

MISSOURI STATE UNIVERSITY, DEPARTMENT OF NURSING
MSN GRADUATE STUDENT HANDBOOK
For 2008-2009

This handbook is designed to assist you by centralizing important information about the University and the MSN program at Missouri State University. Important policies, guidelines, and resources are presented.

You are responsible for the information contained in this handbook. You are encouraged to read it at your earliest convenience and keep it as a reference while you are a student at Missouri State University. This information is an adjunct to, not a replacement for, the Missouri State University Graduate Catalog.

Additional information about the University's policies and procedures may be found in the Graduate Catalog or on Missouri State University's web page at <http://www.missouristate.edu>.

**MSN GRADUATE STUDENT HANDBOOK
TABLE OF CONTENTS**

Section 1	Page
Introduction	4
About the University	4
Missouri State Gains National Recognition	
Mission, Philosophy, and Goals of Missouri State.	4
About the Department of Nursing	5
Development of the BSN Completion Program	
Growth of the Nursing Department	6
Mission of the Department of Nursing.	6
Education	
Scholarship	7
Service	7
Philosophy of the Department of Nursing.	7
MSN Program Outcomes	8
 Section 2	
Academic Policies and Procedures	9
Admission Requirements for the MSN	9
Admission Deadline	
Probational Admission to the MSN Program	
Deferred Admission to the Program	
Retention Requirements	10
Student Grievance and Appeal Policy	11
Course of Study for the MSN	12
FNP Role Specialization Courses	
Nurse Educator Role Specialization Courses	
MSN Certificate Programs	16
Post Master's Nurse Educator Certificate Program	
Post Master's Family Nurse Practitioner Certificate Program	
Accelerated RN to MSN Option	18
Progression in the MSN Program	21
MSN Program Advising	
Graduation Requirements	
 Section Three	
Student Rights and Responsibilities	25
Student Rights	25
Student Bill of Rights	
Student Representation	
Student Responsibilities.	25
Academic Honesty	
Ethical Behavior	
Professionalism.	25
Policy on Professionalism & Professional Conduct	
Substance Abuse Policy	
Missouri State Board of Nursing Position Statement on HIV or HBV Infection	26
Clinical Probation	27
Clinical Failure	28
Health Insurance and Accountability Act (HIPAA).	28

TABLE OF CONTENTS CONTINUED

Section Four:

Faculty Rights and Responsibilities 30
Attendance Policy 30
Classroom Management	
Department of Nursing Faculty and Staff 31
The Department Head	
The Faculty	
The Staff	

Section Five:

Student Resources 33
Financial Aid	
Publications	
Nursing Resources	

MSN STUDENT HANDBOOK

SECTION 1: INTRODUCTION

About the University

Missouri State University was founded on April 17, 1905, when the Missouri General Assembly authorized the establishment of Missouri State Normal School, Fourth District. The first classes were held in June 1906. Tuition averaged \$6 per term for the more than 500 students enrolled. Forty acres at the corner of Grand and National were donated by the citizens of Springfield for the new campus. When the first building, Academic Hall (now Carrington Hall) was completed in 1908, the campus moved to its current location.

In just over 95 years, Missouri State University has grown from a single building at the corner of Cherry and Pickwick to a campus of 163 acres with 40 buildings. Additionally, Missouri State University has a 225-acre farm in Springfield, the State Fruit Experimentation Station in Mountain Grove, the Baker Observatory in Webster County, a campus in West Plains, a joint Doctoral Program with the University of Missouri, a graduate center in Joplin at Missouri Southern State University, and a virtual campus that offers educational programs via distance learning technology.

Missouri State University Gains National Recognition

Missouri State University's commitment has been recognized by its inclusion in the John Templeton Foundation's Honor Roll for Character-Building Colleges. The Honor Roll recognizes universities that foster a positive attitude, promote community-building values, and encourage their students to explore an individual and moral reasoning process. Missouri State University is among the 6% of the nation's 2,208 four-year universities and colleges selected for the Honor Roll.

Mission, Philosophy, and Goals of Missouri State

Missouri State University is a metropolitan university serving a unique combination of urban and rural environments, whose single purpose is to develop educated persons. The university is committed to the creation of a teaching and learning environment that maximizes the students' opportunity to become such a person. The academic experience is grounded in a focused general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for successful mastery of focused disciplinary and professional studies as well as enabling critical, independent intellectual judgment on the culture and institutions of the larger society.

The university's identity is distinguished by its statewide mission in public affairs, a campus-wide commitment to foster competence, and responsibility in the common vocation of citizenship. In addition to public affairs, the university commits itself to excellence in five focused theme areas: professional education, health care, business and economic development, environment, and performing arts.

The university understands its tasks of developing educated persons to include adding to the store of human understanding through research and drawing from that store of understanding to provide service to the community that supports it. In all of its graduate programs, the university is committed to using the most effective and regularly evaluated methods of discovering and imparting knowledge and to the appropriate use of technology in support of these activities.

The university functions through a multiple-campus system, with each campus structured to complement one another and to address the needs of the metropolitan area they jointly serve. The system includes a selective admission campus in Springfield, a 2-year open admissions campus at West Plains, a research campus at Mountain Grove, and a virtual campus for distance learning.

About the Department of Nursing

Since 1952, the university has provided courses for nursing students at St. John's School of Nursing. With revision in the Burge School of Nursing curriculum in the 1980s, prerequisite courses also were available to other students. In 1963, Missouri State University offered a BS degree with a major in nursing to prepare faculty for local schools of nursing. The BS degree was available until the Bachelor of Science in Nursing (BSN) degree was established in 1977.

In the early 1970s, the Administration and the Department of Life Sciences Faculty at Missouri State University assessed the need for an additional nursing program for the Missouri area. Early in the study, the University decided that a BSN-completion program would complement existing nursing programs and best serve the needs of the Southwest Missouri region. Nursing programs in the area at that time included two diploma programs, Burge and St. John's schools of nursing, and an associate degree program at Missouri Southern State University in Joplin. Graduates of these programs provided most of the nurses working in the area. Although the American Nurses Association recommended that by 1975, the mix of nurses in the area should be 60% diploma or associate degree nurses, 28% BSN, and 12% masters; less than 9% of the nurses in Southwest Missouri had baccalaureate degrees in 1976.

Surveys demonstrated a desire by the RN community to pursue a BSN degree. Many nurses expressed frustration at being placed in leadership positions without the educational preparation for the job. Employers also expressed a desire to employ more RNs with a BSN degree.

Development of the BSN Completion Program

Based on the identified need for a completion program, the University took steps to assess the resources available to develop a program, including faculty, facilities, and finances. Collaboration with various agency boards, commissions, and health care providers occurred in the early planning phases. The curriculum was developed, courses were delineated, and criteria for admission were established. In 1976, the BSN-completion program was approved by the University Faculty Senate. In 1977, the Coordinating Board of Higher Education also approved the program.

In 1977, the first majors were accepted into the BSN-completion program (BSN-C). Since then, approximately 463 students have graduated from the program. Since its inception, many changes have occurred in the BSN-C major that have enhanced the educational program. Curricular changes have strengthened the major by adding a required course in statistics, separating the study of family nursing and health assessment into two courses, and including a nursing research course. On December 6, 1982, the National League for Nursing (NLN) Council of Baccalaureate and Higher Degree Programs approved accreditation of the BSN-C program for 8 years. This milestone was achieved during a period of time in NLN history when completion program accreditation was especially difficult to attain. Since its initial accreditation, the BSN-C program maintained continuous accreditation from the NLN (called the National League for Nursing Accrediting Commission) or the Commission on Collegiate Nursing Education (CCNE).

The Department of Nursing also moved physically. Initially the program was offered in a two-story white house at 1030 East Grand (now the site of a parking area). This house contained the departmental office, classroom(s), and faculty offices. The neighboring house provided physical assessment laboratory space. In 1985, the department moved to the fourth floor of the Professional Building (609 East Cherry), and later, in 1989, to the third floor. In 1996, the department moved to Glass Hall while renovations were completed in the Professional Building. In the fall of 1997, the department relocated to its current location on the third floor of the Professional Building. With each move, the department gained additional space for faculty, students, and classrooms.

Growth of the Nursing Department

The vision of the department also expanded during the preceding years. In April 1986, the Theta Lambda chapter of Sigma Theta Tau, the International Nursing Honor Society, was established at Missouri State University. Ninety-two RNs were inducted as charter members. Today, the Theta Lambda Chapter includes over 125 members. To meet the educational needs of RNs in outlying areas, courses were offered off campus. The Department of Nursing initiated onsite distance learning programs in West Plains in 1988, and nursing courses were offered in Branson and Nevada, Missouri. Later, distance learning sites via interactive video were opened in Nevada, West Plains, Lebanon, and Neosho, Missouri, and Harrison, Arkansas. In 1989, a Health Care Management minor was implemented. Courses in the minor are open to both nursing and non-nursing majors.

In 1990, the department began planning a master's degree program. In 1996, the department admitted the first graduate students into the master's program. Students are prepared at the master's level as Family Nurse Practitioners and Nurse Educators. In the spring of 1998, the first class of master's degree students graduated. Currently, over 54 students are enrolled in the Department of Nursing's master's degree programs. The Master of Science in Nursing (MSN) program received initial NLNAC accreditation in the fall of 1999, and is currently accredited by CCNE.

The department began planning for a 4-year BSN program in 1977. Efforts to initiate the program at Missouri State University were successful in 2001. The program was approved by Missouri State University, and received initial approval by the Missouri State Board of Nursing. The first class was admitted and began in the summer of 2003. In October 2004, all of the nursing programs were accredited through the Commission on Collegiate Nurse Education (CCNE) and remain so today. Questions, concerns, or comments can be made to CCNE through the following avenues: phone (202) 887-6791; e-mail info@aacn.nche.edu; mailing address Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036. The 4-year BSN was approved by the Missouri State Board of Nursing.

