditions. Emphasis will be on critical decision-making skills in the selection of drug therapy, doses of drugs, routes of administration and preferred therapy. This course focuses upon pharmacologic implications for the family nurse practitioner in working with individuals across the life span. Pre-requisite: NURS 601. Offered spring annually.

NURS 605: EVOLUTION OF NURSING THEORY 3 credits

Focuses on selected aspects of theory development in nursing science. Emphasis is given to the study of epistemological issues related to the evolution of theory in nursing. Varying levels and components of theories are explored. Major strategies for theory development including concept analysis, synthesis, and theory derivation are analyzed. Students gain experience in critically examining major existing theoretical models. Offered fall annually.

NURS 610: ADVANCED CONCEPTS IN NURSING RESEARCH 3 credits

Examines the relationship and contribution of nursing research to the development of nursing science. The growth of research will be traced over the course of the last century, with particular emphasis on the evolution which has occurred since mid-century. Students will be assisted to increase their ability to critically evaluate published research and to make decisions concerning its application to practice. Additionally, students will develop a proposal for an individual or group research project which may become the foundational work for the scholarly project. Pre-requisite: NURS 605 or by permission of instructor. Offered spring annually and as needed.

NURS 614: HEALTH PROMOTION: FAMILY & COMMUNITY PERSPECTIVES 3 credits

Introduces the advanced practice nurse student to health promotion and disease prevention strategies for families and communities. Students will explore principles of family theory, established models of family development, epidemiology, and demography. An opportunity will be given to develop intervention plans to improve wellness based risk assessment and knowledge of national standards of

clinical preventive services. This course is a pre-requisite to all other clinical nursing courses in the nurse practitioner concentration. Offered fall annually.

NURS 645: NURSING AND PUBLIC POLICY

3 credits

This course examines the implications of health care financing, structuring, labor market trends, and current health care reform proposals for nursing in general and for advanced practice nursing specifically. Additionally, the student will be stimulated to appreciate the critical need for nurses to engage in activities, individually and as members of professional organizations that will enhance the position of nursing in influencing health care policy and legislation at all levels—local, state, and federal. A pervasive theme throughout the course is the ultimate goal of improving the health care of our citizens. Offered spring annually.

NURS 800: SCHOLARLY PROJECT/THESIS

3 credits

Students will engage in group research related to an aspect of care relevant to the nurse practitioner or nurse educator professions. The scholarly project is supervised by a research advisor and committee. Prerequisites: NURS 605 and 610.

Family Nurse Practitioner Specialty Courses (Original Curriculum)

NURS 615: ADVANCED HEALTH ASSESSMENT

2 credits

This course builds upon the basic assessment skills of the nurse. It prepares the advanced practice nurse to conduct focused and comprehensive health assessments of clients across the lifespan. The process of diagnostic reasoning is emphasized as the primary means of collecting and analyzing data obtained from the client history, physical examination, and diagnostic procedures. Two hours lecture weekly. Must be taken concurrently with NURS 616. Pre- or Corequisite: NURS 601. Offered fall annually and as needed.

NURS 616: ADVANCED HEALTH ASSESSMENT PRACTICUM

1 credit

Provides an opportunity for the student to implement the objectives identified in NURS 615. Students may select experiences from a variety of clinical settings appropriate to the course focus. Three clinical hours weekly. This course must be taken concurrently with NURS 615. Pre-requisite: NURS 601. Offered fall annually and as needed.

NURS 620: CLINICAL DECISION MAKING I

2 credits

The focus of this course is clinical data gathering skills, diagnostic reasoning, and clinical problem-solving in the management of common health problems of clients throughout the lifespan. Critical thinking skills are emphasized and honed and are used to amplify common sense, intuition, and simple reasoning. Emphasis is placed upon the analysis and synthesis of client data for diagnosis and for identification of appropriate nursing and other therapeutic interventions to be used by the advanced practice nurse. This course is required as a prerequisite to all other clinical nursing courses and is to be taken concurrently with NURS 621. Prerequisite: NURS 615/616. Spring, annually and as needed.

NURS 621: CLINICAL DECISION MAKING I PRACTICUM

1 credit

Provides an opportunity for the student to implement the objectives identified in NURS 620. Students may select experiences from a variety of clinical settings appropriate to the course focus. Three clinical hours weekly. This course must be taken concurrently with NURS 620. Pre-requisite: NURS 615. Offered spring annually and as needed.

NURS 630: CLINICAL DECISION MAKING II**3 credits**

Focus is on health promotion, wellness maintenance, disease prevention, early detection of problems, prompt treatment of acute illness, and support for management and self-care during chronic conditions of children (birth through adolescence) and childbearing women. All dimensions of development and the total health of the family are considered. Collaboration with other healthcare providers is fostered. Three lecture hours weekly. Must be taken concurrently with NURS 631 and NURS 632. Pre-requisites: NURS 601, 602 and 614 and minimum grade of “B” in 615 and 620. Offered fall annually.

NURS 631: CLINICAL DECISION MAKING II: ROLE SEMINAR**1 credit**

Focus of this seminar will be clinical based research questions, client presentation, and effective treatment interventions for children (birth through adolescence) and childbearing women. Students are given an opportunity to discuss alternative approaches to diagnosis, advanced nursing, medical, or collaborative management in a controlled environment. Two laboratory hours weekly. Must be taken concurrently with NURS 630 and NURS 632. Pre-requisites: NURS 601, 602, and 614; Minimum grade of “B” in NURS 615 and 620. Offered fall annually.

NURS 632: CLINICAL DECISION MAKING II PRACTICUM**2 credits**

Provides an opportunity for the student to implement the objectives identified in NURS 630. Students may select experiences from a variety of clinical settings appropriate to the course focus. Six clinical hours weekly. Must be taken concurrently with NURS 630 and NURS 631. Pre-requisite: NURS 601, 602, and 614; Minimum grade of “B” in NURS 615 and 620. Offered fall annually.

NURS 640: CLINICAL DECISION MAKING III**3 credits**

Focus is on health promotion, wellness maintenance, disease prevention, early detection of problems, prompt treatment of acute illness, and support for management and self-care during chronic conditions of young, middle aged, and older adults. All dimensions of development and the total health of the family are considered. Collaboration with other health care providers is fostered with emphasis upon the coordination and continuity of client care. Three lecture hours weekly. Must be taken concurrently with NURS 641 and NURS 642. Pre-requisites: NURS 601, 602, and 614 and minimum grade of “B” in 615, 620, and 630. Offered fall annually.

NURS 641: CLINICAL DECISION MAKING III: ROLE SEMINAR**1 credit**

Focus of this seminar will be clinical based research questions, client presentation, and effective treatment interventions for young, middle-aged, and older adults. Students are given an opportunity to discuss alternative approaches to diagnosis, advanced nursing, medical, or collaborative management in a controlled environment. Two laboratory hours weekly. Must be taken concurrently with NURS 640 and NURS 642. Pre-requisite: NURS 601, 602, and 614; Minimum grade of “B” in NURS 615, 620, and 630. Offered spring annually.

NURS 642: CLINICAL DECISION MAKING III PRACTICUM**2 credits**

Provides an opportunity for the student to implement the objectives identified in NURS 640. Students may select experiences from a variety of clinical settings appropriate to the course focus. Six clinical hours weekly. Must be taken concurrently with NURS 640 and NURS 641. Pre-requisites: NURS 601, 602, and 614; Minimum grade of “B” in NURS 615, 620, and 630. Offered spring annually.

NURS 750: FAMILY NURSE PRACTITIONER INTERNSHIP **6 credits**

Provides the opportunity to gain competency in the multifaceted role of nurse practitioner through supervised clinical experience under the guidance of certified nurse practitioners, physician assistants, or licensed physicians approved by the department as preceptors. Prerequisites: All program course work, including completion of NURS 800. Spring, annually and as needed.

