Sacred Heart University

From the SelectedWorks of Marlene Beck

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Masters of Science Nursing Student Guide
2016-2017

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Available at: https://works.bepress.com/marlene_beck/10/
WELCOME TO THE COLLEGE OF NURSING

Dear Nursing Student:

On behalf of the Nursing Faculty and Staff, welcome to the College of Nursing at Sacred Heart University! Together, we create a vibrant community of learning that leads to program excellence, satisfaction, and graduates who are highly prepared and respected in their roles in the challenging and ever-changing world of health care.

We at Sacred Heart University are proud of our long-standing commitment to personal attention and student achievement. Your advisor, the nursing faculty, and staff are committed to supporting you as you progress through your plan of study. We are your partners in your academic journey, so please do not hesitate to ask for assistance when you need it. Please refer to the nursing website for a complete list of nursing faculty and staff.

This Nursing Student Guide has been prepared as an announcement of policies and procedures and other important information with the overall goal of promoting understanding and mutual respect among faculty, staff, and students of the College of Nursing. We encourage you to read and use this document regularly. This guide is intended to supplement the university handbook and provide you with additional policies and information specific to your program of study. Students are expected to review and abide by the current version of the Nursing Student Guide online at:
http://www.sacredheart.edu/academics/collegeofnursing/resourceslinks/studentguidesandguidelines/

Any policy changes will be posted on the College of Nursing website so please check the site regularly.

We wish you much success and satisfaction as you pursue your studies in nursing!

Cordially,

Mary Alice Donius, EdD, RN
Dean, College of Nursing

Marlene Beck, DNP, RN, CNE
Associate Dean, Online Programs

Notices:

1. This guide is subject to change with written electronic notification. Any policy changes will be posted on the College of Nursing website at College of Nursing | Sacred Heart University Connecticut.

2. If any provision of this Guide is held by a legally binding authority to be unenforceable, the remainder of the Guide shall remain in full force and effect and shall in no way be impaired.

3. While every effort is made to ensure the accuracy of information provided in this Guide, accuracy cannot be guaranteed. Sacred Heart University reserves the right to make changes at any time without prior notice. The University provides this information in this Guide solely for the convenience of the reader, who may not rely upon it as a promise or legal obligation. Sacred Heart University expressly disclaims any liability based on the contents.
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SECTION I: MISSION AND PHILOSOPHY

1.1 ACCREDITATION

The baccalaureate, masters, and doctoral programs in nursing at Sacred Heart University are accredited by the Commission on Collegiate Nursing (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120 or 1-202-887-6791.

1.2 MISSION AND PHILOSOPHY

a. Mission of the College of Nursing

The Mission of the College of Nursing at Sacred Heart University is consistent with the mission of the University and as such seeks to integrate the Catholic Intellectual Tradition in the philosophy, curricula, teaching activities, and scholarship of the College of Nursing. This tradition aims to assist in the development of graduates who are knowledgeable of self, rooted in faith, educated in mind, compassionate in heart, responsive to social and civic obligations, and able to respond to the ever changing world.

The faculty of the College of Nursing work together as a community of educators to cultivate the personal and professional development of students. Faculty creates formal and informal learning environments that engage students in the synthesis of their unique gifts, talents, and skills with the beliefs, values, and methods of professional nursing. The faculty is engaged in practice and in service to the community which is reflected in innovative learning environments and curricula.

The College of Nursing prepares students at the baccalaureate, masters and doctoral levels. All programs recognize that nursing excellence is grounded in practice. The baccalaureate-nursing curriculum prepares competent, ethical, caring practitioners to function as generalists in any type of health care setting. Building upon the knowledge acquired in undergraduate education, the masters and doctoral nursing programs prepare students for advanced roles in leadership and clinical practice.

b. Philosophy of the College of Nursing

The Faculty of the College of Nursing believe the following tenets of Nursing:

The faculty and staff of the College of Nursing believe the philosophy of nursing is expressed in the definition that nursing is caring with compassion, empathy, altruism with the intention of healing body, mind, and spirit.

Nursing

- Nursing is an evolving professional discipline, based on research and grounded in the liberal arts, sciences, and humanities. Professional values that are representative of nursing include altruism, autonomy, integrity, excellence, caring, ethics, respect, communication, social justice, and accountability.
These disciplines support the science of nursing, providing the framework for scholarship, practice, and nursing education.

Nursing practice is an art grounded in the science of nursing whose purpose is to assist the person(s) sick or well, in the performance of those activities contributing to health, recovery from illness, or to a peaceful death.

**Health**
- Health is a dynamic state of being that can coexist with illness or disease.
- Health is influenced by one’s history, as well as physical, developmental, cultural, psychological, social, economic, environmental and spiritual factors.

**Nursing Practice**
- The practice of nursing is relational, scientific, research oriented, and evidence based.
- Nursing’s clients are individuals, families, groups, aggregates, or populations to whom care may be delivered through direct or indirect interventions using the nursing process.
- The nurse works with clients to identify strategies to maximize their health through interventions that promote maintain or restore health.
- Nursing practice incorporates professional standards within an ethical framework.
- The nurse must think critically and work collaboratively with clients and other health professionals.

**Nursing Education**
- Nursing education fosters the students’ understanding of the relationship between nursing science and nursing practice, while building on prior knowledge.
- Learning requires a shared expectation and commitment between faculty and students resulting in positive, affective, cognitive, and psychomotor changes.
- Faculty must recognize diverse learning styles and provide a variety of assistive and teaching strategies to meet the needs of students.
- Nursing education is grounded in practice. This education promotes professional behavior and results in nursing competence through the use of critical thinking within an ethical and caring context.

### 1.3 ORGANIZATIONAL FRAMEWORK OF THE COLLEGE OF NURSING

The organizational framework for each program is grounded in the AACN Program Essentials and identified as the program Student Learning Outcomes. Please see Section III 3.1 for the specifics.