The students and graduates remain the strength of the nursing program. Coming from a variety of nursing programs throughout the nation and several foreign countries, the students have demonstrated strong academic and nursing abilities. Many of the graduates have gone on to graduate school in nursing and have achieved certification in their areas of specialization. Input from students through committee participation, ongoing feedback (and surveys) and from graduates through alumni surveys has helped to strengthen the educational process and provide a quality educational program for RNs.

With the expansion and growth of the nursing programs at Missouri State University, the faculty tripled from a core of three to a core of eleven, with the addition of part-time faculty and graduate assistants. Today, students have the opportunity to learn from faculty prepared with master's degrees in nursing and doctoral degrees from various universities across the country. Faculty members are actively involved in nursing research, hold leadership roles in professional organizations, maintain clinical skills through nursing practice and continuing education, and are involved in community service.

Mission of the Department of Nursing

The Department of Nursing is an integral part of Missouri State University and the College of Health and Human Services. The Department of Nursing is dedicated to excellence in: (1) undergraduate and graduate nursing education, (2) scholarship, and (3) service.

Education

The Department of Nursing promotes the general mission of the university and the college, developing educated persons, by providing students the opportunity to think critically, solve

problems, communicate effectively, develop self-responsibility, and grow personally and professionally as citizens within a pluralistic global society. The department offers community-based programs leading to professional nursing practice. The undergraduate baccalaureate degree in nursing is based on knowledge from the arts, sciences, and humanities, and clinical experience in a variety of settings with diverse populations. The RN to BSN program builds upon technical nursing education and is enriched by courses in the liberal arts and diverse clinical experiences. Building upon baccalaureate nursing education, the graduate programs prepare nurses for advanced practice and teaching roles. The RN to MSN program provides an opportunity for exceptional students to progress from entry-level nursing to graduate study in an accelerated format. The department promotes an educational environment that encourages life-long learning and the spirit of inquiry. Access to professional nursing education in Southwest Missouri is facilitated through educational technology and distance learning programs.

Scholarship

The scholarly mission of the university, college, and department is accomplished through the promotion of faculty and student scholarship. Faculty scholarship enhances health care through the scholarship of integration, application, discovery, and teaching. In all types of scholarship, the faculty encourages the direct and indirect involvement of students.

Service

The service mission is accomplished through the involvement of faculty and students in academic, professional, and community service. The department provides leadership, serving as experts in nursing education, practice, and scholarship, to the community and the Southwest Missouri region. The department faculty and students participate in the shared governance structure of the University by serving on university, college, and departmental committees.

Philosophy of the Department of Nursing

The Department of Nursing values the continual professional development of its faculty and students through education, scholarship, and service and builds upon theories, principles, and the concepts relevant to professional nursing, client, environment, health, and learning. These concepts are integral to nursing education.

The Department of Nursing believes professional nursing is a science and an art with core values that include altruism, autonomy, human dignity, integrity, and social justice. Nursing's unique body of knowledge incorporates life experiences and builds upon theories and principles from the liberal arts and sciences, as well as from nursing science, practice, and scholarship. The faculty believes nursing is an autonomous and collaborative discipline that practices within a framework of ethical and professional standards. As members of a practice discipline, nurses provide care in a variety of roles to clients in diverse settings, and as members of a profession, nurses have a commitment to professional development and life-long learning.

As members of a practice discipline, professional nurses provide care in the role of care provider, designer, manager, and coordinator of care to clients in diverse settings. Nurses implement advanced roles as nurse educators, researchers, clinicians, and consultants at the graduate level.

Through the use of critical thinking, therapeutic communication, and technical skills, nurses, using systematic approaches, assist clients in meeting health care needs. At the undergraduate level, professional nurses are prepared to assess health care needs and design nursing care, to provide, manage, and evaluate health care in diverse settings. Building upon undergraduate education, the graduate program prepares professional nurses for advanced nursing roles as family nurse practitioners and nurse educators. Family nurse practitioners provide primary care across the life span. Nurse educators facilitate the teaching-learning process of individuals and groups in a variety of settings.

Clients, as living systems, are unique holistic beings composed of physiological, psychological, spiritual, social, and cultural dimensions in continuous interaction with the environment.

Individuals have inherent dignity and self-worth and are in a continuous state of growth and development across the life span. Individuals are self-determining; however, each individual functions interdependently with other individuals, families, and communities. Although vulnerable to illness and disease, clients have the potential capacity to reduce risk, prevent disease, promote health, and manage their internal and external environments.

The environment includes everything that impacts the client. The environment has physiological, psychological, spiritual, social, and cultural dimensions that interact with the client and can have individual, as well as global implications for health and health care. Nurses engage in therapeutic nursing interventions to manage, modify, and manipulate the internal and external environmental dimensions to promote optimal health and prevent illness and disease. The professional nurse has an understanding of health care systems and policies that impact clients' environments.

Health is a description of the holistic, dynamic, multidimensional optimal state of the client. Health is composed of interacting physiological, psychological, spiritual, social, and cultural dimensions and is a result of the individual's constant interaction with the environment. Disease, as a component of health, is a manifestation of these client-environment interactions. Nurses assist clients to restore, maintain, and promote health, to prevent and treat illness and disease, and when death is imminent, to support dying with dignity.

Learning is a dynamic interactive process involving communication and critical thinking that builds upon previous experiences and knowledge. Learning occurs at different rates for individuals and implies a shared responsibility between the learner and the educator. Faculty recognizes the unique needs of the learner.

Acting as facilitator and catalyst in the learning process, faculty fosters the development of professional and technological skills, critical thinking, and lifelong learning, and support the internalization of professional values.

MSN Program Outcomes

The program outcomes of the MSN program address the concepts of health, the client, nursing roles, the environment, and teaching. The MSN student uses critical thinking, communication, and therapeutic nursing intervention skills when functioning in the advanced nursing roles of FNP and nurse educator. The Department of Nursing believes the behaviors identified in the program objectives are essential for the FNP and nurse educator to embrace. The MSN program outcomes for each behavior are listed below:

1. Utilize a systematic approach in the implementation of advanced nursing roles.
2. Demonstrate competence in advanced communication, critical thinking, research, and therapeutic nursing interventions in area of role specialization.
3. Integrate legal, ethical, and professional guidelines as standards for nursing practice in area of role specialization.
4. Develop advanced nursing roles in area of specialization, integrating knowledge and theory from the arts, sciences, and nursing.
5. Develop strategies to influence nursing, health care, and health care policy.
6. Demonstrate professional development and life-long learning in area of role specialization.

SECTION 2: ACADEMIC POLICIES AND PROCEDURES

Full Admission to the MSN Program

1. Full admission to the MSN will be based on:
 - a. acceptance into the Graduate College at Missouri State University;
 - b. submission of application to the graduate program in nursing;
 - c. if the student's cumulative GPA is less than 3.00 on a 4.00 scale, submission of Graduate Record Examination (GRE) combined test scores for verbal, quantitative, and writing sections, with a section score of at least 400 on verbal and 400 on the quantitative. The analytical section of the GRE will be evaluated on an individual basis.
 - d. completion of a baccalaureate degree with a major in nursing from a program accredited by a certified accreditation agency;
 - e. satisfactory completion of undergraduate courses in statistics, nursing research, and health assessment with a grade of C or higher;
 - f. a cumulative GPA of 3.00 on a 4.00 scale in the last 60 hours of college course work attempted;
 - g. licensure as a registered nurse (RN) in good standing and eligible for licensure in Missouri;
 - h. a one-page essay that addresses the applicant's professional career goals and how the MSN program will help accomplish these goals;
 - i. evidence of immunization or vaccination for vaccine-preventable diseases;
 - j. provide documentation of negative tuberculosis status or evidence of appropriate follow-up;
 - k. provide evidence of current health and nursing liability insurance; (Nurse Practitioner students need to have NP student liability insurance.)
 - l. graduate courses in statistics, advanced human Pathophysiology (for FNP students only), and nursing informatics as prerequisites.
 - m. current infant, child and adult CPR certification.
 - n. Submit drug screening test and a criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as a registered nurse.
 *Students who fail these checks or procedures will be subject to further review by the Department of Nursing Graduate Admission, Promotion and Graduation. This may result in dismissal from the MSN program.
2. Applicants who: (a) have a bachelor's degree in nursing from a non-accredited program, (b) have a bachelor's degree in nursing from a foreign country, or (c) lack the introductory statistics, nursing research, and health assessment courses will be considered on an individual basis.
3. Applicants who are RNs and have a non-nursing degree or a degree without upper division nursing courses will be evaluated on an individual basis prior to applying to the MSN program.

Students with complete application materials for full admission will be reviewed by a departmental selection committee. Selection of students for the MSN program is on a competitive basis. To be considered for admission to the Nurse Educator Specialization, students are required to have a formal interview.

Because of resource constraints, only a limited number of students will be admitted to the Family Nurse Practitioner (FNP) specialization, students are required to (1) meet all requirements for full admission to the MSN program, (2) complete a separate FNP application, (3) have a formal interview, and (4) write an essay at time of interview.

Additional Requirements of the Program

1. Students will be required to initiate and pay for any security checks and drug screenings required for clinical agencies.
2. Apply for criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as a registered nurse.
3. Students who fail these checks or procedures will be subject to further review by a Department of Nursing Graduate Faculty Committee. This may result in dismissal from the MSN program.

Probational Admission to the MSN Program

1. Probational admission may be granted to the applicant with a GPA below 3.00, or academic deficiencies.
2. During the probationary period, the student shall receive no course grade lower than a B for the first nine hours of graduate course work attempted.