Family Nurse Practitioner Specialty Courses (Revised Curriculum)

NURS 615: ADVANCED HEALTH ASSESSMENT **2 credits**

No change. See Original Curriculum.

NURS 616: ADVANCED HEALTH ASSESSMENT PRACTICUM **2 credits**

Provides an opportunity for the student to implement the objectives identified in NURS 615. Students may select experiences from a variety of clinical settings appropriate to the course focus.

Prerequisite (or co-requisite) NURS 601; must be taken concurrently with NURS 615. Offered fall annually and as needed.

NURS 620: CLINICAL DECISION MAKING I **1 credit**

Focus is on developing skills in gathering clinical data, diagnostic reasoning, and clinical problem-solving. Analysis and synthesis of patient data to evaluate and appropriately manage common health problems across the lifespan is emphasized. Prerequisite: NURS 615 and NURS 616; must be taken concurrently with NURS 621 and NURS 622. Offered spring, annually and as needed.

NURS 621: CLINICAL DECISION MAKING I PRACTICUM **2 credits**

This course provides an opportunity for the student to implement the objectives identified in NURS 620. Students may select experiences from a variety of clinical settings appropriate to the course focus. Prerequisite: NURS 615 and NURS 616; must be taken concurrently with NURS 620 and NURS 622. Offered spring, annually and as needed.

NURS 622: FAMILY NURSE PRACTITIONER ROLE DEVELOPMENT **1 credit**

Explores the evolving role of the family nurse practitioner as an advanced practice nurse. Focus is on acquisition of advanced practice skills and application of decision making models that guide evidence based practice. Professional, ethical, and legal accountability is emphasized. Prerequisite: NURS 615 and NURS 616; must be taken concurrently with NURS 621 and NURS 620. Offered spring annually and as needed.

NURS 630: CLINICAL DECISION MAKING II **3 credits**

No change. See Original Curriculum.

NURS 632: CLINICAL DECISION MAKING II PRACTICUM **2 credits**

No change. See Original Curriculum.

NURS 640: CLINICAL DECISION MAKING III **3 credits**

No change. See Original Curriculum.

NURS 642: CLINICAL DECISION MAKING III PRACTICUM **2 credits**

No change. See Original Curriculum.

NURS 750: FAMILY NURSE PRACTITIONER INTERNSHIP **6 credits**

No change. See Original Curriculum.

Nurse Educator Specialty Courses (Last offered AY 2013-3014)

NUR 675: NURSING CURRICULUM DEVELOPMENT

3 credits

Examines curriculum development in post-secondary nursing programs. Focuses on philosophical issues, learning theories, learner needs assessment, and curriculum design for target populations in various nursing education programs. Enables advanced practice nursing students to develop and evaluate curriculum for selected nursing education programs. Offered fall, every other year and/or as needed.

NURS 676: EDUCATIONAL STRATEGIES IN NURSING

3 credits

Provides a comprehensive overview of educational strategies for students who desire to function as advanced practice nurses in the educational arena. Provides the necessary theory to implement the instructional process with various populations. Examines issues relevant to educational strategies and their evaluation. Students design and implement a lesson plan. Self-evaluation and critique of others are used as a method to improve teaching. Offered fall, every other year and as needed.

NURS 677: EVALUATION AND ASSESSMENT IN NURSING

3 credits

Provides a comprehensive overview of evaluation and assessment in learning for students who desire to function as advanced practice nurses in the educational arena. Emphasizes current issues in assessment, establishment and measurement of learning outcomes, and the development and utilization of assessment tools. Students design and use evaluation tools for clinical and classroom application in nursing and health education. Offered spring, every other year and/or as needed.

NURS 751: NURSE EDUCATOR INTERNSHIP

3 credits

Provides the opportunity to gain competency in the multifaceted role of nurse practitioner through supervised clinical experience under the guidance of certified nurse practitioners, physician assistants, or licensed physicians approved by the department as preceptors. Prerequisites: All program course work, including completion of NURS 800. Spring, annually and as needed.

STUDENT POLICIES

ACADEMIC HONESTY (Academic Integrity Policy)

Clarion University

Students at Clarion University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, Student Handbook and Calendar; Student Rights, Regulations, and Procedures Handbook; and other university documents. Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examination, or other academic work, or, without prior approval of the instructor, submitting work already done for another course.

Students shall avoid all forms of academic dishonesty, including but not limited to:

1. **Plagiarism** – The use of another’s words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another and representing them as one’s own—even if the original paper has been paraphrased or otherwise modified. *A close or extended paraphrase may also be considered plagiarism even if the source is named.*
2. **Collusion** – Working with another in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specifically approved in advance by the instructor.
3. **Cheating on an examination or quiz** – Giving or receiving information or using prepared material on an examination or quiz.
4. **Falsification of data** – Manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or avoid conducting actual research. Students are asked to sign an Academic Integrity Pledge as part of their admission into the program. A copy of this pledge can be found in Appendix C.

Charges of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic dishonesty can range from a failing grade on a particular assignment or examination to dismissal from the university based on the seriousness of the action and whether it is part of a pattern of academic dishonesty. Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student. Students have the right to appeal instructor decisions (Student Rights, Regulations, and Procedures Handbook) either through the grade appeal process or directly to the Conduct Board, depending on the nature of the dispute. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university, can only be imposed as the result of complaints filed under the Disciplinary Procedures Code and after formal hearings under this code.

Edinboro University

Academic dishonesty is considered a violation against the university’s Student Code of Conduct. Dishonesty includes cheating, plagiarism, or knowingly furnishing false information to the University. Violations are adjudicated by the Office of Student Judicial Affairs within the Division of Student Affairs and Student Success, with final authority for the disciplinary system of the University resting with the President of Edinboro University of Pennsylvania.

In addition, the Clarion and Edinboro Universities’ Graduate Nursing Programs hold students to the Academic Integrity Pledge signed at the time of admission. Sanctions for violation of academic integrity will be as follows:

1. First time offense – Student will be given a failing grade on the assignment and a warning. Remediation will be given to address specific violations, such as inability to appropriately cite sources.
2. Second offense – Student will be given a failing grade in the course and will be referred to the individual faculty member’s university judicial system. Sanctions by the judicial boards can include suspension or dismissal from the program or from the university.

Turnitin

As an additional measure to ensure academic integrity in the program, all written assignments must be submitted through Turnitin, a service that helps prevent plagiarism by comparing student papers with Turnitin's database and Internet sources. While student privacy is protected, papers submitted to Turnitin do become source documents in Turnitin's reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on Turnitin's website: <http://www.turnitin.com>

ACADEMIC STANDING

All graduate students are expected to remain in good academic standing by maintaining a cumulative QPA of 3.0 on a 4.0 scale and earning no more than three semester hours of “C” or lower grades in graduate courses.

Academic Probation

Students will be placed on probation for the following reasons:

1. Failure to maintain an overall quality-point average (QPA) of 3.0
2. Earning a grade of “C” or below in any one course

A student placed on probation automatically loses his or her graduate assistantship. A reapplication for an assistantship will be required once she or he has returned to “good” academic standing. A student placed on probation must return to “good” academic standing through grades earned in course work during the next semester or summer session in which he or she enrolls. Failure to earn grades sufficient to be removed from probation will result in the student being dismissed from the graduate program.

FNP students cannot progress in courses in the clinical sequence while on probation.

Removing Probation Status

Students placed on probation may repeat grades of “C” or below according to the following policy:

1. Only one course may be repeated
2. This one course may be repeated only one time
3. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.
1. A failure in NURS 800 cannot be repeated
2. If a student earns a grade of “C” or below in a theory course that has a co-requisite clinical practicum, or earns a “Failure” on the co-requisite clinical practicum, the student must repeat all related co-requisite clinical courses (e.g., NURS 615 and NURS 616) the next semester that course is offered

4. A grade of “C” or below in NURS 750 cannot be repeated without permission from the MSN Program Coordinator

A letter grade of “C” or below in any course with a clinical component may not count toward fulfillment of requirements for the Master of Science in Nursing degree.