### 1.4 PROGRAMS OF STUDY

Specific information regarding the various degrees awarded at Sacred Heart University will be found on the College of Nursing Website at [www.sacredheart.edu/nursing](http://www.sacredheart.edu/nursing) or brochures available from the College of Nursing. As of Fall 2016, the following options are available:
Baccalaureate of Science in Nursing—First Professional Degree
Baccalaureate of Science in Nursing – RN to BSN Completion *
RN to Master of Science in Nursing (MSN) – (NMEL, Nursing Education and CNL) *
MSN Nursing Management & Executive Leadership (NMEL)*
MSN Family Nurse Practitioner **
MSN Clinical Nurse Leader (CNL)*
MSN Nursing Education*
Post Master’s Certificate for Family Nurse Practitioner (FNP) *
Post Master’s Doctor of Nursing Practice (DNP) **/
Home Health Care Management for RNs Certificate
Advanced Graduate Certificate in Nursing Education
Advanced Graduate Certificate in Nursing Management & Executive Leadership

*Available for online study
**Approximately 50% or more of program available online.
SECTION II: COLLEGE OF NURSING GENERAL INFORMATION

2.1 COMMUNICATION PRACTICES

Sacred Heart University email is the official method of communication. Students are responsible for checking their Sacred Heart University email every 48 hours. Students, faculty, and staff are expected to establish and maintain their email accounts so that they will receive important communications in a timely manner. The University’s email policy may be accessed through the Sacred Heart University webpage at Information Technology Policies.

The College of Nursing uses several communication strategies to promote information exchange and involvement. The Nursing website at www.sacredheart.edu/nursing and SHU email are the official means of communication as are course-specific Blackboard sites where direct email messages to individuals and groups are frequently employed.

Faculty will schedule regular office hours each semester and faculty will announce or post procedures for contacting and/or making appointments. Course faculty office hours are posted on the syllabus.

Students may request letters of reference from faculty by emailing the individual faculty member.

2.2 STUDENT SERVICES

Information regarding all student services is located on the Sacred Heart University website as well as in the university catalogue. The most updated information would be found on the website under the respective area. The following services are highlighted to ensure students are aware of these offerings:

a. **Ryan Matura Library**

Library services are an integral part of learning and many services can be accessed to support and enhance learning. Local students can utilize the Ryan Matura Library on campus. Distance learning students can go to: library.sacredheart.edu/ to access resources and obtain research assistance.

The College of Nursing has a designated Health Sciences Librarian, who can be reached at (203)365-4873. Students may email a Reference Librarian at reference@sacredheart.edu or call the Reference Desk at 203-371-7726.

b. **IT Support**

“The Factory” houses the Help Desk as well as the Information Technology (IT) Call Center. They provide support for all IT related services and questions regarding general technical
support, such as emails, Blackboard, etc. IT can be reached at 1-866-365-7575/203-365-7575 or directly at ext. 7575. You can also put from any university phone. In addition, students may initiate an online trouble ticket at https://itsupport.sacredheart.edu/. If the trouble ticket cannot be resolved over the phone, it can be escalated either to on-site support or to Level 2 IT support where a staff member responsible will address the issue directly. The trouble tickets are added to a queue and are resolved on a first come first serve basis unless it is deemed an emergency.

c. Wellness Center

The Wellness Center is located at, 4980 Park Avenue, Bridgeport, CT 06604. Office Hours are from 9:00 am to 4:00pm.

Health Services
Health Services provides accessible, comprehensive and cost-effective primary health care and educational outreach. To call for an appointment: 203-371-7838

Counseling Center
The Counseling Center at Sacred Heart University is a free, confidential resource providing individual and group counseling and other mental health support for students. Services are available by appointment only. Call for an appointment: 203-371-7955 or complete the online form at http://www.sacredheart.edu/officeservices/wellnesscenter/counseling/contactus/

If you are experiencing or witnessing an emergency, please call Public Safety at 203-371-7911 or 911.

d. Jandrisevits Learning Center (JLC)

The JLC is located in the Student Success Center at 5060 Park Avenue, Fairfield, CT 06825-1000 and provides academic support for all SHU students. JLC staff work with faculty to support course objectives and enhance students’ skills and knowledge with the goal that each student evolves as a lifelong learner. Academic support can play an instrumental role in student success by building self-confidence and self-awareness, and promoting self-directed learning. JLC staff recognizes that every student is a unique learner and strives to offer learning strategies that respond to each student’s needs.

The JLC offers the following support services free of charge to all SHU students:

Academic Support Services include 1-on-1 tutoring with professional and peer tutors; group study sessions for particular courses by Classroom Learning Assistants (CLAs); monthly workshops on specific academic and life skills; specialized Learning Labs in math, critical reading and writing, and online writing support (OWL).

Special Learning Services provides instructional accommodations and services for students with documented disabilities in compliance with the Americans with Disabilities Act of 1990 and
Section 504 of the Rehabilitation Act of 1973. These services include testing accommodations and assistive technology tools.

Students who have a disability or special learning need requiring reasonable accommodations should contact the JLC, at (203) 371-7820. Students with diagnosed learning disabilities, which require course, laboratory, and/or examination modifications, are required to meet with the JLC at the start of each course. Documentation of any modifications must be provided to the course instructor 96 hours prior to the first exam, and no later than one month after a course begins. It is the responsibility of the student to coordinate testing arrangements (if necessary) with the JLC, and to confirm such accommodations with the course instructor at least three (3) days prior to the first exam. Please note: The JLC requires a 72-hour prep time for a student to test in the Learning Center.

To schedule an appointment, visit the Jandrisevits Learning Center scheduling system at http://www.sacredheart.edu/officeservices/jandrisevitslearningcenter/jlcacademicsupportservice/makeanappointment/

2.3 COMPLAINT AND GRIEVANCE PROCEDURES

Students are encouraged to raise issues and concerns regarding courses, policies, procedures or other activities of the College of Nursing. To achieve best results and hasten the resolution process, students are asked to use the following guidelines. For course related issues, students should first approach the course faculty and then the course coordinator if applicable. If the issue cannot be resolved at this level, students should next bring the matter to the attention of the Director of their program, and finally to the Dean of the College of Nursing.

Please note that for grievances related to course grades, students should follow the procedure described in Section III of this guide.

If the topic of concern is a broader program or personal issue, students should first meet with their faculty advisor who will assist in resolving the issue and/or deciding upon appropriate next steps, including meeting with the Director of the program or with the Dean of the College of Nursing.

The Policy and Procedure for Formal Student Complaints

The formal complaint procedure is designed to resolve problems for students who are having difficulties with other students, staff, or faculty that cannot be resolved through an informal resolution process or for which no other University process exists for remedy.