Retention Requirements

1. After admission into the MSN program, the students must achieve the following for retention in the program:
 - a. Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work below a grade of "B", and no hours of graduate work below a grade of "C". Receive a "pass" in all clinical of evaluations.
 - b. No more than one course may be repeated.
 - c. Nurse Educator students must complete all requirements for the degree by their 5th academic year after admission into the MSN program.
 - d. FNP students must complete all requirements for the program by the 3rd year after admission into the FNP role specialization.
 - e. Demonstrate acceptable levels of maturity and integrity, as well as behaviors and attitudes normally expected of professional nurses in advanced nursing roles.
 - f. Demonstrate acceptable professional progression in application of skills and knowledge in the area of role specialization.
 - g. Receive satisfactory final clinical evaluations.
 - h. Maintain current infant, child, and adult CPR certification, immunizations, negative tuberculosis status or evidence of appropriate follow-up, nursing liability and health insurance. For FNP students, evidence of NP student liability insurance is required before beginning clinicals.
 - i. Students working on thesis or non-thesis project must remain enrolled in NUR 699 or NUR 697 until the thesis or non-thesis project is completed.
 - j. Students must maintain an active RN license in the state or states in which the student does clinical or practicum experiences.
2. Students who fail to meet the retention criteria may:
 - a. be placed on academic or clinical probation in the MSN program, or
 - b. be dismissed from the program, depending on the nature of the problem and the judgment of the majority of the Graduate Admission, Promotion, and Graduation Committee of the Department of Nursing.

Students on academic probation must achieve a grade of "B" or higher on all remaining course work attempted. Students on clinical probation must receive a "pass" in all remaining nursing clinical courses. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission into the MSN program.

Student Grievance and Appeal Policy and Procedure

The following policy and procedure is provided for a student who wishes to appeal a decision made by a Department of Nursing faculty member or the Department of Nursing's Graduate Admission, Progression and Graduation Committee (APG). The decision being appealed should be one that adversely affects the student's academic standing, such as a course grade or a sanction for unprofessional behavior.

Student notification.

A student who demonstrates unprofessional behavior will be notified (verbally by the faculty at the time of the misconduct or in writing within 5 days of discovery of the misconduct) that disciplinary action may be taken. The faculty member and student will meet (within 5 days of the notification) to discuss the incident and the disciplinary action that may be taken.

A student who earns a course grade that precludes further progression in or completion of the program of study will be notified in writing by the Department of Nursing within 5 days of assignment of the course grade. Please note that a course grade may not be changed from an "F" grade to an "N" grade in any case in which the student did not follow the proper procedure for dropping the course. Requests to appeal a course grade or to appeal disciplinary action for unprofessional behavior should be submitted as outlined below.

Appeal policy.

1. In the case of unprofessional behavior, the faculty member will provide the student with a letter describing the behavior and the circumstances surrounding the behavior. At the meeting between the student and faculty member, the student will sign the letter to indicate he or she has read and received a copy of the letter.
2. If the student wishes to initiate a formal appeal to refute the decision, the student must submit a letter of appeal to the faculty member within 5 business days of receiving the decision.
3. Upon receipt of the student's letter of appeal, the faculty member will review all available information relevant to the situation and provide the student with a written decision within 5 days.
4. If resolution of the grievance is not achieved, the student may continue the appeal process by submitting a letter of appeal to the Department of Nursing's Graduate Admission, Progression, and Graduation (APG) Committee within 5 business days. The APG Committee will schedule a meeting within 10 business days of receiving the letter of appeal. The Graduate APG Committee will review all available information relevant to the decision and the appeal. Student attendance at the Graduate APG Committee meeting is at the request of either party. The Graduate APG Committee will have 5 business days to deliver a written decision to the student.
5. If the student wishes to appeal the Graduate APG Committee decision, the student should contact the Department Head (or appointed representative) within 5 business days following receipt of the Graduate APG Committee's written decision. A meeting between the Department Head or representative and the student should be held within 5 business days of the student's request for a meeting. The student will receive written notification of the Department Head's decision within 5 business days.
6. If the student wishes to continue the appeal process beyond the Department Head, the student should make an appointment with the Dean of the College of Health and Human Services (or designated representative) within 5 business days. At this point of the appeal procedure, the College of Health and Human Services Appeal and Grievance Policy will be followed.

**GENERAL POLICIES AFFECTING ALL GRADUATE
NURSING PROGRAMS (CONTINUED)**

The letter of appeal.

- The letter of appeal should clearly state the grade change or other change requested by the student and should provide rationale for the requested change. The letter should include the student's full name, social security number, course title, semester enrolled, section number, and the name of the faculty, or faculty members, involved.
- If the faculty is on leave or is no longer employed at Missouri State University, the letter of appeal should be sent to the Department Head.

Note.

- Flexibility may be needed when scheduling meetings to accommodate the student's schedule, as well as the teaching and administrative schedules of faculty and administrators.
- The student may elect to withdraw the appeal at any time, in which case the initial decision will stand. Documentation of the decision and appeal processes will be retained in the student's permanent departmental file.
- If at any point in the appeal process the appeal is granted, the student's academic record will be amended as necessary to reflect the decision.

Attendance-related grade changes.

Please refer to the Attendance Policy Outline in the Missouri State University Graduate 2008-2009 Catalog.

Course of Study for the MSN

The MSN program provides an educational opportunity for BSN-prepared nurses to obtain an MSN degree in the Family Nurse Practitioner (FNP) or Nurse Educator role. Graduates of the FNP program are eligible to take the FNP certification boards and can assume a variety of FNP positions in the community. Graduates of the Nurse Educator program are prepared for teaching roles in academic, staff development, and community education settings. Specific courses offered for the MSN program are described below.

MSN Core Courses

Both the FNP and Nurse Educator programs are built on a foundation of core courses, including research, nursing science, advanced health assessment, advanced roles, health policy and issues, and thesis or non-thesis course work. A description of the core MSN courses are provided below. Credit hours for each course are indicated after the course title followed by the weekly clock hours for classroom and clinical or laboratory experience in parenthesis. Clinical credit hours are calculated on a 1 to 3 ratio, with one credit hour equal to 3 clock hours. Laboratory credit hours are calculated on a 1 to 2 ratio, with one credit hour equal to 2 clock hours of laboratory time.

NUR 601 Nursing Science, 3 cr (3-0)
Prerequisite: NUR 515 or concurrent enrollment and departmental permission. This course is designed to address how nursing science has evolved and the state of the art of nursing science. Emphasis will be placed on analysis and critique of existing nursing models and theories.

NUR 607 Advanced Health Assessment and Health Promotion. 5 cr (3-6)
Prerequisite: Departmental permission. Exploration of advanced health assessment and health promotion strategies. Includes clinical and laboratory experiences of not less than 96 hours.

- NUR 672 **Advanced Research Methods in Nursing, 3 cr (3-0)****
Prerequisite: admission to the graduate program in nursing, graduate statistics, and NUR 601. Critical analysis of the researcher role, the research process, and research ethics within a nursing framework. Application of learned principles will result in the development of the research proposal.
- NUR 688 **Health Policies and Issues, 3 cr (3-0)****
Prerequisite: NUR 672 or permission. Exploration of current issues in health care, such as access to health care, reimbursement, healthcare reform, case management, and health policy development. Health care trends related to special populations and ethical issues will be emphasized.
- NUR 697 **Non-Thesis Project, cr (1-3)****
Prerequisite: NUR 672 and permission of project advisor. Active participation in the on-going research and/or nursing evaluation activities of nursing faculty. Culminates in a presentation of an extensive scholarly paper.
- NUR 699 **Thesis, 6 cr (1-6)****
Prerequisite: NUR 672 and permission of research advisor. Demonstration of the capacity for research and independent thought culminating in a thesis.

FNP Role Specialization Courses

In addition to the core courses previously described, the FNP curriculum incorporates advanced pathophysiology, pharmacology, advanced health assessment, role theory, and didactic and clinical instruction in primary care of adults, women, and children. Specific courses for the FNP specialization are:

- NUR 611 **Advanced Roles and Leadership in Nursing, 2 cr (2-0)****
Prerequisite: Departmental permission. Examination of advanced nursing roles with emphasis on role theory, leadership, and advanced competencies.
- NUR 615 **Primary Care of the Adult, 6 cr (4-6)****
Prerequisites: Admission to the family nurse practitioner track, NUR 607, NUR 611, NUR 661 and NUR 665: or concurrent enrollment or departmental permission. Emphasis on primary, secondary, and tertiary prevention as well as on diagnosis and management of health problems. Includes clinical experiences of not less than 96 hours.
- NUR 625 **Primary Care of Women, 4 cr (2-6)****
Prerequisites: Admission to the family nurse practitioner track; NUR 607, NUR 661 or concurrent enrollment, and departmental permission. Development of the family nurse practitioner's knowledge and skills, with emphasis on women's health. Includes clinical experiences of not less than 96 hours.
- NUR 628 **Primary Care of Children and Adolescents, 4 cr (2-6)****
Prerequisites: Admission to the family nurse practitioner track, NUR 607, 661 or concurrent enrollment or departmental permission. Content and practicum in primary care of children and adolescents. Includes clinical experiences of not less than 96 hours.
- NUR 661 **Advanced Pharmacotherapeutics, 3 cr (3-0) (Identical to PAS 681)****
Prerequisite: Completion of PAS 680, or RN or permission. In-depth analysis of pharmacotherapeutics and the application of drugs for the diagnosis, prevention and treatment of disease. Emphasis will be placed on the rational use of drugs in the care and treatment of pediatric, adult and geriatric patients in primary care settings. Will include discussion of treatment guidelines, indications,

contraindications, prescription writing, drug law, drug information resources and case studies. Students cannot receive credit for both PAS 681 and NUR 681.

NUR 665 Applications of Advanced Pathophysiology, 1 cr (0-2)

Prerequisite: NUR 565 prerequisite or concurrent enrollment, or departmental permission. Clinical application of advanced pathophysiology for advanced nursing roles.

NUR 690 Nurse Practitioner Advanced Practicum, 5 cr (0-15)

Prerequisites: NUR 672 and all family nurse practitioner role specialization courses or departmental permission. Development of the role of a family nurse practitioner in a supervised setting. Includes clinical experiences of not less than 240 hours.

Because of resource constraints, only a limited number of students will be admitted to the family nurse practitioner specialization. Applicants to the family nurse practitioner specialization should contact the Department of Nursing for further information regarding the application process.