Dismissal

A student will be dismissed from the MSN program for any of the following reasons:

1. Violations of the academic honesty policies.
2. Violation of the American Nurses Association “Code for Nurses” guidelines for ethical practice, or the National Student Nurses’ Association “Code of Academic and Clinical Conduct.”
3. Failure to notify the Office of Graduate Studies of changes in a criminal arrest history.
4. Failure to meet enrollment requirements (e.g., licensure, CPR, professional liability insurance, clearances, and site-specific requirements) for clinical practicum experiences.
5. A documented pattern of unprofessional behavior in the classroom or clinical setting.
6. Unsafe practice during the practicum experience.
7. Failure to maintain a cumulative QPA of 3.0.
8. Failure to meet conditions for removal of probation status.
9. A grade of “C” or below in two courses.
10. A failing grade in NURS 800: Thesis

A student dismissed from the university is also dismissed from the MSN program; however, a student dismissed from the MSN program is not necessarily dismissed from the university. A student who is dismissed from the MSN program will be informed by letter, a copy of which will be retained in the student’s file. The student may choose to:

1. Remain at the university and pursue another course of study
2. Withdraw from the university
3. Appeal dismissal (See *Student Rights, Regulations, and Procedures Online Handbook*)
4. Seek readmission (see Readmission Policy)

Students who are dismissed from the MSN Program are strongly encouraged to seek the advice of their academic advisor to assist in problem solving and planning to meet their goals.

Readmission

Students who do not meet the conditions for removal of probation will be dismissed from their graduate program. After one semester of non-enrollment, the student may reapply to the program. If reaccepted, all conditions of probation apply and must be addressed in their first semester back.

Likewise, students who withdraw from the program without securing a leave of absence or fail to complete the program requirements in six years (or by the approved extension date) may apply for readmission to the nursing program if they have a cumulative QPA of 3.0.

The Admission, Progression, and Graduation committee will evaluate student requests for readmission and make a recommendation to the graduate faculty based on the following criteria:

1. General academic history
2. Grade point average
3. Clinical performance as evaluated by graduate nursing faculty and preceptors
4. Time absent from the academic program
5. Potential for success

Students must request readmission in writing and address the reason for the dismissal or withdrawal and, if applicable, what the student has done or plans to do to improve academic performance. The Committee reserves the right to request additional information. The letter must be sent to:

Admission, Progression, and Graduation Committee
Clarion and Edinboro Universities' MSN Program
Clarion University - Pittsburgh Site
4900 Friendship Avenue
Pittsburgh, PA 15224

Requests for readmission the fall semester of the next academic year must be received by the Committee no later than March 31. Requests for readmission the spring semester of the next academic year must be received by the Committee no later than September 30.

Students must apply for readmission within one year from the date of dismissal. Students who are not readmitted within the one year period will be considered new applicants and must meet the admission criteria.

Readmission to the nursing program is based on the professional judgment of the graduate nursing faculty and is contingent upon class size (space available). Students will be notified in writing of the Committee's decision.

COMPREHENSIVE ASSESSMENT/PORTFOLIO

In order to successfully complete the program, students must pass a comprehensive assessment in the form of a professional portfolio. The portfolio is submitted while enrolled in NURS 750 or NURS 751 and assumes completion of all MSN courses with a cumulative QPA of not less than 3.0. The portfolio evaluates the ability of the student to synthesize the information from core courses with the principles of diagnosis and management in primary care, in the case of FNP students, and with the principles of education, in the case of NE students.

Successful completion of the portfolio requires meeting or exceeding each outcome as determined by a grading rubric given to the student prior to submission of the final document. Students are expected to collect artifacts throughout the program for inclusion in the portfolio. Acceptable evidence includes course assignments or projects, clinical logs and reflections, a current resume, letters of recommendation, a summary of professional development experiences, and any other evidence that would support the reader's full comprehension of the student's growth as a professional. Specifically, FNP students should demonstrate attainment of the *Nurse Practitioner Core Competencies* (NONPF, 2012) and the *Population Focused Nurse Practitioner Competencies* (NONPF, 2013); NE students should demonstrate attainment of the *NLN Core Competencies of Nurse Educators* (2005).

Expectations must be met or exceeded for all outcomes in order to pass. Students receiving a failing grade on the portfolio will be given a comprehensive written examination. Failure on the comprehensive written examination will result in remediation, which may include additional coursework, followed by second administration of a comprehensive written exam. Failure on the second examination will result in dismissal from the program.

COMMUNICATING POLICY CHANGES

Any changes in policy that are made during the academic year, either by Clarion or Edinboro universities, departments of nursing, or graduate nursing programs, will be communicated to students by instructors in all appropriate classes, sent via the MSN-L listserv, and/or posted in the MSN Forum.

GRADING POLICY

Grading Scale

The graduate nursing faculty of the joint MSN program subscribes to the following grading scale:

93 - 100 = A 66 - 74 = D
84 - 92 = B 65 - below = E
75 - 83 = C Pass/Fail

Incomplete Grade

Incomplete grades must be completed by the end of the following semester. No one may be cleared for graduation with "I" grades on the record.

In Progress (IP) Grades

Students who have not completed NURS 800 in the designated semester receive an "IP" (In Progress) grade. The grade "IP" is given only when the work in a course extends beyond the semester or term originally scheduled. It implies satisfactory performance. The grade "IP" will not alter the QPA of the student since hours attempted, hours earned, and quality points earned

will be entered in cumulative totals once the final grade is submitted. The "IP" grade shall remain on the student's transcript until the instructor submits a grade upon completion of the thesis/project.

Grade Appeal Policy

Disagreements between students and faculty on student rights and academic complaints against faculty members may be dealt with as described in the Clarion University Student Rights, Regulations, and Procedures Handbook or the Edinboro University Student Handbook at the respective university of the faculty member.

GRADUATION POLICY

Students must have completed all coursework required for their degree with an overall quality-point average (QPA) of 3.0 in order to graduate from the program. In addition, students must have passed the portfolio competency, with a “meets” or “exceeds” score for each outcome on the portfolio grading rubric. The maximum time for completion of the degree program is six calendar years.

It is the candidate’s responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline during the semester in which he or she intends to graduate. Graduation applications are available online at:

<http://www.clarion.edu/academics/registrars-office/documents-and-forms/Application-for-Graduation.pdf>

Students have the option of participating in the Commencement ceremony at either Edinboro University or Clarion University. Commencement occurs two times a year: Spring (May) and Winter (December). Students may “walk” in the Spring Commencement if they will be completing all program requirements by the end of the Summer III term. Students choosing this option should plan to apply for graduation on the date posted for May graduates.

GRADUATION RESIDENCY REQUIREMENT

Seventy percent of the credits meeting program requirements must be taken from the Clarion and Edinboro Universities’ MSN Program. For MSN-FNP students, this is 30 credits; for MSN-NE students, this is 24.

INCIDENT REPORT POLICY AND PROCEDURE

An incident is any happening related to student performance in the education setting which is not consistent with the educational practices of the MSN Program or one in which the safety of an individual is jeopardized.

1. The student who has had an incident in the clinical setting is responsible for completing an Incident Report Form which can be obtained from the MSN Program Coordinator. The student is to complete the form and return it to the faculty member

who is supervising the practicum. The faculty member will confer with the student as necessary and then will complete the required portion of the Incident Report Form (see *Clinical Practicum Manual*).

2. The faculty member will inform the MSN Program Coordinator, and Department Chair if necessary, and determination will be made as to the action to be taken. Referral to the Clarion Director of the School of Health Sciences is made at the discretion of the Coordinator and/or Department Chair.
3. Incident Reports are retained in the student file.
4. Students must comply with affiliating agencies' policies related to the reporting of incidents.