The following complaints and formal resolutions are not covered by this policy as other formal processes are available through the University and take precedence over this policy including:

- Academic issues of dismissal and integrity
- Grade grievances
- Sexual harassment
• Disability issues
• Discrimination issues

Process to File a Formal Complaint

**Step 1:** The complainant completes a written description of the complaint and submits it within five (5) business days of the incident to the Program Director.

**Step 2:** The Program Director will determine the best approach to investigating and/or resolving the complaint based on the nature of the complaint. These may include but are not limited to:

- Resolving the issue independently
- Convening a faculty ad hoc committee to investigate the complaint and make a recommendation to the Dean of the College of Nursing for resolution
- Referring the complaint to the Dean of the College of Nursing

**Step 3:** The Program Director will notify the complainant of the resolution within five (5) business days that the original complaint was received by the College of Nursing.

**Step 4:** Upon receipt of the resolution, the complainant may appeal the ruling by notifying the Dean of the College of Nursing within fifteen (15) business days the date of a notification letter detailing any resolutions or actions made by the College of Nursing. The Dean will make the final decision on the appeal and notify the complainant and the College of Nursing within twenty (20) days of receipt of the complainant’s appeal to the Dean.

Please note, all records of the formal complaint process, including the complaint, all reports and findings, are considered property of the College of Nursing. A report that summarizes all formal complaints will be prepared annually by the Dean of the College of Nursing and reviewed by the College of Nursing Leadership Council to analyze aggregate data and trends for quality improvement. No information that would identify the complainant or the accused will be included in this report.

2.4 WRITING POLICY

**Rationale:** It is important to have consistency in writing standards for both students and faculty and APA is the most commonly used set of writing standards in nursing professional literature.

All nursing courses will require use of the American Psychological Association (APA) standards for writing. In most cases, a number of grading points will be allocated to a style category; thus, failure to use APA standards will likely lower a student’s grade on written assignments. All assignments must comply with the published University Academic Integrity Policy, including the Nursing Policy regarding resubmission of prior written work.
2.5 CONFIDENTIALITY POLICY

Students should be aware and understand that the verbal or electronic disclosure of any examination materials or simulation scenarios including the nature or content of examination items, before, during, or after the examination is prohibited. Copying of examination items and related rationales during test review is also prohibited. Students who are aware of or have observed an attempt to compromise examination materials or processes should report the incident to the faculty.

2.6 SOCIAL MEDIA POLICY

Nursing students have a responsibility to understand the benefits and consequences of participating in social media. Social media in this context is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public dialogues. As student nurses and student leaders, it is imperative to maintain the awareness that you are contributing to the global image of nursing, and you are representing the nursing profession through intended or unintended outcomes of social media usage both in personal and professional settings of the College, the University, and Clinical affiliating agencies. It is in this context that the student nurse may face potentially serious consequences for inappropriate use of social media.

Photographs, videos and any other digital media should demonstrate individual professionalism and be consistent with Sacred Heart University’s mission and values. Inadvertently or intentionally breaching patient confidentiality/privacy may occur through a variety of situations and circumstances. Nursing students must be concerned with HIPPA guidelines and maintaining confidentiality and a professional image.

Any breach of confidentiality, privacy or posting of inappropriate or inflammatory information may result in a professional warning sanction

At Sacred Heart University, the Marketing and Communications Division has developed policies and guidelines to assist the student body in posting content and managing social media sites. Refer to the Sacred Heart University’s Social Media Sharing Guidelines at: https://www.sacredheart.edu/media/sacredheart/socialmediamashup/Social-Media-Guide.pdf

2.7 FELONY CONVICTION

A felony conviction may affect a student’s ability to be placed in a clinical setting. Criminal background checks will be completed at the student’s expense and the university and program will have no obligation to refund tuition or otherwise accommodate student in the event that a criminal background check, fingerprinting or drug screening render the student ineligible to complete required courses or fieldwork.
Students should note that a felony conviction may affect a graduate’s ability to sit for certification examinations and/or attain employment. Any concerns should be communicated to the Director of the program or the CT State Board of Nursing for advisement.

2.8 UNUSUAL OCCURRENCE

Prompt reporting of unusual occurrences in clinical settings is necessary to assure prompt administrative review and determination of appropriate actions, if any, with the involved faculty or student(s). Aggregate data will also be used to improve program aspects as appropriate e.g. Though curricular revisions and policy clarifications.

Students and/or faculty must complete an Unusual Occurrence Report (Appendix A) form when any of the following events happen in a clinical setting:

- Medication error (actual or near miss)
- Treatment error (actual or near miss)
- Needle stick or other exposure
- Student illness/injury requiring medical attention
- Issues with correct medication counts
- Violation of confidentiality (HIPPA, compliance standards)
- Allegations of discrimination or sexual harassment
- Other events that might reasonably affect patient care quality or student safety

Reports must be completed and delivered to the Office of the Dean of the College of Nursing within one (1) week. Faculty must telephone the Dean of the College of Nursing or the Director of the program immediately in cases where a student or patient has been injured or is at high risk for serious consequences.

2.9 GLOBAL LEARNING PROGRAMS

The College of Nursing supports global learning for all degree programs. The goals for the global programs are to develop nursing competencies with greater awareness of global health issues, cultural competency, and social justice issues within context of the nursing profession. Global clinical field experiences and study abroad opportunities are offered in collaboration with community partners at various sites.

Opportunities to apply to these programs are posted on the Sacred Heart University Office of Global Affairs website and through College of Nursing email correspondence. Interested students are required to complete the application for eligibility. Selection is based on the College of Nursing global learning rubric available in the Nursing Student Guides, Appendix B. Students must be in good professional and academic standing in order to be eligible for participation in these programs. From time of acceptance to day of participation in these programs, any professional or clinical warning or academic probation that arises will be discussed for continued eligibility for participation with the faculty lead and program director.
Specific to the clinical immersion program: The clinical immersion program will take place during the semester while classes are in session at the university. Students participating in these experiences will be required to complete classes in an alternate format for the portion of the classes held during the week(s) of the immersion. It is recommended that students who are accepted to participate in the clinical immersion program discuss the impact of their participation on their academic success with their academic advisor/instructor.