Nurse Educator Role Specialization Courses

Masters preparation as a nurse educator builds on the MSN core nursing courses described earlier. In addition, nurse educator students complete courses which provide an emphasis on health promotion and health restoration in a specific clinical area and courses to develop advanced teaching skills including teaching/learning theory, curriculum design, issues in higher education, practicums in academic, community, and/or staff development settings. Specific courses for the Nurse Educator specialization are identified below.

NUR 600 Epidemiology, 3 cr (3-0) (Identical to PBH 620)

Prerequisites: None. This course is an introduction to the epidemiological methods and procedures utilized in the study of the origin, distribution, and control of disease. It will include the study of infectious and non-infectious disease etiology, including vector control, host defenses and resistance, and investigation of disease outbreaks. Students will learn to use basic epidemiological concepts and methods for program planning, evaluation, and research. Basic statistical measures used in the analysis of clinical and epidemiological evaluations including measures of disease frequency and measures of absolute and relative effects will be covered. Students may not receive credit for PBH 620 and NUR 600.

NUR 620 Integrated Healthcare Concepts 3 cr (3-0)

Exploration of integrated health care concepts and interventions used to promote health and well being of individuals, families and groups. Emphasis is placed on analysis and evaluation of theories and research which underlie patient education, family assessment and intervention, and selected non-invasive therapies. NUR 620 and NUR 420 may be taught concurrently. Students cannot receive credit for both NUR 420 and NUR 620.

NUR 621 Integrated Healthcare Practicum. 1 cr (0-3)

Prerequisites: Concurrent enrollment with NUR 620. Application of integrative health care concepts and interventions used to promote health and well being of individuals, families and groups in a clinical experience of a minimum of 48 hours.

NUR 680 Teaching/Learning for Health Care Educators, 3 cr (3-0)

Prerequisites: Admission to the graduate program in nursing or departmental permission. Designed to examine works of major learning theorists and

investigate research related to teaching methods and learning. Identification of didactic and clinical teaching/learning strategies used in health care education.

- NUR 681 Nursing Education Practicum I, 2 cr (0-6)**
Prerequisites: Admission to the graduate nursing program; NUR 680 or concurrent enrollment. Clinical experience in a nurse educator role in a basic nurse education program. Application of educational theories and principles in a clinical teaching setting. Includes clinical teaching experiences of not less than 96 hours.
- NUR 682 Curriculum Design and Program Development, 3 cr (3-0)**
Prerequisites: NUR 680 or departmental permission. Basic components and processes of curriculum development. Various perspectives of curriculum design will be discussed. Curriculums for formal educational programs, staff development, and continuing education will be compared.
- NUR 683 Nurse Education Practicum II, 2 cr (0-6)**
Prerequisites: NUR 682, concurrent enrollment, or departmental permission. Clinical experience in a nurse educator role in a healthcare or community setting with emphasis on the application of educational theories and principles. Includes clinical experiences of not less than 96 hours.
- NUR 686 Issues in Healthcare Education, 2 cr (2-0)**
Prerequisite: departmental permission. Exploration of current issues in academic and healthcare education. Issues occurring in the university, community college, acute care, and community education settings will be included.

Other Courses

- NUR 515 Healthcare Informatics, 3 cr (3-0)**
Integration of health, computer, and information to support health care and research. Development of skill in managing information and using information systems relevant to healthcare.
- NUR 565 Advanced Human Pathophysiology, 3 cr (3-0)**
Prerequisite: introductory biology course and physiology course or concurrent enrollment. Exploration of pathophysiology with focus on health care problems relevant to nursing.
- NUR 596 Independent Study in Nursing (1-6)**
Prerequisite: permission of instructor. Special topics for individual students may be offered as specific topics of interest or as needs arise which are not covered by courses or content in the program. May be repeated for credit for a maximum of 6 credit hours as topics change.
- NUR 597 Special Topics in Nursing (1-3)**
Prerequisite: permission of instructor. Special topics for groups of students may be offered as specific topics of interest or as needs arise which are not covered by courses or content in the program. Maybe repeated for credit for a maximum of 6 credit hours as topics change.
- NUR 698 Research (1-6)**

Prerequisite: Permission of research advisor. Application of the research process in the supervised study of a selected problem. May be repeated for a maximum of 6 hours.

MSN Certificate Programs

The MSN certificate programs provide an educational opportunity for MSN-prepared nurses to obtain a specialization certificate in the Family Nurse Practitioner (FNP) or Nurse Educator Role. Graduates of the FNP certificate program are eligible to take the FNP certification boards and can assume a variety of FNP positions in the community.

Graduates of the Nurse Educator certificate program are prepared for teaching roles in academic, staff development, and community education settings. Specific admission requirements and courses offered for the MSN certificate programs are described below.

POST-MASTER'S NURSE EDUCATOR CERTIFICATE PROGRAM

The Post-Master's Nurse Educator Certificate Program prepares nurses who have a master's degree in nursing in another specialty to function as educators within a variety of clinical, academic, and community settings. The Nurse Educator Certificate Program is a series of courses totaling a minimum of 12 credit hours and 192 clinical hours that can be completed in two semesters.

Admission Requirements:

1. Admission to the Graduate College at Missouri State University.
2. Master's Degree in Nursing from an accredited nursing graduate program that includes, at a minimum, graduate courses in nursing theory and research.
3. Completion of a graduate clinical course with a grade of "B" or higher. Students with no graduate clinical courses may satisfy this requirement by enrolling in NUR 620 during their Certificate Program.
4. Completion of a graduate health assessment course with a grade of "B" or higher. Students with no graduate health assessment course may satisfy this requirement by enrolling in NUR 607 Advanced.
5. Graduate GPA of 3.0 or higher.
6. Licensure as a registered Nurse (RN), and eligible for licensure in the State of Missouri.
7. Evidence of current liability insurance.
8. Evidence of current health insurance
9. Admission interview
10. Evidence of immunization or vaccination for vaccine-preventable diseases.
11. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
12. Current infant, child and adult CPR certification.
13. Submit drug screening test and a criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as a registered nurse.

*Students who fail these checks or procedures will be subject to further review by the Department of Nursing Graduate Admission, Promotion and Graduation. This may result in dismissal from the MSN program.

Because of course constraints only a limited number of students will be admitted to the Post-master's Nurse Educator Certificate Program. Complete applications are reviewed on an ongoing basis. Admission is on a space available basis. Students may pursue either part-time or full-time study; however, all course work in the Nurse Educator Certificate Program must be completed within 5 years.

Required Courses

Course	Credit Hours
• NUR 680 Teaching/Learning for Healthcare Educators	3 (3-0)
• NUR 681 Nursing Education Practicum I	2 (0-6)
• NUR 682 Curriculum Design and Program Development	3 (0-6)
• NUR 683 Nursing Education Practicum II	2 (0-6)
• NUR 686 Issues in Healthcare Education	2 (2-0)
Total Hours	12 hours

Sample Academic Plan

Spring

- NUR 680 Teaching/ Learning for Nurse Educators 3 (3-0)
 - NUR 688 Issues in Healthcare Education 2 (0-2)
 - NUR 681 Nursing Education Practicum I (0-2)
- TOTAL = 7 credit hours

Fall

- NUR 682 Curriculum Design and Program Development 3(3-0)
 - NUR 683 Nursing Education Practicum II 2 (0-2)
- TOTAL = 5 credit hours

POST-MASTER'S FAMILY NURSE PRACTITIONER CERTIFICATE PROGRAM

The Post-master's FNP Certificate Program is a series of courses totaling a minimum of 26 credit hours and 624 clinical hours. Completion of the certificate program will prepare students to take the national family nurse practitioner certificate exam(s).

Admission Requirements:

1. Admission to the Graduate College at Missouri State University.
2. Master's Degree in Nursing from an accredited nursing graduate program that includes, at a minimum, graduate courses in nursing theory and research.
3. Graduate GPA of 3.00 or higher.
4. Licensure as a registered nurse (RN) and eligible for licensure in the State of Missouri.
5. Evidence of current liability insurance as an advanced practice nursing student.
6. Two letters of recommendation from faculty or employers who can address the applicant's potential to succeed as a nurse practitioner.
7. Evidence of immunization or vaccination for vaccine-preventable diseases.
8. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
9. A graduate course in advanced pharmacology taken within the last 3 years. Students who do not have a graduate course in advanced pharmacology may take NUR 661 Advanced Pharmacology in their first semester of the certificate program to satisfy this requirement.
10. A graduate course in pathophysiology. Students who do not have a graduate course in pathophysiology may take NUR 565, Advanced Human Pathophysiology in their first semester of the certificate program to satisfy this requirement.
11. A graduate course that covers content in health policy and issues with a grade of "B" or higher. Students who do not meet this requirement will be required to enroll in NUR 688, Health Policy and Issues.
12. Interview with a departmental selection committee.
13. Current infant, child and adult CPR certification.
14. Submit drug screening test and a criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as a registered nurse.

*Students who fail these checks or procedures will be subject to further review by the Department of Nursing Graduate Admission, Promotion and Graduation. This may result in dismissal from the MSN program.

Because of resources constraints only a limited number of students will be admitted to the Post-Master's Family Nurse Practitioner Certificate Program. **Complete applications are reviewed beginning February 15 of each year for admission the following fall semester.** Admission is on a space available basis.

Required Courses	26 hrs
NUR 607 Advanced Health Assessment & Health Promotion*	5 hrs
NUR 611 Advanced Roles & Leadership in Nursing	2 hrs
NUR 615 Primary Care of the Adult	6 hrs
NUR 625 Primary Care of Women	4 hrs
NUR 628 Primary Care of Children & Adolescents	4 hrs
NUR 665 Applications of Advanced Pathophysiology	1 hr
NUR 690 Family Nurse Practitioner Advanced Practicum	5 hrs

*This course may be transferred in if taken within 3 years.