LEAVE OF ABSENCE POLICY

Any student requesting a Leave of Absence from the MSN program must submit a request in writing to the MSN Program Coordinator. This letter must include a reason for requesting the leave and the student's plans for return.

1. The Coordinator has the right to request a personal interview with the student requesting the leave before a decision is made.
2. Each Leave of Absence will be handled individually according to the specific need, academic standing, and clinical performance of the student.
3. The Coordinator will present the request to the Admission, Progression, and Graduation Committee with all pertinent information.
4. The Admission, Progression, and Graduation Committee will recommend denial or granting of the Leave of Absence.
5. No Leave of Absence will be granted for unsatisfactory academic performance or for a period longer than one year or two full semesters.
6. If the leave is granted, the student will be informed as such and must notify the Office of the Registrar of his or her intention to withdraw and the reason for withdrawal. At this time, the student will be informed of any conditional requirements for return (see CUP Graduate Catalog).
7. Before returning to the MSN Program, the student must notify the MSN Program Coordinator of intent, the semester before returning, in order to register for the appropriate courses.

PROGRESSION OF INTERRUPTED CLINICAL COURSES

Once admitted in the MSN program, FNP concentration, it is strongly advised that less than two years elapse between clinical courses. Clinical courses include NURS 615 and 616: Advanced Health Assessment, all clinical decision making courses, and the internship. If two or more years elapse, the student must receive permission from the faculty member teaching the course and may be asked to complete a practical exam or retake the previous clinical course.

STATUTE OF LIMITATIONS

All requirements for the master's degree must be completed within a six-year period commencing with the first graduate course registration. The MSN Program Coordinator may extend this period upon written request from the student for justifiable reasons. This request must be supported by the Coordinator before submission to the office of Graduate Studies for final approval.

STUDENTS' RIGHTS

In the case of a dispute between the student and a faculty member involving academic concerns (i.e., classroom evaluation, course grades, etc.), the student should follow the procedures outlined in the appropriate publication of the university employing the faculty member, for example, Clarion University's Student Rights, Regulations, and Procedures Handbook and Edinboro University's Student Handbook. The procedures to be followed are consistent with the university in which the faculty member is employed.

THESIS COMPLETION POLICY

Students are expected to complete their research, including the writing and approval of the final document, within one year (3 academic terms, including the summer) of initial registration for NURS 800. Failure to make sufficient progress during that year will result in a "Failure" in NURS 800. Sufficient progress is defined as regular communication with the thesis advisor and submission of chapters 1 to 3 at a minimum. Students who fail NURS 800 may not repeat the course and are automatically dismissed from the program.

For students who have made sufficient progress during the first year, if more than a year passes and the study is still not complete, students must register for one additional credit for each term until it is completed or until a second year has passed. After two years, students must seek permission from the Director of the School of Health Sciences at Clarion University, to remain in the program.

WITHDRAWAL POLICY

All class withdrawals must be made through the Clarion University Office of the Registrar. If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Withdrawals between the end of the second and ninth weeks may be made without penalty. After the beginning of the tenth week of a semester or the second half of a summer session, a course from which a student withdraws shall be reported with a grade of "E." No student may have more than 2 class withdrawals while enrolled in the MSN Program. Exceptions may be made for withdrawals due to extenuating circumstances such as illness or some other unavoidable occurrence. (See Leave of Absence Policy)

Students may withdraw from the university (all courses) through the last day of classes. If a university withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Any student who withdraws from the university (that is, withdraws from all classes) either during or at the end of a semester must notify the Office of the

Registrar of his or her intention to withdraw and the reason for withdrawal. Such students must be readmitted to the university before being allowed to take classes again. This can be done by contacting Graduate Studies at 814-393-2337 or 800-676-7171, option 6.

Students are advised to review information on Class Withdrawals and University Withdrawal at <http://www.clarion.edu/academics/registrars-office/academic-policies/index.html>

CLINICAL PRACTICE IN THE MSN PROGRAM

Guidelines for clinical practicum experiences can be found in the *Clinical Practicum Manual*. At this time, all clinical practice experiences must take place in Pennsylvania because of approval certificates required of out-of-state degree granting institutions in many states. Clinical practicum experiences also must take place within a 2 hours driving time of our campus locations in Edinboro, Oil City, Clarion, and Pittsburgh so that clinical faculty can make site visits to gauge students' progress.

RESEARCH IN THE MSN PROGRAM

Completion of a scholarly project is expected of every graduate student in the MSN program. This can take two forms: a group thesis, carried out by 2-3 students, or an individual thesis, carried out by one student only. Both are completed with the advice and consultation of the project advisor and project committee. Details on procedures related to the research process, including registration for NURS 800, can be found in the *MSN Thesis Research Manual*, which can be accessed in the MSN Forum in D2L.

GENERAL INFORMATION

WHO TO CONTACT FOR HELP

The following chart lists departments, phone numbers, and other contact information for various staff members and faculty who can help you with specific questions. For course related questions, check with the faculty member teaching that course. The MSN Program Coordinator is also available at any time to answer questions or direct you to who can. Dr. Ciesielka can be reached at dciesielka@clarion.edu (preferred contact method) or phone 412-578-7277

Contact Information Quick Start Guide

Information/Questions	Who to Contact	Phone	Other Contact Information
Advisor	MSN secretary can give you this information	412-578-5239	Also listed at http://myclarion.clarion.edu
Billing	Accounts Receivable (Student Accounts)	814-393-2253	http://www.clarion.edu/tuition-and-financial-aid/contact-student-financial-services/index.aspx
Clinical documents/ Typhon	Your clinical instructor	Contact information on syllabus	See <i>Clinical Practicum Manual</i> guidelines For Typhon: submit support ticket request in Typhon
Desire2Learn (D2L) assistance	D2L Help	855-203-5112 (toll free)	See D2L Support: https://d2l.clarion.edu/
Clarion email account not working	Computing Services Help Desk	814-393-2640	helpdesk@clarion.edu
Edinboro email account not working	Technology Help Center	814-732-2111	Password Management: http://www.edinboro.edu/directory/offices-services/tech-and-comm/password-management.html
Financial Aid	Financial Aid Office	814-393-2315 or 800-672-7171(toll free)	http://www.clarion.edu/tuition-and-financial-aid/contact-student-financial-services/index.aspx
Graduation	Your advisor		Forms and instructions: http://www.clarion.edu/academics/registrars-office/graduation.html
Registration	Contact your advisor for guidance		How to: http://www.clarion.edu/academics/registrars-office/registering-for-classes/index.html See Transcripts (below) for Registrar's Office contact information

Textbooks	Clarion University Store for courses taught by Clarion faculty	1-855-696-3326	http://www.bkstr.com/clarionstore/home
	Edinboro University Campus Bookstore for courses taught by Edinboro faculty (section numbers with an ED)	814-732-2456	http://edinborobookstore.com/home.aspx
Thesis registration	Your thesis advisor		See <i>Research Manual</i> guidelines
Transcripts	Clarion University Registrar's Office	814-393-2229 Fax requests to: 814-393-2039	http://www.clarion.edu/academics/registrars-office/transcripts-and-diplomas/index.html To email the Registrar's Office: registrar@clarion.edu
Library	Clarion University Library—For Online Students	866-272-5612 (Press # 5 for Library)	http://www.clarion.edu/libraries/services/for-clarion-online-students.html
	Edinboro Baron- Forness Library	Dr. Monty McAdoo: 814-732-1070	http://www.edinboro.edu/directory/offices-services/library/

STUDENT CIVILITY GUIDELINES

Students are always free to express opinions publicly and privately by orderly means that do not disrupt the regular and essential operation of the universities. Students in the MSN Program are given an opportunity to openly discuss program-related issues in an online discussion board located in the Desire2Learn MSN Forum. Participation in the MSN Forum affirms these First Amendment rights of students' freedom of expression. Faculty ask, however, that students refrain from the following:

- Anonymous postings
- Use of indecent or offensive language
- Blatant disregard for authority
- Violation of published student rights and responsibilities at either university

Above all, students are expected to respect the rights, dignity, and worth of every person as well as exemplify the mission, philosophy, and values of the MSN Program.