2.10 STUDENT ADVISORY REPRESENTATION

The College of Nursing offers opportunity for nursing students in each degree to be involved in the governance of the program and in the ongoing efforts to improve program quality. Students from undergraduate and graduate nursing programs will be invited to participate in the College of Nursing Faculty Assembly meetings to stimulate sharing of ideas with the overall goal of promoting program excellence. Student representatives will be participating in the meetings if possible. However, all students will have the opportunity to review the meeting minutes from the College of Nursing Faculty Assembly posted on the College of Nursing Blackboard site. Students will be able to review minutes and pose substantive inquiries and comments at the programmatic level to their Program Directors and the Dean of the College of Nursing through the Blackboard site.

Inquiries regarding individual course and instructor issues should be submitted through a different venue, private email with the Program Director or through end of course evaluations.

2.11 SELECTED UNIVERSITY POLICIES

The following policies are located on the SHU website as well as in the University Student Guide. The most updated information is found on the website. The following policies are highlighted below.

a. Academic Integrity

Sacred Heart University defines academic integrity as a commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility on the parts of all University constituents – students, faculty, administrators, and staff. The published policy statement defines in detail standards and penalties for violations, noting that appropriate disciplinary action will be taken for violations of academic integrity, including plagiarism, cheating, any use of materials for an assignment or an examination that is not permitted by the instructor, and theft or mutilation of intellectual materials or other University equipment. The University Academic Integrity Policy is found at:
http://www.sacredheart.edu/offices/services/registrar/academicintegritypolicy/

In addition, nursing students are not permitted to re-submit partial or entire work, which has been assigned a grade value in a previous course. Doing so constitutes self-plagiarism and violation of the Academic Integrity principle.
College of Nursing violations of academic integrity brought forth by a faculty member will be reviewed by the Office of the Dean. Notification of findings and appeal process will be communicated to the student after the review.

b. **Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protections for persons with disabilities. Among other things this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe that you have a disability requiring accommodation please contact the Jandrisevits Learning Center, Student Success Center, 5060 Park Avenue, Fairfield, CT 06825-1000, 203-371-7820 or visit their website at:  
[http://www.sacredheart.edu/officesservices/jandrisevitslearningcenter/speciallearningservices/](http://www.sacredheart.edu/officesservices/jandrisevitslearningcenter/speciallearningservices/)

c. **Sexual Assault Policy**

Sacred Heart University is committed to maintaining a learning, living, and working environment for the University community free of sexual assault. The Sexual Assault Policy describes the University’s policy toward sexual assault and zero tolerance policy towards rape. It also provides guidance for those who have been sexually assaulted, outlines the University’s disciplinary response to alleged incidents of sexual assault, and identifies the relevant organizations within the University responsible for managing the policy and programs associated with it. Sacred Heart University’s policy is intended to comply with relevant state and federal statutes and it applies to faculty, staff, and students. The University’s Sexual Assault Policy can be accessed at:  
https://www.sacredheart.edu/media/sacredheart/collegeofnursing/4302_shu_sexual_assault_policy.pdf

d. **Procedures for Individuals Claiming Unlawful Discrimination/Harassment**

A complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination including harassment, under Title VI, Title IX, Section 504 of the Rehabilitation Act and the Age Discrimination Act. Claims of harassment or discrimination are: (1) claims of violation of the University’s nondiscrimination policy, and (2) claims of violations of the University policy in opposition to harassment. The procedure for reporting unlawful discrimination or harassment can be found under the Wellness Center- Counseling & Health Services webpage at:  
http://www.sacredheart.edu/officesservices/jandrisevitslearningcenter/speciallearningservices/complaintprocedurefordiscriminationclaim/
SECTION III: MSN ONLINE PROGRAM POLICIES

3.1 STUDENT LEARNING OUTCOMES

The student learning outcomes are derived from the American Association of Colleges of Nursing Essentials for Master’s Education in Nursing.

Essential I: Background for Practice from Sciences and Humanities
Recognizes that the Master’s-prepared nurse integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.

Essential II: Organizational and Systems Leadership
Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective.

Essential III: Quality Improvement and Safety
Recognizes that a Master’s-prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.

Essential IV: Translating and Integrating Scholarship into Practice
Recognizes that the Master’s-prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.

Essential V: Informatics and Healthcare Technologies
Recognizes that the Master’s-prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.

Essential VI: Health Policy and Advocacy
Recognizes that the Master’s-prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.

Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes
Recognizes that the Master’s-prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

Essential VIII: Clinical Prevention and Population Health for Improving Health
Recognizes that the Master’s-prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and
evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

**Essential IX: Master’s-Level Nursing Practice**
Recognizes that nursing practice, at the Master’s level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master’s-level nursing graduates must have an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

**3.2 ACADEMIC ADVISEMENT**

Academic advisement for all students in the MSN Online Program is guided by the following policy and procedures. Students must initiate contact with faculty advisors on a regular basis to assure they have accurate information for course planning as well as access to faculty for consultation and advice. Consistent contact is essential for student satisfaction and advisor accountability.

**Academic Advisement Policy**

- Once accepted into the MSN Online Program, students must meet with their Student Service Coordinator to develop their plan of study and prepare registration documentation. The Student Services Coordinator will initiate this contact within the first 4 weeks of the program.

- All students will be assigned a faculty advisor. The faculty advisor will contact the student during the first module to welcome the student to the program and approve the student’s plan of study, discuss course progression, academic advisement, and preparation and expectations for practicum courses.

- Students must meet with their CON faculty advisor a minimum of twice a year or more frequently as clinical experiences approach. It is the student’s responsibility to contact the faculty advisor to establish online meeting times.

**Academic Advisement Procedure**

- Students will receive a welcome email from their assigned CON faculty advisor. Students must respond to that email to schedule an appointment with their faculty advisor.

- If assistance is needed to contact the advisor, students may contact the program assistant at 203.371.7715 or email at farrellc36@sacredheart.edu.
• Should an urgent issue arise when the faculty advisor is unavailable, students will be referred to the appropriate Program Director of their track.

