



**Missouri State**<sup>™</sup>  
U N I V E R S I T Y

# **School of Nursing Graduate Programs Student Handbook**

Missouri State University  
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**MISSOURI STATE UNIVERSITY  
SCHOOL OF NURSING  
GRADUATE STUDENT HANDBOOK**

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

You, the student, 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 MSU. This information is an adjunct to, not a replacement for, the graduate catalog: <http://graduate.missouristate.edu/catalog/>

Further details about the policies and procedures described in this handbook can be found in the MSU Graduate Catalog on the university's webpage at: <http://graduate.missouristate.edu/catalog/>

**The graduate nursing programs at Missouri State University are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, P: (202) 463-6930. Questions, concerns, or comments can be made to CCNE through the following avenues: phone (202) 463-6930 or e-mail <http://www.aacnnursing.org/>**



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U N I V E R S I T Y

Dear Graduate Student,

Welcome to the Missouri State School of Nursing Graduate Programs! We are so glad you have chosen MSU to pursue your graduate degree! Our Graduate Programs are designed to prepare nurses at an advanced level. Our Graduate Programs will prepare nursing leaders who have the knowledge and skills to assume pivotal roles to address the health disparities of vulnerable and rural populations to improve health outcomes.

The journey will be arduous at times, but so fulfilling upon completion. The Graduate faculty are here to lead you along your journey.

This handbook is designed to guide you through the policies of our Graduate Programs. It is of upmost importance that you familiarize yourself with the contents and refer back to the handbook often.

We have high expectations of you. At the completion of this program, you will be prepared to function in a variety of community and acute care health settings as primary care providers, leaders, managers, or consultants. We will support you in any way we can, but the journey is yours. We are committed to your success!

We welcome you!

Sincerely,

*Dr. Melissa Penkalski*

Melissa R. Penkalski DNP, APRN, CPNP-PC, AE-C  
Graduate Programs Director, Associate Professor  
Missouri State University  
School of Nursing



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U N I V E R S I T Y

Dear Graduate Student,

Welcome to the Missouri State School of Nursing Family Nurse Practitioner Program! We are so glad you have chosen us! During your time in our program you will learn the foundational elements necessary to become a safe, skilled Family Nurse Practitioner (FNP). Patient safety through evidence-based practice will be the cornerstone of your education. The journey will be arduous at times, but so fulfilling upon completion. The FNP faculty are here to guide you along your journey.

This handbook is designed to guide you through the policies of our FNP program. It is of utmost importance that you familiarize yourself with the contents and refer back to the handbook often.

We have high expectations of you. At the completion of this program, you will be prepared to care for a human life in the primary care setting. Assessing, diagnosing, treating, and evaluating...these are critically important elements we will teach you. Possessing and utilizing this knowledge results in a huge responsibility. We will show you the path, but the journey is yours. We are committed to your success!

We welcome you!

Sincerely,

Dr. Shelley Carter DNP, APRN, FNP-C

FNP Program Director

Clinical Assistant Professor



**STATEMENT CONFIRMING RECEIPT OF GRADUATE STUDENT HANDBOOK**

I, \_\_\_\_\_, acknowledge that I have read and  
(Print name)  
understand the Missouri State School of Nursing Graduate Student Handbook.

Furthermore, I understand that it is my responsibility to become familiar with the contents of this handbook, and to abide by the policies, procedures, and educational objectives contained herein during the course of my matriculation in the program.

I accept the fact that policies and procedures may be revised and added at the discretion of program administration and that, when notified in a timely and appropriate manner by the Program Director, I will hold myself accountable to those new directives.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**After copying and signing this statement, please return this document to the Program Director or administrative assistant for your files. Also upload a copy of the document to your Validity account.**



## **Section 1: Introduction**

- 1.1 About the University
- 1.2 About the School of Nursing
- 1.3 Mission of the School of Nursing
- 1.4 Philosophy of the School of Nursing
- 1.5 Goals of the School of Nursing
- 1.6 Program Outcomes
- 1.7 School of Nursing Curricular Framework
- 1.8 Nondiscrimination Policy

## **Section 2: Graduate Nursing Programs**

- 2.1 Program Descriptions and Costs
- 2.2 Program Requirements
- 2.3 Technological Standard for Nursing Practice
- 2.4 Additional Program-Related Policies

## **Section 3: Curriculum**

- 3.1 Curriculum and Course Descriptions
- 3.2 Graduate Projects
- 3.3 Final Competencies
- 3.4 Clinical Experiences

## **Section 4: Student Rights and Responsibilities**

- 4.1 Code of Student Rights and Responsibilities
- 4.2 Student Responsibilities
- 4.3 Online Etiquette and Civility
- 4.4 Social Media Policy
- 4.5 Professionalism
- 4.6 Health Insurance Portability and Accountability Act
- 4.7 Missouri State Board of Nursing Position Statement on HIV or HBV Infection
- 4.8 Bloodborne Pathogens Policy
- 4.9 Student Grievance and Appeal Policy and Procedure

## **Section 5: Faculty Expectations and Responsibilities**

- 5.1 Faculty Rights and Responsibilities
- 5.2 Advising
- 5.3 School of Nursing Faculty and Staff



## **Section 6: Student Resources**

6.1 Student Resources

**7.0 Accident Report Form**

**8.0 Glossary**

**9.0 List of Abbreviations**