Students with individual concerns and course-related grievances are encouraged to contact the involved parties first or file a formal grievance according to the Students' Rights policy (see Student Policies in this handbook).

Within the classroom, whether virtual, face-to-face, or in a clinical setting, students are expected to demonstrate the same civil behavior. Students may refer to the following resources for further guidance:

Netiquette by Virginia Shea (1994): <http://www.albion.com/netiquette/book/index.html>
Netiquette: E-guides on Social Interaction and Communicating Electronically:
<http://www.studygs.net/netiquette.htm>

SOCIAL EQUITY EDUCATION AND EMPLOYMENT OPPORTUNITY STATEMENT

Clarion University of Pennsylvania is committed to equal employment and equal educational opportunities for all qualified individuals regardless of race, color, sex, religion, national origin, affectional or sexual orientation, gender identity, age, disability, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act of 2008-2009, and other pertinent state and federal laws and regulations

TITLE IX REPORTING EXCEPTIONS

Clarion University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting

obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the Office of Social Equity/Title IX webpage <http://www.clarion.edu/misconductfaq> and <http://www.clarion.edu/titleix>.

DISTANCE EDUCATION IN THE MSN PROGRAM

The MSN Program uses technology extensively to make the program more accessible to students. With the exception of skill labs for NURS 616: Advanced Health Assessment Practicum, workshops for learning procedures (e.g., suturing), and clinical practica, courses are web-based, using Desire2Learn (D2L). D2L is an online learning environment accessible from any computer with an internet connection. Faculty opting to offer synchronous class sessions using desktop conferencing will announce class times in advance and archive sessions for those students unable to attend due to work or other obligations. Faculty are sensitive to accessibility issues in rural areas. D2L technical requirements can be found at:

<http://www.clarion.edu/about-clarion/computing-services/learning-technology-center/d2l/tech-requirements.html>

In addition, the following are required:

- Anti-virus software. McAfee anti-virus software is available without charge for enrolled Clarion students through a license agreement: <http://www.clarion.edu/about-clarion/computing-services/safe-computing-and-security/anti-virus-software.html>
- Microsoft Office 2000 Professional or Microsoft Office XP Professional or Microsoft Office for Macintosh

To access Desire2Learn and login go to: <https://d2l.clarion.edu/>

WEB REGISTRATION PROCEDURES

Students in the MSN Program are responsible for reviewing the relevant sections of the university catalog, consulting with their assigned academic advisor during the period of advisement, and monitoring their academic progress to ensure that every course scheduled will fulfill respective degree requirements. The university retains the right to remove students from any courses for which they are not academically qualified or lack the required co-requisite and/or prerequisite courses. Instructions for online registration can be found at the Clarion University Registrar's page: <http://www.clarion.edu/academics/registrars-office/registering-for-classes/index.html#webregistrationinstructions>

PROGRAM ANNOUNCEMENTS

The main route for MSN Program announcements is via the MSN-L listserv, administered through Clarion University and moderated by the MSN Program Coordinator. New students are provided with instructions on subscribing to the listserv and may continue to be subscribed upon graduation. Select announcements are posted at Clarion University-Venango Campus, the Pittsburgh Campus, and Edinboro University. Other information is transmitted through class e-mail, class announcements, and individual mailings.

Using the MSN-L LISTSERV E-mail Account

A LISTSERV E-mail account has been established through Clarion University Computing Services for all MSN students. MSN-L is the name of this LISTSERV account. Please note: this LISTSERV is not to be used for sending private messages to individuals, but instead, it is a mechanism for sending messages to all members of the MSN-L simultaneously.

** To subscribe to this list from a Clarion University e-mail account, send mail to Listserv as follows:

MAIL> send

To: listserv@listserv.clarion.edu

Subj: (leave this blank)

Enter your message in the text field below: SUBSCRIBE MSN-L

** To subscribe from an off-campus Non-Clarion University e-mail account, send mail to Listserv as follows:

MAIL> send

To: listserv@listserv.clarion.edu

Subj: (leave this blank)

Enter your message in the text field below: SUBSCRIBE MSN-L FirstName LastName

** To signoff this list from a Clarion University e-mail account, send mail to Listserv as follows:

MAIL> send

To: listserv@listserv.clarion.edu

Subj: (leave this blank)

Enter your message in the text field below: SIGNOFF MSN-L

** To signoff this list from an off-campus Non-Clarion University e-mail account, send mail to Listserv as follows:

MAIL> send

To: listserv@listserv.clarion.edu

Subj: (leave this blank)

Enter your message in the text field below: SIGNOFF MSN-L

Any questions should be referred to: Clarion University Graduate Studies at (814) 393-2337

Please note: When responding to an MSN-L message, remember that hitting “reply” sends your message to the entire listserv!!

LIBRARY SERVICES

Edinboro and Clarion University Libraries are accessible to distance students via a variety of online resources, including tutorials re: how to conduct searches and request materials. Students are also welcome to visit any of the campus libraries in person. Students may access each library’s catalog from their home through the Libraries’ home pages.

The Clarion University Libraries home page can be found at: <http://www.clarion.edu/libraries/>

The Edinboro University Library home page can be found at:
<http://www.edinboro.edu/directory/offices-services/library/>

Specific information for distance education students at Clarion can be found:
<http://www.clarion.edu/libraries/services/for-clarion-online-students.html>

From the library home pages, students are directed to various links such as library information, the online library catalog, online journals, reference web sites, databases, as well as the interlibrary loan service, and other academic links. To search a database you will need to login with your username/password. Select either Clarion or Edinboro from the drop-down list of institutions and then enter the username and password you use to access your campus email account.

All students have automatic access to Clarion and Edinboro Universities’ library services/digital databases when they are registered for classes.

Requests for interlibrary loans can be placed from Clarion or Edinboro Universities Libraries’ home pages. Students should request interlibrary loans from the campus affiliated with their faculty advisor.

ACADEMIC CALENDARS

In most aspects the calendars of both universities are the same. The Pennsylvania State System of Higher Education Universities has agreed to the same start and end dates for fall and spring semesters. However, there may be differences at the discretion of the university for select days, such reading days prior to finals, and for summer sessions. When there are differences, students will follow the class schedule of the university which employs the faculty member teaching his/her course. Academic calendars and class schedules are printed in Clarion and Edinboro Universities’ semester class schedule, posted on bulletin boards at each university, and emailed to each MSN student. Academic calendars are also found on each university’s website

CLASS CANCELLATION NOTIFICATION POLICY

Clarion University

Information concerning class cancellation at Venango College of Clarion University may be obtained by dialing (814) 676-6591, ext. 1200. A recorded message will apprise the caller of the status of class sessions. The message is updated as is necessary according to conditions affecting class meetings. Announcements of closure of university classes will be broadcast over local television and radio stations and via cell phone text notification. Television stations in Pittsburgh will also list class closure for Clarion University.

Edinboro University

Information concerning class cancellation at Edinboro Campus may be obtained by dialing (814) 732-2676. This “Emergency Hotline” informs outside callers of the cancellation of classes. Also, any student enrolled at Edinboro University will also receive an e-mail message providing further information of the status of class sessions. Announcements will also be broadcast over local television and radio stations and via cell phone text notification.

TUITION

Tuition information can be found at: <http://www.clarion.edu/tuition-and-financial-aid/tuition-and-fees/graduate-tuition-and-fees.html#row-d13e918> Please note that the MSN Graduate tuition and fees are slightly higher and unique to that program.