• Following the initial meeting between the student and the faculty advisor, it is the student’s responsibility to contact the faculty advisor for future meetings.

da. SHU Online Course Access

To access courses and coursework, students must log in to their MySHU account. This site is a main portal to access important university icons such as Blackboard, email, and WebAdvisor. If MySHU is unavailable and students are unable to access courses and coursework, an alternate link is available: http://blackboard.sacredheart.edu. Students may access their email through this link or www.outlook.com. If students forget their password to this portal at any time, they must reset their password at ams.sacredheart.edu.

b. Plan of Study Approval Process

The plan of study is a document that guides students regarding the sequencing of courses in the program track. Once enrolled in the program, the Student Services Coordinator will develop the plan of study with the student. Once the student’s plan is created, the student will be contacted by the faculty advisor to meet to review and approve the plan of study. This meeting between the student and faculty advisor must occur during the first module of the program.

c. Registration

In preparation for beginning the program, the SHU Admissions Office automatically registers the student for classes for the first two modules to make the transition into the virtual classroom much easier. Moving forward, registration will be processed by the Student Services Coordinator three times each year. Sacred Heart registers on a semester basis, which includes two eight-week modules. If a student has any special requests or needs to deviate from the plan, they must contact the Student Services Coordinator and their assigned Faculty Advisor. Once the registration is complete, students will receive a confirmation email of upcoming courses.

d. Number of Courses Permitted to Enroll in per Module

Enrolling in more than one course per module must be approved by the student’s Faculty Advisor to ensure that courses follow the required curricular progression. Students must be in excellent academic standing in order to receive approval for enrolling in more than one course per module.

In order for a student to be approved for more than one course per module, the following criteria must be met:

• Student must have a GPA of 3.5 or greater.
• Student does not have a history of failing a previous course in the program or having been placed on academic warning.

The capstone/practicum course combination of 672/673, 680/681, 690/691, may not be taken simultaneously. The first course (capstone) must be completed prior to enrollment in the second course (practicum).

3.3 GRADING POLICY

The grading policy for the MSN Online Program is the same for all program tracks. Students in the MSN Online Program are required to meet the following criteria in order to remain in good academic standing. A consistent, published approach to grading across the nursing programs is important to establish required standards to successful course completion, and to maximize likelihood of success on professional certification examination.

a. Policy:

• Graduate students are required to maintain a cumulative GPA of 3.0 throughout their studies and to meet the minimum required GPA for graduation.
• Students must achieve a minimum grade of B- or numerical value of eighty (80) as a final grade in all nursing courses. A student who earns a C+ or C in the course, will be allowed to retake the course. Successful completion of the course is required in order to progress to the next course. If a student retakes the course and fails to meet the minimal standard, he/she will be dismissed from the program.
• A student will not be permitted to retake more than two courses during the duration of the program.
• A student receiving a grade of “F”, will not be allowed to retake the course and the student will be dismissed from the program.
• A grade of C or C+ is accepted for NU 131 (Statistics) only.
• A clinical failure in a nursing course is considered a course failure and the student will be dismissed from the program.
• All course syllabi will list the evaluative components for that course, with their relative weighting related to the final grade.
b. Grading System

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QP</th>
<th>RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93 &amp; above</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>Not assigned in Graduate courses</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Not assigned in Graduate courses</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>P (Pass)</td>
<td></td>
<td>Pass/Fail courses not assigned in Graduate courses</td>
</tr>
<tr>
<td>W (Withdrawal) officially (no prejudice)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>WF – withdrew with expectation of failing</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>NG (No Grade)</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Rounding of Grade Policy:

Rounding of examination and course grades for Sacred Heart University’s College of Nursing is as follows: All examination grades are to be left to the hundredths place (not rounded up or down) until the end of the module. Rounding will occur at the end of the module at which time the final course grade will be rounded to the nearest whole number. Grades that end with a decimal point of 0.5 or above will be rounded to the next higher whole number and grades that end with a decimal point below 0.5 will be rounded to the next lower whole number. For example, after rounding at the end of the module, a final grade of 76.49 will be rounded down and translate to a final grade of 76 and a final grade of 76.50 will be rounded up and translate to a final grade of 77.

3.4 ADHERENCE TO PROFESSIONAL BEHAVIORS

Professional behavior of students is required in the virtual classroom and in all practicum settings. Students enrolled in the program, represent the College of Nursing and Sacred Heart University.
Policy:

Sacred Heart nursing students are expected to consistently demonstrate the professional behaviors listed below. Failure to demonstrate one or more professional behaviors may be cause for disciplinary action, including warning, probation, course failure, or recommendation for dismissal from the program. Student’s questions regarding the SHU Nursing Professional Behaviors listed below should be discussed with course faculty and/or faculty advisors. Students are expected to uphold the ethical standards of the nursing profession. A copy of the Code of Ethics for Nurses can be found on the American Nurse Association website: http://www.nursingworld.org/codeofethics.

Nursing Professional Behaviors: The student must consistently demonstrate the following behaviors ONLINE and IN clinical settings:

RESPONSIBILITY
The student:
- Is punctual and dependable.
- Completes responsibilities in a timely manner including following through with assigned or accepted responsibilities.
- Knows and abides by relevant University, College, and Program policies and procedures.
- Knows and abides by relevant agency policies and procedures in the clinical setting.

PROFESSIONALISM
The student:
- Is honest and demonstrates integrity in all situations.
- Maintains personal boundaries that are appropriate for the situation.
- Voices criticism and negative perspectives in an appropriate way and at appropriate times.
- Respects those with opposing opinions.
- Uses the established protocol as described in the Student Handbook for resolving academic questions/issues.
- Respects confidentiality.
- Engages in self-assessment and reflection on a regular basis to promote professional growth and development.
- Respects and responds appropriately to criticism. Uses critiques from faculty in a positive way by developing a plan of action for improvement.
- Demonstrates sensitivity for interpersonal differences, including cultural, racial, religious, gender, age, sexual orientation, and ability.
- Dresses and presents an appearance appropriate to the situation. (Refer to Dress Code policy for details of clinical requirements).

SELF-DIRECTIVENESS
The student:
- Is prepared for class/clinical sessions and assignments.
• Identifies learning needs and implements a study plan with faculty advisement and assistance if necessary.
• Asks relevant questions indicating interest as well as preparation for learning.
• Demonstrates independence in the learning environment, seeking assistance when appropriate.