Sample Academic Plan

Fall

- NUR 607 Advanced Health Assessment & Health Promotion* 5
 - NUR 611 Advanced Roles and Leadership in Nursing 2
 - NUR 625 Primary Care of Women 4
- TOTAL=10 credit hours**

Spring

- NUR 615 Primary Care of the Adult 6
 - NUR 665 Applications of Advanced Pathophysiology 1
- TOTAL=7 credit hours**

Summer

- NUR 628 Primary Care of Children & Adolescents 4
- TOTAL=4 credit hours**

Fall

- NUR 690 Family Nurse Practitioner Advanced Practicum 5
- TOTAL=5 credit hours**

ACCELERATED RN to MASTERS IN NURSING OPTION

The Accelerated RN to Masters in Nursing option is designed to enable academically outstanding registered nurses who have an associate degree or diploma in nursing to receive a baccalaureate and master's degree in nursing in less time than it would take to complete either degree separately. If accepted to the accelerated option, students may earn graduate credit for up to 10 hours of 500-600 level courses and count these hours toward both degrees.

RN to MSN Degree Requirements

Admission to the Accelerated RN to MSN Option

Students must apply to the Accelerated RN to MSN option when they first apply for admission to the BSN completion program and prior to enrolling in nursing or supporting courses required in the BSN. Students may not enter the RN-MSN option after they begin taking courses for the BSN completion program. Upon acceptance to this option, qualified students will be granted 30 hours of undergraduate credit from previous associate or diploma nursing courses. After successful completion of BSN requirements, all students in this option will receive the BSN and will be granted full admission to the graduate college.

Admission Requirements for the Accelerated RN to MSN Option

1. Junior standing (pending acceptance of 30 hours of basic nursing credit)

2. Current licensure as a registered nurse in the State of Missouri or in the state where they practice;
3. Meet all admission requirements for the BSN completion program
4. A pre-admission interview
5. Submission of Graduate Record Examination (GRE) combined test scores for verbal, quantitative, and analytical sections, with a section score of at least 400 on verbal and 400 on quantitative. The analytical writing section of the GRE will be evaluated on an individual basis.
6. 2 letters of recommendation (faculty or employer preferred)
7. A written statement of goals
8. The equivalent of at least one (1) year of full-time experience in direct patient care as a registered nurse
9. An overall GPA of 3.25 or higher
10. Current infant, child and adult CPR certification.

Retention and Progression

In order to remain in the accelerated master's program and progress to the MSN program, students must:

1. Maintain an overall GPA of 3.25 or higher
2. Earn a grade of "B" or higher in all undergraduate nursing courses attempted
3. Earn a grade of "B" or higher in all graduate courses attempted

Students not meeting the criteria for progression in the RN-MSN option may complete the requirements for the BSN degree but will be removed from the accelerated option. In the final year of the BSN program, the student must make application to the family nurse practitioner or nurse educator specialization. Acceptance into the RN-MSN option does not guarantee admission to the FNP specialization.

Dual Credit Options

Up to 4 of the following graduate courses may be taken while finishing the BSN program:

- A. Graduate Statistics – 3 credit hours (500 level or above)
- B. NUR 515 Healthcare Informatics
- C. NUR 607 Advanced Health Assessment/Health Promotion
- D. NUR 665 Applications of Advanced Human Pathophysiology

Undergraduate credit is given as follows:

- A. A graduate statistics course meets undergraduate and graduate requirement.
 - B. NUR 515 can be taken as a HCM elective.
 - C. Upper division elective credit for NUR 665 Applications of Advanced Human Pathophysiology (meets undergraduate upper division elective requirement and family nurse practitioner graduate requirement.
 - D. Students who pass the health assessment placement test and NUR 607 will be given dual credit for undergraduate health assessment and graduate health assessment.
3. After admission to the graduate program, all graduate courses will transfer as graduate credit.

Before enrolling in a course to be counted toward both undergraduate and graduate credit and to count the course toward the master's degree, an undergraduate student must be accepted to the accelerated program and receive prior approval from the graduate advisor, Department Head of Nursing, and the Dean of the Graduate College. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the Graduate College for further information. The time it will take to complete the program depends on the number of general education courses required to graduate.

Example plan for full-time study:

Fall

NUR 306 Professional Emergence	3 hrs
NUR 341 Individuals and Families	6 hrs
Graduate Statistics (e.g. PSY 527)	3 hrs
NUR 565 Advanced Pathophysiology	3 hrs
Total	15 hrs

Spring

NUR 442 Community Health	6 hrs
NUR 482 Leadership & Management	6 hrs
NUR 472 Research Methods	3 hrs
GEP 397 Public Affairs for the 21 st Century	3 hrs
Total	18 hrs

Summer

NUR 607 Advanced Health Assessment	5 hrs
NUR 515 Healthcare Informatics	3 hrs
Total	8 hrs

Fall**Family Nurse Practitioner Option**

NUR 601 Nursing Science	3 hrs
NUR 611 Adv. Role Theory & Leadership	2 hrs
NUR 625 Primary Care of Women	4 hrs
NUR 661 Advanced Pharmacology	3 hrs
TOTAL	12 hrs

Spring

NUR 625 Primary Care of Adults	6 hrs
NUR 672 Research Methods	3 hrs
NUR 665 Appl of Adv. Patho.	1 hrs
TOTAL	10 hrs

Fall**Nurse Educator Option**

NUR 600 Epidemiology	3 hrs
NUR 601 Nursing Science	3 hrs
NUR 680 Teaching/Learning Th.	3 hrs
TOTAL	9 hrs

Spring

NUR 620 Clinical Concepts in Nsg	4 hrs
NUR 672 Adv Research Methods	3 hrs
NUR 681 Educator Practicum I	2 hrs
NUR 682 Curriculum Design	3 hrs
TOTAL	12 hrs

(example plan continued on next page)

Summer

NUR 625 Primary Care of Children	4 hrs
NUR 697 Non-thesis Project	1 hr
OR	
NUR 699 Thesis	(3) hrs
TOTAL	5 OR (7) hrs

Fall

NUR 690 Nurse Pract Adv. Pract.	5 hrs
NUR 688 Health Policy & Issues	3 hrs
NUR 697 Non-thesis Project	2 hrs
OR	
NUR 699 Thesis	(4) hrs
TOTAL	10 or (12) hrs

Summer

NUR 697 Non-thesis project	1 hr
OR	
NUR 699 Thesis	(3) hrs
TOTAL	1 or (3) hrs

Fall

NUR 683 Educator Practicum II	2hrs
NUR 686 Issues in Healthcare Ed	3hrs
NUR 688 Health Policy & Issues	3hrs
NUR 697 Non-thesis Project	2hrs
OR	
NUR 699 Thesis	(3) hrs
TOTAL	10 or (11) hrs

Progression in the MSN Program

After meeting admission requirements of the Graduate College, the University, and the Department of Nursing, progression in the MSN program requires continued enrollment in Missouri State University. In addition, the student must meet the following academic criteria:

1. Nursing courses and required supporting courses cannot be taken on a pass-fail basis.
2. Courses in the nursing major may not be taken more than twice.
3. Transfer courses are evaluated according to current transfer evaluation policy.
4. Completion of security checks as required by clinical agencies. (See clinical course policies below.)

Prerequisites

The student is responsible for having the appropriate prerequisites prior to enrollment in a course. The current prerequisites are indicated with each course in the University Catalog. If the student does not have the appropriate prerequisites for a course, registration for the course may be canceled either prior to or after classes begin. Any questions concerning the prerequisites should be answered by consulting the current catalog or by contacting the academic department offering the course.

Clinical Course Policies

Prior to enrolling in any clinical nursing courses, the student needs to provide:

1. Proof of current licensure as an RN in Missouri.
2. Proof of current professional health insurance, immunizations, CPR, and liability insurance.
3. Proof of completion of any screening required by the clinical agency.

Clinical agencies may require a student to complete a security check or other procedures before permitting students to be placed within a clinical site. Students who fail these procedures and checks will be subject to further review by a Department of Nursing Faculty Committee and dismissal from the MSN program may result.

Withdrawal and Leave of Absence

Students who withdraw completely from the University (drop all courses) must submit a written request to withdraw to the Registration Center, Carrington Hall, Room 320, to be eligible for any tuition refund. The date the official withdrawal request form is submitted to the Registration Center (or the postmark date of withdrawal requests submitted by mail) is used to determine the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdrawal deadline. See the appropriate semester class schedule for specific dates.

Readmission Policy

Continuing enrollment in Missouri State University must be maintained to be considered a student in the MSN program. Students who interrupt their education for 3 consecutive semesters (one year) or more must follow University readmission policies and petition the Department of Nursing to be reinstated in the graduate program, at which time the previous course work will be reevaluated. Readmission to the University does not guarantee readmission to a specific degree program. Students who have been readmitted must resubmit an Application to a Degree Form.

Transfer of Credit Policy

The Graduate College and MSN program limits the amount of courses that can be accepted. Graduate courses will be reviewed by the Department of Nursing on an individual student basis.

It is the University's policy to award credit for courses taken through institutions accredited by a regional accrediting agency. Students transferring from a public Missouri community college with an Associate of Arts degree will be considered to have met the lower division general education requirements at Missouri State University. A course-by-course evaluation of transfer credit is sent to students once they have been admitted. A copy of the transfer credit policy for undergraduates is available from the Admissions office.

Incomplete Grade Policy

Incomplete grades will be given only in unusual circumstances in which the student has been unable to complete a small portion of a course such as a term paper or a final examination. In each instance where an Incomplete "I" grade is assigned, the instructor of the course shall, at the end of the semester in which the "I" grade is given, indicate on the Assignment of Incomplete Grade form what the student must do to complete the course and how the completed work would affect the final grade. The original copy is filed with the Department Head, one copy is given to the student, and one copy is retained by the instructor. If a student needs to repeat a course or a significant portion of a course, a grade of "N" or "F" should be assigned according to regulations governing the assignments of such grades. An "N" grade cannot be assigned if the student has not officially dropped the course within the semester deadlines.