FINANCIAL AID AVAILABLE FOR MSN STUDENTS

Admission to a graduate program does not include financial support. Information about financial assistance available to graduate students may be obtained by contacting the Financial Aid Office at Clarion University (814-393-2315) or by visiting:

<http://www.clarion.edu/tuition-and-financial-aid/financial-aid/index.html>

Of special note, students enrolled in certificate programs are not eligible for federal student aid.

In addition, scholarships often become available intermittently. Many, if not all, include financial need documentation as part of their criteria. It is recommended that upon admission, all students fill out a FAFSA form documenting unmet financial need. This form can be obtained at financial aid offices at either university, but should be submitted to Clarion’s financial aid office. Scholarship information can also be found at the following websites, as well as being posted via the MSN-L listserv or in the MSN Forum as information becomes known:

Clarion University: <http://www.clarion.edu/tuition-and-financial-aid/financial-aid/scholarships/index.html>

Edinboro University:

<http://www.edinboro.edu/directory/offices-services/financial-aid/types-of-aid/scholarships/>

Contact the nursing departments and graduate offices at each university for graduate assistantship and scholarship information.

MAINTENANCE OF STUDENT EDUCATION AND FINANCIAL RECORDS

Each university within the State System has an Academic Affairs division that provides the structure and governance for all academic programs (undergraduate and graduate) within the university. In conjunction with the academic colleges in which programs are housed, graduate programs at Clarion University are administered through the Graduate Admissions Office and those at Edinboro University through the School of Graduate Studies and Research.

The MSN program is a jointly offered program that permits the universities to share faculty, material resources, libraries, facilities, and equipment. In order to facilitate the logistics of operating a joint program, an administrative site is designated every five years. Clarion University, currently functioning as the administrative site, handles all the administrative aspects of admission of students, student accounts (billing), financial aid, registration, etc. In addition, Clarion collects all fees related to admission, registration, and graduation.

GRADUATE ASSISTANTSHIPS

Clarion University

Each year a limited number of graduate assistantships are awarded to graduate students admitted with regular full admission status to a graduate program. Graduate assistants work 10 or 20 hours per week in assignments related to academic programs or university-wide service. They are paid an hourly stipend and receive a 50% tuition waiver for a 10-hour assistantship or a 20-hour assistantship. Students are required to pay full tuition beyond 9 credits per semester. There are no summer assistantships. Assistantships are available on the main campus of Clarion University and at the Venango College of Clarion University in Oil City, PA.

Graduate assistants must take at least 6 credits of course work per semester, perform assigned duties in a satisfactory manner, and remain in good academic standing.

Students wishing to apply for a graduate assistantship should complete the Application for Position of Graduate Assistant form available at <http://www.clarion.edu/academics/graduate-student-services.html> and submit with it with their application to graduate study.

Frederick Douglass Fellowships are also available to graduate students who are pursuing a career in college teaching and are in their final year of a terminal degree program. The fellowships are designed to attract advanced graduate students primarily from Historically Black Colleges and Universities (HBCU). Selected scholars will team-and/or co-teach one course. Information can be found on page 15 of the Clarion University Graduate Catalog: <http://www.clarion.edu/academics/registrars-office/documents-and-forms/2013-2015-Graduate-Catalog.pdf>

Edinboro University

A number of Graduate Assistantships are available each year and are awarded by the School of Graduate Studies and Research. Eligibility for an Assistantship includes acceptance into a graduate program, enrollment for full-time study, and acceptance by the director of the office assigned.

Full-time graduate assistantships only cover 9 credits towards tuition per semester. If a GA enrolls in more than 9 credits (15 credits a semester is the maximum a GA can schedule) they must cover additional tuition costs at their own expense. Full-time Graduate Assistantships include a stipend and 270 hours of work per semester. Half-time Graduate Assistantships include a remission of one-half of course tuition, a stipend, and 135 hours of work per semester.

Assistantships in residential life also include a waiver of charges for a private room in the residence hall and a telephone. A limited number of prorated Assistantships are available for the summer. Applications and current stipend rates can be obtained from the Edinboro University School of Graduate Studies and Research or online at: <http://www.edinboro.edu/academics/schools-and-departments/graduate-studies/apply/graduate-assistantships/index.html>

PARKING REGULATIONS

Students enrolled in the MSN program are eligible for parking privileges at both universities

Clarion University

In order to secure a parking permit, please write to Clarion University Public Safety, Thorn I Bldg., 840 Wood Street, Clarion, PA 16214 or call 814-393-2111 to obtain a form to apply for a permit. The cost of the permit will be added to your tuition bill from Clarion University. Registration of student vehicles at Clarion University is required for parking on weekdays before 4:30 pm. Parking regulations (e.g., ticketing policy) for Clarion can be accessed at: <http://www.clarion.edu/student-life/campus-safety/parking-on-campus/general-parking-information.html>

Edinboro University

Registration of student vehicles at Edinboro University can be completed online at <https://secure.edinboro.edu/EVR/VehReg.pl> or in person through the Edinboro University Police Department located in Earley Hall or by phone at 814-732-2921. If a permit has already been obtained through Clarion University an additional \$1.00 will be charged for the permit. Registration of student vehicles at Edinboro University is required for parking on weekdays before 5 pm.

Parking regulations for Edinboro University can be accessed at: <http://www.edinboro.edu/dotAsset/17820e6a-429c-45aa-8850-2b5373c8b1fb.pdf>

EVALUATIONS FOR THE PROGRAM

Throughout the program students will be asked to evaluate courses and faculty. Students are expected to use these opportunities to provide *constructive* criticism. The intent of the evaluations is to provide valuable feedback for the planning and revising of the curriculum, teaching strategies, and other factors that would enhance the learning experience. These evaluations are completed anonymously and will be made available to students online.

In addition, students will be asked to evaluate the program upon graduation (exit survey) and at one and three years after graduation (alumni surveys). One and three year alumni surveys will coincide with the employer survey process, which is facilitated by the MSN Program Coordinator as follows:

Follow-up Procedures

1. One and three years after graduation, two survey forms, a Graduate Survey and Employer Survey, will be sent, or be made available electronically, to all program graduates.
2. A cover letter will accompany each follow-up survey explaining its objectives and providing instructions to graduates to complete the Graduate Survey and how to provide access information to their current employer for the Employer Survey.
3. If mailed, a pre-addressed stamped envelope will be included with each follow-up form to encourage responses.

The returned follow-up surveys will be reviewed by the MSN faculty and results posted in the Desire2Learn MSN Forum.

OFFICIAL TRANSCRIPT ACQUISITION

Official transcripts are maintained in the Office of the Registrar, Clarion University. In order to protect students' privacy rights, we must receive a signed, written request before releasing transcripts. Transcript requests may NOT be requested by phone or email.

Transcripts can be requested in person in the Office of the Registrar, 122 Carrier Administration. In most cases, transcripts can be taken with you. Transcripts may also be ordered by mailing or faxing a written request. Requests by fax should be sent to (814) 393-2039 (please do not include a coversheet). Requests by mail should be sent to:

Clarion University of PA
Registrar's Office
840 Wood Street
Clarion, PA 16214

Transcript delivery methods include regular mail, pick-up in person (photo ID is required), and electronic delivery. Electronic transcript delivery is only available to students who attended Fall 1999 to present and to institutions participating in this service.

For detailed transcript request instructions and access to a *Transcript Request Form*, see: <http://www.clarion.edu/academics/registrars-office/transcripts-and-diplomas/index.html>

Note: No fee is required with your request; therefore, there is a limit of THREE (3) TRANSCRIPTS PER REQUEST AND ONLY ONE REQUEST PER DAY. Multiple daily requests will not be honored or held

Note: No fee is required with your request; therefore, there is a limit of THREE (3) TRANSCRIPTS PER REQUEST AND ONLY ONE REQUEST PER DAY. Multiple daily requests will not be honored or held

STUDENT ORGANIZATIONS

One graduate nursing student elected by the student body or volunteering from the student body serves as the student representative for the MSN program. When one or more of the program's graduate assistant(s) is/are MSN students, they are appointed to assume this role. When there is no student representative, the Program Coordinator polls the student body via the MSN-L listserv for concerns, questions, and recommendations before each MSN meeting.