COMMUNICATION “NETIQUETTE”
It is important to recognize that the online classroom is in fact a classroom, comprised of “real” people and certain behaviors are expected when communicating with peers and instructors. When communicating online, whether it be through email, discussion board, blogs etc., the following “netiquette” guidelines should always be practiced. The student must:

• Communicate in a respectful and professional manner. Do not send/write anything you would not say to an individual face-to-face.
• Use proper titles or names when addressing all individuals.
• Remember that all communication should have correct spelling and grammar.
• Avoid slang terms and texting abbreviations.
• Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS BEING ANGRY.
• Be cautious when using humor or sarcasm, as tone is sometimes lost in translation and can be interpreted differently than intended.
• Avoid very short answers/emails which may be interpreted as “abrupt”.
• Avoid endless lengthy emails; be concise in your communication.
• Do not send personal or confidential information via email.
• Be sure he/she wants everyone to receive your response before you click “reply all”.
• Be respectful of others’ opinions even if they differ from your own.
• Do not make insulting or personal remarks.
• Be aware that not all communications may be appropriate “online”. Other forms of communication such as a personal phone call may be more appropriate in certain situations.

3.5 ACADEMIC PERFORMANCE AND PROGRESSION

All students must meet the academic requirements for graduation described in the program’s student guide.

The academic performance and progression of each student enrolled in the College of Nursing is monitored for timely progression to degree. The purpose for this review is to determine whether each student is making satisfactory progress in their program of study based upon stated criteria established by the College of Nursing and the University.
Academic Performance and Progression:

The MSN Online Program has a Faculty Academic Standards Committee who is responsible for monitoring academic performance and progression of students. The Committee is composed of a minimum of two voting members, a chair, and the Program Director of the specific track who serves as ex-officio voting member in case of a tie. The chair of the Academic Standards Committee will be selected from the existing faculty membership of the program.

The Committee will meet to conduct progression review and probations within 5 business days of the end of the module. Additional meetings of the Committee will occur under special circumstances during the semester as needed.

The Committee will review students who:
- Are currently on academic probation
- Received a grade below the minimum requirement
- Received an Incomplete or Withdrawal in a nursing course during the current module
- Received professional or clinical warnings
- Earned below the minimum for the GPA for the program

To remain a student in good standing, all students must earn a passing grade for the individual program requirements in all required nursing courses, hold a GPA above the minimum requirement, and have no professional or clinical warnings.

The Academic Standards Committee reviews relevant information received from the course faculty and the student related to the course failure(s) or warnings(s). In addition, the Committee may request information from other individuals who have pertinent information regarding a student’s academic or clinical performance under review. The student may submit a written statement to the Committee through the Chair of Academic Standards for the Committee’s review.

After review and discussion of the policies and information, the Committee will recommend the final decision to the Dean’s Office. A simple majority of the voting members of the Committee is required and the Program Director will serve as the deciding vote in case of a tie.

The Academic Standards Committee chair will submit recommendations of probation or dismissal to the Dean of the College of Nursing within 5 business days of the end of the module. The final decision will be reviewed and either accepted or denied. The Dean’s office will send a letter of notification to the student, copying the Associate Dean of Online Programs, Director of the Program and Chair of the Academic Standards of the final decision.

The Dean of the College of Nursing is solely responsible for placing students on academic probation and dismissing students from the program. In cases in which the student is placed on academic probation and may continue in the program, a letter may also be sent from the Program’s Academic Standards Committee that will contain specific requirements for continuation.
A student may appeal the decision in writing to the Dean of the College of Nursing. A request for an appeal to the Dean must be filed by the student with the Dean no later than the 14 business days from the notification of the probation or dismissal.

3.6 ACADEMIC STANDARDS

Professional behavior and academic standards are designed to uphold important values and requirements of the nursing profession to assure safe, quality practice, and protection of clients. Warnings, probation, and dismissal are applied to violations of professional behaviors and academic standards as follows.

a. Program Warning and Probation for Violations of Professional Behaviors

Students may receive a warning for violations related to professional and clinical standards as outlined in section 3.4 of this Nursing Student Guide. The warning will be part of the student’s academic file. Students may receive a VERBAL WARNING which will be issued at the time of infraction or violation of accepted practices, principles, or standards. The warning will be documented in the student’s record. A verbal warning does not need to be issued prior to a written warning or probation.

Students are required to meet with their course faculty and/or faculty advisor to discuss the violation within 7 days if appropriate. Failure to comply with this policy may result in a recommendation to the Dean of the College of Nursing for placement on Academic Probation.

Policy:

A defined, progressive, and formalized system of communication and documentation related to a violation of professional and clinical standards will be initiated and followed. Students may receive a warning resulting in clinical and/or course failure.

Students are learners and as such there is a potential for errors. At the same time students are expected to be prepared for clinical and class experiences, and to exhibit professional behavior as defined by the published standards and to be responsible for their actions. This policy identifies the categories of performance that singly or in combination, depending on the specifics of the situation, will result in warning, probation and/or failure. Probation status remains in effect for four modules in order to support sustained evaluation that ensures the deficiency has been rectified.

The following behaviors or actions will generally result in students being warned or placed on probation and/or issued a failing grade.

- Excessive absenteeism such as one week of non-participation in an online course
- Unsuccessful achievement of clinical competencies
• Excessive absenteeism such as three weeks of non-participation in clinical activity in an eight week course requiring clinical hours.
• Lack of adherence to one or more of the Professional Behaviors outlined in the Professional Behavior Standards Policy in section 3.4 of this student guide.
• Cumulative GPA below 3.0 and/or not meeting minimal requirements for individual course grades

The following levels of progressive interventions define the sanctions for violation of professional standards:

A verbal warning will be issued for a one time or episodic infraction or violation of accepted practices, principles, or standards. The warning will be documented in the student record.

**Probation** will be issued for more than one instances of behaviors or actions that resulted in verbal warnings (s) and / or the first incidence of a serious violation of accepted practices, principles or standards. Probation does not have to be proceeded by a warning. Probation may occur at any time and serves as a formal notice that improvement is required and faculty remain concerned with a student’s potential for success. Students remain on probation for four modules, after which they will be returned to regular status, or if not successful in meeting practices, principles, and standards set in the conditions from improvement, dismissed from the program.

Failing a nursing course with a grade of an “F” indicates that a student has been unable to successfully meet the course and/or clinical objectives, and/or Professional Behavior Standards. In the case of a course with a clinical component, failure of one component (didactic or clinical), results in failure of the course. A failure will result in dismissal from the program. A student cannot repeat either component of the course (didactic or clinical) if dismissed.