An "I" grade must be removed by the end of the first semester of enrollment after it is received (excluding summer); otherwise, the "I" automatically becomes an "F" grade. An extension of the time limit or other necessary arrangements to remove an "I" grade will be made only if a written request for such extension is approved by the Department Head. An approved request for extension of time for removal of an "I" grade must be placed on file in the Records Office. The student should make arrangements with the instructor, or the Department Head if the instructor is no longer at the University, for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form and file one copy with the Department and deliver the other copies to the Records Office. The student will be sent a copy of the form with a corrected copy of his or her academic record indicating the adjusted grade point average.

Graduating students must remove "I" grades before the beginning of the final semester of enrollment unless an extension has been granted. An "I" grade assigned in the semester immediately preceding graduation must be removed by May 1 for spring graduation, by July 15 for summer graduation, and by December 1 for fall graduation. Incomplete grades assigned during the semester of graduation must be removed prior to mid-semester of the following semester. Failure to meet these deadlines will result in graduation being delayed to a later semester.

Drop/Add Policy

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of an "F" grade for those classes. A student should complete a Change of Schedule form to indicate courses being dropped or added.

Students who wish to withdraw from all courses for a given semester should review the withdrawal procedure. Students who wish to add or drop selected regular semester courses should follow the procedures outlined in the Undergraduate Catalog. Students who wish to add or drop intercession courses, short courses, workshops, block courses, and other courses that do not meet for a full semester should contact the Registration Center for information on policies, procedures, and deadlines.

Auditing a Course

A person may audit a course by enrolling on an audit basis at registration or by completing a Change of Schedule form prior to the no-penalty drop deadline. A student cannot change from a credit to an audit basis after the no-penalty drop deadline. Regular students may audit courses to the maximum authorized academic load. A person not currently enrolled in the University must be admitted to register as an auditor. Audited courses are counted in the same way as courses taken for credit in determining required student fees; however, credit is not awarded for auditing a class. The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. The instructor has the right to request the Associate Vice President for Academic Affairs to have the student dropped from the course for non-attendance.

Encumbrances

An encumbrance may be placed on a student's record for a variety of reasons such as an unpaid bill or fine, failure to return books or equipment, failure to be admitted to a degree program within the specified time limit, and failure to complete a financial aid exit interview during semester of graduation. All encumbrances will prevent a student from registering for upcoming semesters, and most encumbrances will prevent the release of a student's transcript and diploma. Contact the Records Office for further information regarding encumbrances.

MSN Program Advising

Upon admission to the MSN program, the student is assigned an academic advisor. Graduate students should consult with their advisor early in the program to plan their program schedule.

Thesis/Project Advising

The thesis or project advisor is required to be a nursing faculty member who has graduate faculty status. Students are encouraged to select thesis and project advisors early in the graduate curriculum in the first or second semester. Students should plan to complete the thesis or project during their last year of the program and distribute the Thesis or Non-Thesis credit hours over the final semesters as appropriate.

Because of the scholarly nature of a thesis, the student's thesis committee is composed of the thesis chair, another graduate nurse faculty, and a graduate faculty outside of nursing. The committee should be composed of individuals who by their background provide expertise related to the thesis topic, the population to be studied, the research methodology, the theoretical frame work, and/or the instrumentation used. The purpose of the committee is to review the thesis drafts and provide feed back after the thesis chairperson has approved the distribution of the thesis draft to the members.

Students should solicit their own committee members with the approval of the thesis chair. Ideally, the thesis chair is selected prior to the final year of course work and the committee members are confirmed prior to the student's last semester.

The master's thesis and non-thesis project must be approved by the student's chair prior to initiation. In addition, all thesis and non-thesis research projects that utilize human subjects require the review and approval of the Institutional Review Board of the University. The graduate student should consult with the advisor prior to their last year to establish a time frame for project initiation and completion.

After final approval of the completed thesis/project, a formal presentation of the thesis/project is required. Deadline for final approval of the thesis/project is two weeks prior to the Graduate College deadline. Copies of the approved thesis/project are provided to the chair person, each committee member, and the Graduate Office. Students may obtain a copy of the current thesis guideline from the Graduate Office.

Candidacy for the Degree

The application for candidacy is a planned program of study. It is essential students consult with their advisor in planning their degree program. A student may submit an application for candidacy at any time after having been admitted to graduate study in a degree program. Usually, the application for candidacy is submitted to the Graduate College before 15 hours have been completed. In all cases, 14 semester hours of course work must be completed after the student's application for candidacy has been approved.

Application for candidacy forms are available in the Graduate College and should be returned to the Graduate College upon completion. It is essential students meet with their advisor before completing the candidacy form. The Graduate College will forward the application for candidacy to the student's advisor for approval.

If the advisor determines the student does not have an acceptable academic background for admission to candidacy, the advisor will specify additional work the applicant must complete

before admission to candidacy. The student will receive a copy of the application for candidacy after it has been approved by the Graduate College.

Graduation Requirements

Research Experience

In addition to meeting the requirements for retention, a research experience and comprehensive examination must be successfully completed. The research requirement involves completion of the thesis or a non-thesis project and is discussed in the thesis/project advising section. The final thesis or project must be approved by the Nursing Department two weeks before the deadline for submission to the Graduate College. Consult the Graduate College for thesis/project deadlines and guidelines for thesis preparation. Nursing thesis and non-thesis projects should utilize the latest edition of the Publication Manual of the American Psychological Association for formatting the paper.

Comprehensive Examination

A comprehensive examination covering content from the MSN core courses will be offered each semester. The purpose of the examination is to provide the student an opportunity to evaluate, apply, and synthesize information obtained in the nursing core curriculum. To be eligible to take the comprehensive examination, the student must have an approved application for candidacy on file in the graduate office and must have at least a 3.00 graduate GPA.

The comprehensive exam is offered once each semester and must be passed before the MSN degree is granted. Students who are eligible to sit for the examination should confirm their intention by memo to the department head by the second week of the semester in which the student plans to take the examination.

The student also should complete a Comprehensive Examination Application and submit it to the department head. The examination consists of oral or written questions that address the content covered in the core nursing courses. Further information will be supplied by the Department of Nursing prior to the exam. No makeup exams will be given.

Students must successfully complete the comprehensive examination to be eligible for graduation. Students who do not successfully complete the examination will be eligible to retake the exam when it is offered the following semester.

Students who do not pass the examination on the first attempt will have two additional opportunities to succeed. Prior to the second attempt, students are strongly encouraged to formulate a study plan for the next examination with their advisor. Students who do not pass the examination on the second attempt are strongly encouraged to seek remedial instruction (e.g., audit courses, purchase study materials). Students who fail the exam on the third attempt may not retake the exam.

MSN Student Orientation

The Department of Nursing holds a full-day orientation session for new MSN students each summer. At this session, the faculty are introduced, basic computer skills are presented (E-mail, Internet, Microsoft Office Suite, Blackboard Course Software, Online Library Resources), and information is given on the program, program policies, student opportunities, and resources.

SECTION 3: STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Student Bill of Rights

The student bill of rights was passed by the Student Government Association, the student body, and administration in May 1992. These rights and responsibilities are listed on the Missouri State University web site, <http://www.missouristate.edu> and are discussed in the Undergraduate Catalog.

Each student is expected to assume responsibility as a member of the University community and is held accountable to the standards of conduct, academic integrity expectations, and all other University rules published in the Undergraduate Catalog and on the University web site at <http://www.missouristate.edu>. The University reserves the right to discipline or dismiss any student who fails to maintain its standards.

It is the purpose of the University to provide an environment in which its students may develop as effective citizens and thoughtful, productive members of society. It is the responsibility of the University to provide quality instruction, develop high standards of achievement, and provide an atmosphere for self-expression and growth through a wide range of curricular and co-curricular activities. Students should strive to develop the capacity for critical judgment and the ability to engage in an independent search for truth while endeavoring to exercise their freedom with maturity and responsibility.

Freedom of expression and inquiry are essential elements of the University community. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

Student Representation

Student representatives serve as representatives of the nursing student body to the Faculty Organization Committee and to the Student Advisory Council of the Department of Nursing. Representatives are recruited annually to provide student input to the faculty on curricular and policy matters or any matters that impact the students' education. In addition, opportunities for University and College representation exist through the student government and Student Advisory Council.

Student Responsibilities

Academic Honesty

Nursing students are expected to demonstrate satisfactory academic, clinical, and professional behavior. Academic honesty is an expectation of all students in the clinical and classroom settings. Refer to the Academic Integrity Policies and Procedures in the Missouri State University Undergraduate Catalog.

Ethical Behavior

In addition to the responsibilities expected of all students, as described above, students in the BSN completion program are expected to adhere to the American Nurses Association (ANA) Code of Ethics listed at <http://www.nursingworld.org> website.

Professionalism

Policy on Professionalism & Professional Conduct

In addition to meeting the academic standards of Missouri State University and the Department of Nursing, students enrolled in nursing courses that are part of the BSN or MSN programs of study must demonstrate professionalism in clinical and classroom experiences. Professionalism is defined as behaviors and attitudes congruent with the ANA Code of Ethics, guidelines and standards of practice, the State of Missouri Nurse Practice Act, socio-cultural expectations, and policies and expectations of the academic institution. Inherent within the concept of professionalism is the development of those behaviors by the student during the program that demonstrate increasing maturity, competence, integrity, regard for human dignity, respect for

social justice, accountability, responsibility, and caring as they progress through the program. Therefore, professionalism includes, but is not limited to, satisfactory clinical performance and behaviors consistent with professional conduct.

Clinical performance is evaluated during each clinical course by the course faculty and preceptors. Achievement of a minimum grade of "C" or better in the didactic portion and a grade of "Pass" in the clinical portion is required. Clinical evaluation tools are designed specifically in each course to address the course expectations and objectives. Typical clinical expectations are safe, effective, ethical performance of nursing tasks; problem solving; use of appropriate judgment; appropriate communication and interaction with others; and the ability to apply knowledge. Acts of dishonesty, failure to provide safe care, lack of professional accountability or maturity, and any acts that could be detrimental to one's self or others are considered unprofessional behavior.