Students are also welcome to participate as members of the Graduate Student Advisory Committee which functions to a) address issues of mutual concern related to the graduate nursing program, b) address other concerns as they arise, and c) provide feedback related to curricular issues.

SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau is the international honor society of nursing. Both Clarion and Edinboro Universities have chapters in this prestigious organization. Member benefits include networking, conferences, publications, scholarships, and grant opportunities, among others (see <http://www.nursingsociety.org/Pages/default.aspx>)

Any student who is not already a member may contact a Chapter counselor once they meet the membership criteria.

Application for Induction to Honor Society

- Graduate students must have completed one fourth of the MSN Curriculum, at least one clinical course and have a QPA of 3.5 or above
- Candidate must complete a Membership Intent Form
- Indicate on your intent form the graduate nursing courses you have completed
- Attach updated vitae
- Indicate if you are already a member of Sigma Theta Tau and want to transfer or hold dual membership.

Two letters of endorsement are required. At least one of the two endorsers is required to be a member of the nursing faculty and at least one of the two endorsers is required to hold active membership in Sigma Theta Tau International. Submit your completed application by the designated date. Please mail your application along with all required paperwork to the chapter

of your choice.

Mu Xi Chapter (Clarion University): 814- 676-6591- Venango College; 412-578-5239 -CUP, Pittsburgh site

Nu Theta Chapter (Edinboro University): 814-732-2619

PHI KAPPA PHI

Phi Kappa Phi is an all-discipline honor society with a chapter at Clarion University. Membership is by invitation only. Benefits of membership include networking and scholarship opportunities. To learn more about this organization, visit their website at: <http://www.phikappaphi.org/web/>

AMERICAN ASSOCIATION OF NURSE PRACTITIONERS

The American Association of Nurse Practitioners (AANP) was the first national organization to represent nurse practitioners. Member benefits include networking, conferences, continuing education opportunities, publications, and a reduced rate on the AANP national certifying exam. Any student currently enrolled in an NP program qualifies for membership in the AANP. Student membership rates are approximately half of full membership but with all rights of membership. Students will be asked to provide proof of enrollment to qualify. Visit their website for more information: <http://www.aanp.org>

PENNSYLVANIA COALITION OF NURSE PRACTITIONERS

The Pennsylvania Coalition of Nurse Practitioners (PCNP) is the organization in the Commonwealth of Pennsylvania that represents nurse practitioners through regional chapters. The Northwest Pennsylvania Nurse Practitioner Association serves Erie and surrounding areas; the Nurse Practitioner Association of Southwest Pennsylvania serves Allegheny and surrounding counties.

Students are encouraged to join the organization and are offered a discounted membership rate. Each May the organization recognizes two outstanding graduating students and honors them at the Annual Meeting. Students are also encouraged to frequent the PCNP website (www.pacnp.org/) for current news re: nurse practitioners and to subscribe to the PACNP listserv.

APPENDICES

APPENDIX A

STEPS IN OBTAINING LEGAL CERTIFICATION AND PRESCRIPTIVE AUTHORITY IN PENNSYLVANIA

These are the steps you will need to follow to obtain legal certification in Pennsylvania. If you plan to practice in another state, you will need to become familiar with their rules and regulations.

1. Complete Curriculum! For the AANPCP, you may begin the application process as early as 6 months before graduating to allow time for review and for you to send in any missing information. However, candidates cannot sit for an examination until after they have completed all didactic courses and clinical practice hours required for their NP program. For the ANCC, the rules are the same: candidates may sit for the exam prior to degree conferral but not before completion of the program. Scores will not be released by either organization until they receive an official transcript showing degree conferral. ANCC may require you to fill in our program number on their form. (Our number is 2493).
2. Apply to the national certification organization of your choice and complete the application process. The ANCC exam requires the coordinator's signature; the AANPCP exam does not.
3. Take exam and have results sent to the Pennsylvania State Board of Nursing (SBON).
4. Once you know that you have passed the exam, complete the state board forms for legal certification (CRNP). Your portion can be completed online (see <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Apply-Online.aspx#.VWyaVUagGpQ>) or via paper (<http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Application-Forms.aspx#.VWyanUagGpQ>)
5. Email the MSN Program Coordinator to make arrangements to sign the form that verifies your program completion. She is able to access this online and will forward it to the Registrar's Office for the school seal. The Registrar's Office will mail the signed and sealed form to the SBON. The SBON will only accept forms mailed to them directly from the school. You are responsible for mailing all other documents/fees.

****You must have a valid RN license in order to apply for CRNP certification. The name on your CRNP application must be exactly the same as on your RN license. Please be aware that a faxed form will not be accepted by the SBON****

6. Once you have your CRNP number you may apply for prescriptive authority, which involves getting a signed collaborative agreement with your NP employer and verification of successful completion of 45 hours of pharmacology. ***To make things easier for you, the MSN Program Coordinator will automatically complete and mail the pharmacology verification form to the Registrar at the same time she sends the verification of program completion form.*** You are responsible for mailing all other documents/fees.

***Helpful Hint:** Keep your collaborative agreement as broad as possible

Please visit the [Pennsylvania State Board of Nursing](http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Apply-Online.aspx#.VWyaVUagGpQ) website for up to date information.

APPENDIX B

GRADUATE FACULTY

Colleen Barrett, DNP, FNP

(Edinboro University)

Dr. Barrett is the current DNP Program Coordinator. She holds a BSN from Edinboro University, MSN-FNP from the University of Pittsburgh, and Doctor of Nursing Practice from Robert Morris University. She is a certified family nurse practitioner with experience in acute care, pulmonary, internal medicine, and family practice. Her research interest is in preventative health care, with an emphasis on immunizations.

Dorothy Carlson, DEd, RN

(Edinboro University)

Dr. Carlson holds a Bachelor of Science degree in nursing from Villa Maria, MSN from Edinboro, and Doctor of Education from Penn State. Her specialty training is in medical surgical nursing. She is published in the *Journal of Emergency Nursing* on how to critique and use research in practice.

Debbie Ciesielka, DEd, ANP-BC

(Clarion University)

Dr. Ciesielka is the current MSN Program Coordinator. She is a graduate of Indiana University of Pennsylvania with a BS in natural sciences, BSN, and Doctor of Education in leadership and administration. Her MSN in Adult Primary Health Care Nursing is from the University of Pittsburgh. She is a certified adult NP with 30 years' experience at an inner city clinic. She currently practices as a sub-investigator for clinical trials and NP conducting in-home health assessments. Her special interests are nursing history, online teaching, and ENT, allergy, and asthma.

Donna Falsetti, DrPH, MSN, FNP

(Clarion University)

Dr. Falsetti earned her BSN, MSN-FNP, and Doctor of Public Health from the University of Pittsburgh. She has extensive experience as a clinician as well as classroom and clinical educator of nurse practitioner students. She is a certified FNP with a current practice in occupational medicine. Her research interests include adolescent and women's health, simulation in education, and policy issues involving NP practice.

Nancy Falvo, PhD, RN

(Clarion University)

Dr. Falvo received her BSN from Duquesne University, a Master's degree in nursing from La Roche College, and a PhD from the University of Pittsburgh. She teaches in both the undergraduate and graduate nursing programs at Clarion University. She is the past Director of Clarion University's Health Science Education Center, a health education project that provided health education programs to school-aged children in Clarion, Venango, Armstrong, Butler, Elk, Forest and Jefferson counties.

Andrew Grimone, Pharm.D.