**Program Warnings and Probation Procedures:**

• A student who receives a verbal or written warning must contact respective course faculty and/or faculty advisor and complete an Action Plan for improvement.
• Action plans must be approved by the course faculty and/or faculty advisor and are submitted to the Program Assistant and placed in the student’s academic record.
• Failure to complete and/or comply with the Action Plan may significantly increase the likelihood of clinical/course failure.
• At the end of each module, the Academic Standards Committee will review the recommendations from appropriate faculty.
• The Committee’s recommendation will be submitted to the Dean’s Office and the student will be notified of the decision.
b. Probation and Dismissal for Violations of Academic Standards

Formal notification of probation status is designed to clearly inform students that they are at risk for dismissal. It also serves to provide specific support to increase motivation to be academically successful. If students are unsuccessful and conditions of probation are not met, they will be dismissed from the program.

Policy:

The following conditions will result in probation:

- If a student’s cumulative Grade Point Average (GPA) falls below the stated standard of 3.0 for graduate students, they will be placed on academic probation by the Dean of the College of Nursing, for the next four modules in which they are enrolled in courses.

- If a student does not meet the minimal requirement of a grade of B- (80), in a nursing course, the student must repeat that course successfully and will be placed on academic probation by the Dean of the College of Nursing, for the next four modules in which they are enrolled in courses. If the student fails to meet the minimal requirement of a grade of B- in repeating the course, he/she will be dismissed from the program.

- If the cumulative or course GPA remains below the stated standards at the end of the probationary period, the student will be recommend for dismissal from the program.

Procedure:

- The Academic Standards Committee identifies students with a GPA of below 3.0 or course grades less than the stated standards within five business days of the end of a module.

- The Academic Standards Committee recommends to the Dean’s Office any student identified to be placed on Academic Probation. The recommendation is reviewed, accepted, or denied. The student is notified in writing of the final decision within 10 business days of receiving recommendations from the Academic Standards Committee.

- Students are responsible for scheduling an appointment with designated course faculty and/or faculty advisor to discuss strategies for improvement, which will include completion of an Action Plan approved by the faculty advisor. Students who do not comply with this requirement risk dismissal from the program.

c. Dismissal from College of Nursing

Dismissal Policy:

The College of Nursing reserves the right to dismiss a student who does not maintain a satisfactory level of scholarship, who cannot remain in the MSN Online Program without
detriment to the health of self or others, or who, in the judgment of the Academic Standards Committee and Dean of the College of Nursing, fails to achieve the Academic Standards required of all students. For additional details, refer to policies on Course Progression, Professional Role Behaviors and Warning, Probation, and Failure. The Dean of the College of Nursing makes the final determination for all dismissals.

Specific cause for recommending dismissal from the MSN Online Program are:

- Failure to maintain a cumulative GPA at or above the required 3.0
- Clinical failure in a nursing course — *passing requires a minimum academic course grade of “80” and meeting/passing all clinical competencies and completing the required number of clinical hours.*
- A nursing course grade of an “F”
- Failure to demonstrate professional behavior standards including academic integrity

**d. Appeal Process**

The MSN Online Program has an appeal process in place to ensure that students receive a fair and objective review of the resulting disciplinary action. As part of this process, the Academic Standards Committee serves as the Appeal Board. One function of the Academic Standards Committee is to provide the mechanism by which the student may make an appeal based upon the grounds listed above. The appeal process and procedures related to probation and dismissal for grade and non-grade related issues are outlined below.

**Appeal Process for Grades**

Prior to filing any formal appeal of an individual assignment or final course grade, the student will first address his or her concerns in writing to the faculty member who assigned the grade. Should the faculty member detect arithmetic or clerical error that influenced the assigned grade was to the student’s detriment, the faculty member will initiate a change of grade.

For an appeal of a grade to be considered, it must be based upon one or more of the following grounds and allegation that the grounds cited influenced the assigned grade that was to the student’s detriment: (1) arithmetic or clerical error; (2) extenuating circumstances; (3) discrimination or harassment, based upon race, color, gender, religion, national/ethnic origin, age, or disability

The University’s Policy on Prohibited Harassment and Discrimination (http://www.sacredheart.edu/campuslife/lifeonoffcampus/studentconductcommunitystandards/universitypolicies/procedureforindividualsclaimingunlawfuldiscriminationorharassment/) prohibits discrimination or harassment.

The student may appeal the grade in accordance with the procedure outlined below. Such a request for appeal must within 14 business days of from notification of failing grade.
Grade Appeal Procedure

- The student must submit a written request for an appeal hearing with a statement detailing the grounds for appeal. The request and statement must be submitted to the Chair of Academic Standards Committee no later than 14 business days from notification of the failing grade, either individual assignment or final course grade.
- Upon receiving a timely request for an appeal based on the grounds listed above, the Chair will transmit a copy to the faculty member involved and convene the Academic Standards Appeals Committee, designating the time and place for the hearing. The hearing is to be held within 14 business days of receipt of a formal written request. The Chair of Academic Standards will notify all parties involved.
- The student is responsible for preparing a written statement supporting the grounds for the appeal and setting forth the facts and circumstances upon which the student relies in support of the appeal. If the faculty member chooses to respond, the response must be written and delivered to the Chair of Academic Standards prior to the hearing.
- The Academic Standards Appeals Committee is a closed hearing conducted online and attended by Academic Standards members and the faculty member assigning the grade. The student is invited to participate in the hearing and will receive information on how to access the meeting through an electronic platform.
- The hearing is solely based on the question of whether the ground or grounds for appeal cited influenced the grade assigned to the student’s detriment as alleged in the student’s written statement of appeal. The burden is on the student to satisfy the Committee by clear, cogent, and convincing evidence that his or her contentions are true.
- At the beginning of the hearing, the Chair will outline the procedures to be followed in the hearing. The Academic Standards Committee may consider only such evidence as is presented at the hearing and need consider only that offered which it considers fair and reliable. The conduct of the hearing is under the control of the Chair of the Committee.
- During the hearing there will be an opportunity for discussion among all parties. Issues discussed must be pertinent to the Appeal.
- Following the hearing, all persons except the members will be asked to sign off from the online meeting. The Committee will deliberate with a vote. The Director of the Program will vote in case of a tie.
- The Chair of Academic Standards will notify the Dean’s Office of the recommended decision of the appeal. The Dean of the College of Nursing will either accept or deny the decision. The Dean’s office will notify the student, the faculty member, and the Director of the Program in writing of the decision.
- If the decision so indicates, the Chair will contact the university’s registrar to initiate a change in the grade and process a reversal for probation or dismissal status, if one of those conditions was influenced by the failing grade.
- Note: Incidences where the Dean of the College of Nursing is named, a designee from the Office of the Dean may be substituted, i.e. Associate Dean.
Appeal Process for Probation and Dismissal

For an appeal of a probation or dismissal to be considered, it must be based upon one or more of the following grounds and allegation that the grounds cited influenced being placed on probation or caused for dismissal: (1) arithmetic or clerical error; (2) extenuating circumstances;(3) discrimination or harassment, based upon race, color, gender, religion, national/ethnic origin, age or disability.