A student who demonstrates unprofessional behavior will be notified by the faculty of such behavior. The faculty will counsel the student, document the occurrence of the behaviors in writing, and place the documentation in the student's file. The student may respond in writing within 48 hours to the faculty's findings and/or submit written documentation relevant to the behavior. Depending on the nature of the unprofessional behavior, the faculty may enforce the following sanctions on the student:

- Repeat the course assignment.
- Give no credit for the course assignment.
- Give the student an unsatisfactory evaluation.
- Lower the student's final course grade.
- Give a grade of "F" for the course.
- Place on clinical probation (department head).
- Recommend dismissal of the student from the Nursing Program or denial of enrollment in the Nursing Program.

A student who demonstrates unprofessional behavior that places him or herself or others at risk for harm such as dishonesty or drug use will receive the most stringent sanctions. Acts of dishonesty also will be reported to the University's Center for Student Life. Please refer to the current Missouri State University Undergraduate or Graduate Catalog for policies and procedures related to academic dishonesty and to retention and enrollment criteria for the Nursing program.

Substance Abuse Policy

A chemically impaired person is one who is under the influence of a substance that adversely affects mood, perception, or consciousness that interferes with the individual's ability to meet standards of performance and safety in any clinical setting, skills lab, or classroom. The use of illegal/designer drugs or the abuse of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the user but also to all people coming in contact with the user. Students are subject to both the University policy concerning drugs, alcohol, and tobacco use and any employee policies in place at any clinical facility in which the student participates in a clinical practicum. Failure to abide by all applicable policies is considered to be unethical and unprofessional conduct and will result in disciplinary action up to and including dismissal from the program.

MISSOURI STATE BOARD OF NURSING POSITION STATEMENT ON HIV OR HBV INFECTION

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public, and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992, all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

References:

1. North Carolina Board of Nursing (1991). Policy regarding HIV/AIDS infection. Raleigh: Author.
2. State of Missouri, 86th General Assembly, Second Regular Session [Truly agreed to and finally passed] Senate Committee Substitute for Senate Bills Nos. 511 & 556. (1992). Jefferson City: Author.
3. State of Missouri Revised Statutes (1992). Section 191.694 to 191.700 RSMo Supp. 1992. In Chapter 191: Health and Welfare. Jefferson City: Committee on Legislative Research.

Retrieved April 28, 2003 at Missouri State Board of Nursing:

<http://www.ded.state.mo.us/regulatorylicensing/professionalregistration/nursing/nurhbv.htm>

Clinical Probation

Students who demonstrate unprofessional behavior may be placed on clinical probation. Clinical probation is based on the performance of the student in relationship to course objectives and expected behaviors and attitudes consistent with those of a professional nurse. A student in the Department of Nursing may be placed on clinical probation for one or more of the following:

1. Failure to demonstrate professional behaviors and attitudes consistent with those of a professional nurse.
2. Failure to demonstrate consistent improvement in clinical performance as identified in course objectives.
3. Failure to demonstrate improvement in areas documented by faculty to be areas of weakness.
4. A pattern of actions inconsistent with University, Department of Nursing, or course policies, which include, but are not limited to (a) initiating clinical experiences without a contract, (b) initiating interventions or actions without appropriate supervision or approval of the preceptor, (c) consistent difficulties applying theory to the clinical setting, and/or (d) inconsistently completing clinical assignments or logs.

A student on clinical probation will receive a written statement of the probation from the faculty indicating areas of weakness. The student is expected to complete the requirements of the probation by the end of the course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the faculty will remove the probationary

status at the end of the course. Failure to meet the requirements of the probation will result in clinical failure.

Clinical Failure

Clinical failure is based on the performance of the student in relationship to the course objectives, expected behaviors, and attitudes consistent with those of a professional nurse. A student enrolled in a clinical nursing course may receive a clinical failure for one or more of the following:

- ◆ Failure to demonstrate satisfactory progress after being placed on clinical probation.
- ◆ Recurring absenteeism or tardiness in the clinical site.
- ◆ Recurring failure to follow clinical course policies, policies of the clinical agency, or recommendations of the preceptor or faculty.
- ◆ Acts of dishonesty.
- ◆ Repeated lack of preparation for the clinical setting.
- ◆ Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practices, or practices which are inconsistent with professional standards or laws.
- ◆ Unsatisfactory final clinical evaluation.

The faculty will notify the Admission, Promotion, and Graduation Committee (APG) of any student placed on clinical probation or who earns a clinical failure. In addition, the faculty will place a copy of the letter sent to the student indicating clinical probation, failure, or a change in the clinical status in the student's academic file. The student may appeal the action to the APG Committee.

The Department of Nursing reserves the right to interpret, maintain, and enforce the standards of conduct and professional performance for nursing. The Department also reserves the right to recommend dismissal or refuse enrollment in the program to any student who in the judgment of the APG Committee, by a majority vote, has violated the standards of professional conduct or demonstrates a lack of professional development.

Professional standards are expected of all students in the nursing program. In addition to professional behaviors discussed previously, the student is expected to maintain a professional appearance in the clinical setting. The student's appearance communicates the values and attitudes of the individual and thus reflects either positively or negatively on the profession and the University. The student should adhere to the dress code of the clinical agency he or she is attending. When functioning as a student in an area that has no dress code, such as home care, the student should wear attire that reflects positively on the University, the Department of Nursing, and the Nursing Profession.

Health Insurance and Accountability Act (HIPAA)

All students in the MSN program will be required to complete the Missouri State University Health Insurance and Accountability Act (HIPAA) Privacy and Security Training. This training should be completed during the first week of the first semester a student is enrolled. The online training is available at <http://privacy.missouristate.edu/hipaa/training>. You must have your zip card number and a pin number to enter the training website. Upon completion of the training module, you will need to print out the certificate that documents you have completed the online training. Please give a copy of the certificate to one of the department secretaries to place in your student folder.

In addition, under the guidelines of the HIPAA Act, students will be required to meet the HIPAA guidelines of each organization in which they have a clinical experience. For students who will be going to the St. John's Health System or any of its affiliates, the HIPAA training is on the computers in the Nursing Computer Lab in Professional 321. The online training is located in a folder on the computer desktops labeled "St. John's HIPAA." Once you have completed the online training, print off the certificate of completion and give a copy to either department

secretary. For clinical sites other than St. John's Health System, you will need to ask your faculty for the course how to meet those requirements.

SECTION 4: FACULTY RIGHTS AND RESPONSIBILITIES

Faculty members at Missouri State University assume responsibility for teaching, research, and service, along with obligations inherent in membership in a learned profession. Essential to fulfilling these responsibilities and obligations are adherence to standards of ethical conduct and respect for academic freedom.

As teachers, the Department of Nursing faculty encourages the free pursuit of learning in their students. They hold before them the best scholarly standards for their discipline. They demonstrate respect for students as individuals and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect the student's academic freedom.

Students are entitled to an atmosphere conducive to learning and to fair treatment in all aspects of the teacher-student relationship. Each faculty member is expected to conduct his or her assigned courses in a manner consistent with the course content and course credit as approved by the faculty and consistent with the scheduled class meeting times. Within these constraints he or she is entitled to freedom in the classroom in developing and discussing subjects appropriate to the course.

Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, gender, or personal beliefs.

Attendance Policy

Because a student's class attendance and course grade are demonstrably and positively related, the University expects students to attend all class sessions of courses in which they are enrolled. Each instructor has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the first day of class, each instructor will make available to each student a written statement of the specific attendance policy for that class.

The University expects instructors to be reasonable in accommodating students whose absence from class resulted from (1) participation in University-sanctioned activities and programs, (2) personal illness, or (3) family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors.

Classroom Management

The course instructor has jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. Nursing students are expected to conduct themselves in a manner that would reflect positively on the nursing profession. They are expected to act as mature, responsible adults.

The ANA Code of Ethics serves as a guideline for professional behavior for the nursing student. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor.

The course instructor may have a student administratively withdrawn from a course upon showing of good cause and with the concurrence of the Department Head. The appeals process in case of such administrative withdrawal shall be as stated in the academic regulations under "Grade Reevaluation Based on Performance."

DEPARTMENT OF NURSING FACULTY AND STAFF

The Department Head

Kathryn Hope, PhD, RN, is an Associate Professor and Department Head. She holds an M.A. in Child Health and Nursing Education from the University of Iowa, a Ph.D. in Nursing from the University of Kansas, and a post-master's certification as a Family Nurse Practitioner from the University of Missouri, Columbia. She teaches a variety of graduate and undergraduate courses part time in conjunction with the administrative duties of running the Department. She is available by phone toll free, 1-877-728-0001, at 417-836-5310 or by e-mail, KathrynHope@missouristate.edu.

The Faculty

Jan Atwell, MSN, RN, is an Instructor in Nursing. She earned her Bachelor's Degree in Nursing from Southwest Baptist University and her Master's Degree in Nursing from Southwest Missouri State University. She teaches a variety of undergraduate nursing courses. She can be reached by phone at 836-5018 or by e-mail at janatwell@missouristate.edu.

Susan Berg, MSN, FNP, BC, FNP Program Director, is an Assistant Professor in Nursing. She obtained her Bachelor's Degree in Nursing from the University of Missouri and her Master's Degree in Nursing from Southwest Missouri State University. She teaches courses in the Family Nurse Practitioner Program. She is available by phone at 836-3214 or by e-mail at susanberg@missouristate.edu.

Elizabeth Fahey, RNC, MSN, WHNP, is a certified Womens' Health Nurse Practitioner and an Instructor in Nursing. She earned a Master's Degree in Nursing in Primary Health Care of Women, from the University of Missouri-Kansas City. She teaches courses in the Family Nurse Practitioner Program and NUR 341: Individuals and Families. She can be reached at 836-5528 or by e-mail at elizabethfahey@missouristate.edu.