(Clarion University)

Dr. Grimone is employed as a part-time temporary faculty member each spring term to teach NURS 602, Pharmacologic Application. Dr. Grimone is currently a Clinical Pharmacology Specialist in Internal Medicine and Infectious Diseases at St. Vincent Health Center in Erie, PA. He graduated Magna cum Laude from the University of Pittsburgh School of Pharmacy.

Jill Harpst-Rodgers, DNP, FNP

(Edinboro University)

Dr. Harpst-Rodgers earned her BSN from Thiel, MSN in nursing administration, Post-Master's FNP Certificate from Indiana State University, and DNP from Carlow where she also earned a school nurse certificate. As an NP she conducts in-home medical assessments on Medicare patients. Her research interests include health care of student athletes and NP practice issues.

Victoria Hedderick, DEd, MSN, RN

(Edinboro University)

Dr. Hedderick teaches in the undergraduate nursing programs at Edinboro. She earned her BSN from Penn State, MSN from La Salle University, and DEd from Indiana University of Pennsylvania. She has earned national recognition for her innovative teaching strategies as recipient of the 2015 Elsevier Leading Stars in Education award for Active Learning in the Classroom.

Deborah Kelly, DNP

(Clarion University)

Dr. Kelly holds an RN diploma from Shadyside Hospital School of Nursing, BSN from Clarion University, and received her MSN and DNP degrees in nursing administration from the University of Pittsburgh. She is certified in hospice and palliative care nursing. In addition to teaching at Clarion, she is Chief Clinical Officer for the Clarion Forest VNA. Her interests include public policy, chronic illness, geriatrics, and quality of life issues across the lifespan

Meg Larson, DNP, FNP

(Edinboro University)

Dr. Larson earned her BSN and MSN-FNP from Edinboro University and DNP from Robert Morris University. She is a primary care practitioner at a rural health clinic in northwestern Pennsylvania. Her research interests are patient and provider communication, health literacy, and nursing education.

Kerri Last, MSN, FNP

(Clarion University)

Ms. Last holds an RN diploma from Jameson Hospital, BSN from Slippery Rock University, and MSN-FNP from the joint Clarion and Slippery Rock University program. Her experience as a nurse educator has included co-teaching a cross-cultural nursing course in Tanzania. As an FNP her practice has included internal medicine, psychological services for children and adults, and the utilization of telemedicine in the care of older adults, through the RAVEN project.

Susan Maloney, PhD

(Edinboro University)

Dr. Maloney earned her BSN from Edinboro University, MSN-FNP from Gannon, and PhD in psychology from Walden. She has had a varied practice as an FNP to include medicine, student health, women's health, and health promotion of older adults. In addition, she serves as a consultant and independent practitioner as a health psychologist with a focus on health/fitness/nutrition/body image and depressive disorders. Her research interest is in health promotion.

Amy McClune, PhD, MSN, BSN

(Edinboro University)

Dr. McClune is currently the Graduate Program Head at Edinboro University where she received both her BSN and MSN degrees. She completed her PhD at the University of Pittsburgh School of Nursing. Her doctoral work focused on comfort theory and quality of life. Dr. McClune has broad experience in critical care, neurosurgery, pediatrics, and

orthopedics, holding positions from staff nurse to outcomes manager and nursing excellence coordinator. Her research interests include comfort theory, measurement, and data analysis.

Michelle McGonigal, DNP, MSN

(Clarion University)

Dr. McGonigal earned her BSN from Mercyhurst College and MSN (nursing administration/nursing education) and DNP (nursing administration) from Waynesburg College. She is Director of Safety/Quality for the Allegheny Health Network. Her research interest is in quality improvement.

Lucille Morrison, DNP, FNP

(Edinboro University)

Dr. Morrison holds a BA in religion from Allegheny Wesleyan College, BS in education and ASN from Kent State University, MEd, BSN, and MSN from Edinboro University, and DNP from Robert Morris University. Dr. Morrison has experience in pediatrics and nursing education. She maintains clinical practice as a nurse practitioner at UPMC Hamot.

Debra Shreve, MSN, FNP

(Clarion University)

Ms. Shreve is clinical faculty for the MSN program. She is a diploma graduate from Sharon Hospital School of Nursing and holds a BSN and MSN-FNP from Edinboro University. She practices as an FNP for the Medical Group of Corry. Her research interest is in management of prescription medications of elderly patients in rural settings.

Susan Sitter, DEd, FNP

(Edinboro University)

Dr. Sitter holds a BSN from Edinboro University, earned her MSN with a concentration in nursing education from the Clarion, Edinboro, and Slippery Rock Universities MSN Program, her Post-Masters FNP Certificate from the Clarion and Edinboro Universities' MSN Program, and her DEd in administration and leadership in education at Indiana University of Pennsylvania. She has practiced as an FNP in behavioral health.

Lana Smith, PhD, FNP

(Clarion University)

Dr. Smith completed her BSN at Edinboro University, MSN as a family nurse practitioner at La Roche, and her PhD in leadership studies at Indiana University of Pennsylvania. She continues to practice as a family nurse practitioner in Fairmount City, PA.

Mary Terwilliger, PhD

(Clarion University)

Dr. Terwilliger is the current Assistant Chair and Chair-Elect of the Nursing Department at Clarion. She holds an ASN and BSN from Clarion University, MSN in nursing education from the Clarion, Edinboro, and Slippery Rock Universities' MSN Program, and PhD in nursing education from Capella University. Dr. Terwilliger has experience in medical-surgical and maternity nursing. Her teaching and research interests are in simulation in nursing education, nursing education research, teaching strategies, and course development.

Krista Tharan, MSN, FNP

(Clarion University)

Ms. Tharan earned her BSN from Saint Francis University and MSN-FNP from Clarion and Edinboro Universities. She has experience as an FNP in internal medicine and currently practices in a float position that covers the ER, urgent care, family medicine, and occupational medicine.

Thomas White, DEd, FNP

(Edinboro University)

Dr. White is currently Chair of the Nursing Department at Edinboro University. Dr. White earned his BSN and MSN degrees from Edinboro University and Doctor of Education in administration and leadership from Indiana University of Pennsylvania. He holds certification as an emergency nurse (ENA) and family nurse practitioner (ANCC). He maintains clinical practice as a nurse practitioner in emergency medicine as well as in family practice.

APPENDIX C

ACADEMIC INTEGRITY PLEDGE

As professional nurses we are held to the provisions of the *Code of Ethics for Nurses* (ANA, 2005) adopted by the American Nurses Association in 2001. Provisions of the *Code* address privacy, confidentiality, responsibility, moral virtue, values, and social reform, among others. More importantly, the *Code* calls for nurses to not “act in a way that is inconsistent with the values of ethics of the profession” (ANA, 2005, Provision 5.4).

Faculty of the Clarion and Edinboro Universities’ MSN Programs look to the *Code of Ethics for Nurses* to inform the program policy for academic integrity. Advanced practice nursing students in the program are expected to adhere to values consistent with the profession of nursing by:

- Submitting only original work
- Properly citing sources (e.g., crediting original authors for their ideas, enclosing exact words in quotation marks)
- Not falsifying data
- Not cheating on examinations or quizzes

Plagiarism, the act of misrepresenting someone else’s words or ideas as one’s own, and other violations of academic integrity will be handled through individual faculty members’ university judicial system. As students in a joint program, the following resources further guide behavior and define potential consequences.

Edinboro University—Student Code of Conduct:

http://www.edinboro.edu/departments/judicial/code_of_conduct.dot

Clarion University—Academic Honesty Policy: <http://www.clarion.edu/51642/>

Pledge:

I have read and understood the above statement and agree to abide by the standards of academic integrity of Clarion and Edinboro Universities.

Signature

Date

Printed Name

Reference: American Nurses Association [ANA]. (2005). *Code of ethics*. Retrieved from http://nursingworld.org/ethics/code/protected_nwcoe813.htm