Susan Sims-Giddens, EdD, RN, BSN-C Program Director, Nurse Educator Program Director, is an Associate Professor in Nursing. She has earned a Master's Degree in Nursing from the University of Texas-El Paso, a Master's in Education from Northern Arizona University, and a Ed.D. in Educational Leadership from Northern Arizona University. She teaches in the Nurse Educator Master's specialization and the BSN Leadership and Management and Nursing Research courses. She is available by phone at 836-5398 or by e-mail at susansims-giddens@missouristate.edu.

Caroline Helton, MS, MN, RN, Generic BSN Program Director, is an Instructor in Nursing. She obtained her Bachelor's Degree in Nursing from Central Missouri State University in 1970, then went on to pursue her Master's Degree in Science in 1976 from Pittsburg University in Kansas. In 1983 she completed a Master's in Nursing from the University of Kansas specializing in Maternal Child Nursing. She teaches a variety of undergraduate nursing courses. She may be reached at 836-6569 or by e-mail at carolinehelton@missouristate.edu.

Debra Savinske, MN, RN, is an Instructor in Nursing. She received her MN from the University of South Carolina. She holds advanced certificates from the U.S. Army in Nursing Administration and Intensive Care. She teaches courses in the Generic BSN program. She can be reached at 836-6924 or by e-mail at debsavinske@missouristate.edu.

Rose Utley, PhD, RN, is an Associate Professor in Nursing. She earned Master's Degree in Nursing Education from the University of Minnesota and a Ph.D. in Nursing from Wayne State University in Detroit, Michigan. She teaches undergraduate health assessment and a variety of courses in the Nurse Educator Master's Specialization. She is available at 836-6568 or by e-mail at roseutley@missouristate.edu.

Patricia Webb, MSN, RN, CPNP, is a certified pediatric nurse practitioner and an instructor in nursing. She received her MSN as a pediatric nurse practitioner from the University of Missouri-Kansas City. She teaches a variety of courses in the undergraduate and graduate curriculum. She can be reached at 836-6125 or by e-mail at patriciawebb@missouristate.edu.

The Staff

Mindy Wolf is the Admissions Coordinator/Academic Advisor for the Department of Nursing, serving as advisor for all pre-nursing students, as well as Staff Advisor for the Student Nurse Organization. Mindy is available by phone at 836-8816 or by e-mail at mindywolf@missouristate.edu.

Nancy Horeis is an Administrative Assistant II for the Department of Nursing. She provides secretarial support to the Department Head and faculty, oversees the functioning of the office, and supervises student office workers. She may be reached at 836-5310 or by e-mail at nancyhoreis@missouristate.edu.

Gay Carson is an Administrative Specialist II for the Department of Nursing. She holds a Bachelor of Science in Business Education from College of the Ozarks in Point Lookout, Missouri. She provides secretarial support to the Generic BSN and pre-nursing programs and various faculty members. She is available by phone at 836-5310 or by e-mail at gaycarson@missouristate.edu.

Additional information about the Department of Nursing is available at our web site at <http://www.missouristate.edu/nursing>.

SECTION 5: STUDENT RESOURCES

Missouri State University provides a wide range of resources aimed at facilitating, supporting, and stimulating the intellectual, social, cultural, recreational, and spiritual growth and development of the student. A partial list of these resources is provided below.

Adult Student Services, Carrington Hall, Room 422, 836-6929, <http://ce.missouristate.edu/evening/>

Provides a variety of services for adults who are attending college part-time, including reentry seminars and adult student orientation programs

Al-Anon, AA, and Narcotics Anonymous groups

Meet weekly during the academic year

Contact the Ecumenical Center, 680 S. Florence, 865-8711

Collegiate Reading and Learning Program, Madison Hall, Room 5, 836-5005

Help with study related problems, note taking, test taking, and concentration skills.

Computer Labs, <http://helpdesk.missouristate.edu/labs/>, available for word processing, e-mail, and access at:

Cheek Hall, Room 150, 836-4519

Kemper Hall, Rooms 207, 211, and 213, 836-6488

Glass Hall, Rooms 228, 229, 234, and 235, 836-6011

Professional Building, Room 106, 836-6626,

Meyer Library, 1st floor

Strong Hall, Room 107, 836 6534

Copy This, Plaster Student Union, Room 210, 836-5808, <http://www.missouristate.edu/printing/CopyThis.htm>

A full service copy center for students, faculty, and staff

Counseling and Testing Center, Carrington Hall, Room 311, 836-5116,

<http://counselingandtesting.missouristate.edu/>

Provides confidential services to individuals with personal-social concerns

Disability Support Services, Plaster Student Union, Room 405, 836-4192 or TDD 836-6792,

<http://www.missouristate.edu/disability/>

DSS provides verification of disability and assists students in obtaining services from the university and the community.

Financial Aid, Carrington Hall, Room 101, 836-5262, <http://www.missouristate.edu/FinancialAid/>

Information and application for loans, grants, work study, and other sources of financial aid

Hammons Student Center, between Harrison and Monroe, west of National, 836-5772,

<http://www.missouristate.edu/hsc/>

A multipurpose recreation facility for students, staff, and faculty

Learning Diagnostic Clinic, Alumni Center, Room 502, 836-4787, <http://psychology.missouristate.edu/ldc/>

Provides academic support services to students with learning disabilities

Meyer Library, between Kings Street and John Q. Hammons Parkway, 836-8383,

<http://library.missouristate.edu/meyer/index.htm>

A member of the Center for Research Libraries, with a collection of over 3.5 million available. Houses books, periodicals, videos, and microfilm collections. Online Catalog and Inter-library loans are available.

Multicultural Student Services, Carrington Hall, Room 302, 836-6618, <http://multicultural.missouristate.edu/>

Provides academic, social, and cultural programs throughout the year

Multicultural Resource Center, Plaster Student Union, Room 141, 836-5652,

<http://www.missouristate.edu/MCulture/>

Promotes diversity and cultural awareness, has a video library, book collection, and other information relative to cultural diversity.

Student Government Association, Plaster Student Union, Room 123, 836-5500, <http://sga.missouristate.edu/>

The official voice of the students to the Administration of Missouri State University

Student Retention Services, Carrington Hall, Room 315, 836-6618

Connects students to campus resources which help them reach their educational goals.

Free tutoring on a first come, first serve basis.

Taylor Health and Wellness Center, Florence and Monroe, 836-4000, <http://health.missouristate.edu/>

Offers clinic services and health education programs

Veterans Services Office, Carrington Hall, Room 304, 836-4615,

<http://www.missouristate.edu/registrar/veterans.html>

Provides services to students eligible to receive educational assistance from the US Department of Veterans Office

Writing Center, Siceluff Hall, Room 210, 836-6398, <http://www.missouristate.edu/writingcenter/>
Assistance with any aspect of writing by walk-in or by appointment. Services are free to students.

Financial Aid

A financial assistance program is offered by the University. This includes scholarships, loans, grants, and work study programs. Contact the Financial Aid office toll free at 1-800-283-4243 for further information.

In addition to the programs offered University wide, the Department of Nursing offers a variety of scholarships to students accepted into the BSN programs. Each fall a call for scholarship applications is announced in the undergraduate nursing courses and via flyers posted throughout the Professional Building. Specific criteria and deadlines are announced at that time.

In addition, professional organizations such as Sigma Theta Tau, the American Nurses Association, the National League for Nursing, American Association of Colleges of Nursing, and many nursing specialty organizations offer financial awards for persons seeking an initial nursing degree, or completion of a bachelor's degree in nursing. Pre-nursing scholarships may be available from the Missouri Nurses Association (MNA). For more information on the Missouri Professional and Practical Nurse Load Program, visit <http://www.dhss.state.mo.us/>. Information from the Missouri Hospital Association is available at <http://www.mhanet.com>. Contact the individual organizations for information.

Publications

BEARS that CARE

Missouri State University Department of Nursing Newsletter. Published once a year.

Guide to Student Involvement (pamphlet)

Lists and describes all registered student organizations and policies.

A source of information on the services, opportunities, and policies of the University.

Southwest Missourian

Campus events and feature stories. Distributed free of charge throughout the University.

The Standard

Missouri State University's official student publication, published weekly. Distributed free of charge throughout the campus.

Missouri State University Undergraduate Catalog

Lists courses offered in all Missouri State University Departments and provides course descriptions, prerequisites, policies, and program information for each academic year.

You Must Know (Pamphlet)

Informative source of information about University policies and safety. From the Office of Student Life and Development.

Missouri State University Graduate College

Lists courses offered in all Missouri State University Departments and provide course descriptions, prerequisites, policies, and program information for each academic year.

Nursing Resources

Missouri State University Department of Nursing Web site

<http://www.missouristate.edu/nursing>

Genetics in Nursing and Health Care

<http://www.missouristate.edu/nursing/geneticsinnursing/>

Community Resources

<http://www.missouristate.edu/nursing/resources/>

American Association of Colleges of Nursing (AACN)

<http://www.aacn.nche.edu>

American Nurses Association (ANA)

<http://www.ana.org>

Commission on Collegiate Nursing Education (CCNE)

One DuPont Circle, NW, Suite 530

Washington, D.C. 20036-1120

<http://www.aacn.nche.edu>

Missouri League for Nursing

604 Dix Rd.

P.O. Box 104476

Jefferson City, MO 65110-4476

Missouri Nurses Association (MONA) (573) 636-4623

1904 Bubba Lane

P.O. Box 105228

Jefferson City, Missouri 65110

www.missourinurses.org

Missouri State Board of Nursing (573) 751-0681

3605 Missouri Boulevard

P.O. Box 656

Jefferson City, MO 65102

<http://pr.mo.gov/nursing.asp>

Missouri State University Alumni Association, 836-5654

Alumni Building

300 S. Jefferson Avenue

Springfield, MO 65806

Membership open to all Missouri State University nursing graduates. The association maintains a current address file of alumni, participates in alumni surveys, and scholarship programs.

<http://www.alumni.missouristate.edu>

Sigma Theta Tau International (STTI) the international honor society of nursing.

Students who have a 3.0 or better GPA and are in the top 1/3 of their

graduating class are eligible for membership. For more information contact

<http://www.nursingsociety.org>