The University’s Policy on Prohibited Harassment and Discrimination
http://www.sacredheart.edu/campuslife/lifeonoffcampus/studentconductcommunitystandards/universitypolicies/procedureforindividualsclaimingunlawfuldiscriminationorharassment/

The student may appeal the probation or dismissal decision in accordance with the procedure outlined below. Such a request for appeal must be within 14 business days of the probation or dismissal.

Probation and Dismissal Appeal Procedure

- The student must submit a written request for an appeal hearing with a statement detailing the grounds for appeal. The request and statement must be submitted to the Chair of Academic Standards Committee no later than 14 business days from notification of the failing grade, either individual assignment or final course grade.
- Upon receiving a timely request for an appeal based on the grounds listed above, the Chair will transmit a copy to the faculty member involved and convene the Academic Standards Appeals Committee, designating the time and place for the hearing. The hearing is to be held within 14 business days of receipt of a formal written request. The Chair of Academic Standards will notify all parties involved.
- The student is responsible for preparing a written statement supporting the grounds for the appeal and setting forth the facts and circumstances upon which the student relies in support of the appeal. If the faculty member chooses to respond, the response must be written and delivered to the Chair of Academic Standards prior to the hearing.
- The Academic Standards Appeals Committee is a closed hearing conducted online and attended by Academic Standards members and the faculty member assigning the grade.
- The student may or may not be invited depending on the circumstance of the probation/dismissal. The Program Director along with the Associate Dean will make that determination.
- The hearing is solely based on the question of whether the grounds for appeal cited influenced the decision for probation or dismissal as alleged in the student’s written statement of appeal. The burden is on the student to satisfy the Committee by clear, cogent, and convincing evidence that his or her contentions are true.
- At the beginning of the hearing, the Chair will outline the procedures to be followed in the hearing. The Academic Standards Committee may consider only such evidence that relates to the three possible grounds and need consider only that offered which it considers fair and reliable. The conduct of the hearing is under the control of the Chair of the Committee.
• During the hearing there will be an opportunity for discussion among all parties. Issues discussed must be pertinent to the Appeal.
• Following the hearing, the Committee will deliberate with a vote. The Chair of the Program will vote in case of a tie.
• The Chair of Academic Standards will notify the Dean of the recommendation of the decision of the appeal. The Dean of the College of Nursing will either accept or deny the decision. The Dean’s office will notify the student, Chair of the Program’s Academic Standards Committee, and the Director of the Program in writing of the decision.
• If the decision so indicates, the Dean’s office will contact the university’s registrar to initiate a change in the decision of probation or dismissal.
• Note: Incidences where the Dean of the College of Nursing is named, a designee from the Office of the Dean may be substituted, i.e. Associate Dean.

3.7 LEAVE OF ABSENCE/ADMINISTRATIVE WITHDRAWAL

Students may request a leave of absence for up to one year / six consecutive modules. A leave of absence request form must be submitted to the Program Director of the student’s track. If the student has not declared a track, the Associate Dean for Online Programs must approve the leave. After that time, if the student has not re-entered the program, the student will be administratively withdrawn and must re-apply to the program. Students do not have to request a leave of absence from the program if taking off two consecutive modules or less. The student must, however, notify their faculty advisor.

If certain conditions warrant, a course faculty, faculty advisor, or program director may recommend or require a student to withdraw from a course or request a LOA. These conditions may include but are not limited to the student’s health or personal circumstances that may impede or prevent academic success.

Procedure:
• The student must contact their Faculty Advisor and Student Services Coordinator to discuss academic plans and request a LOA form.
• The form should be submitted at least 4 weeks prior to the start of the next course.
• The form is emailed to the Program Director of the track who will approve/disapprove the request.
• Once granted a LOA, the student needs to contact their Student Service Coordinator at least four weeks before returning to the program, to be registered for the next course.
• Students will be administratively withdrawn if the absence goes beyond one year. The Associate Dean of Online programs will need to approve any extenuating circumstance.
• A LOA can be granted to a student one time during the MSN program.
3.8 COURSE WITHDRAWAL

A student who is currently enrolled in a course has the option to withdraw prior to the designated “date to withdraw”, posted online in the SHU Online Academic Calendar, by completing the following:

- The student must contact the course faculty and/or their faculty advisor to discuss options.
- If the decision is to withdraw from the course, the student must contact the Student Services Coordinator to obtain a withdrawal form. The student must complete the form and submit back to the Student Services Coordinator.
- If the course withdrawal form is not submitted, the student will receive a failing grade for non-attendance in the course, leading to dismissal from the program.
- Dropping a course can have severe impact on your academic progress, financial obligations, and financial aid, including any loan refunds you may have received.  

*Please review the Student Accounts Withdrawal Refund Policy on the Sacred Heart University website: [http://www.sacredheart.edu/offices/services/studentaccounts/withdrawalrefundpolicy/](http://www.sacredheart.edu/offices/services/studentaccounts/withdrawalrefundpolicy/)

*Please review the Student Financial Assistance Withdrawal Policy on the Sacred Heart University website: [http://www.sacredheart.edu/admissions/financialassistance/financialassistancewithdrawalpolicy/](http://www.sacredheart.edu/admissions/financialassistance/financialassistancewithdrawalpolicy/)

Note: Approval to withdraw from a course is granted for the course currently enrolled in only.

3.9 CONTINUOUS ENROLLMENT/INACTIVE MODULES

Matriculation begins once a student is accepted in the MSN Online Program and enrolls in the initial course(s).

A matriculated student who wishes to be inactive (not registered for classes) may select to do so for one or two modules in the MSN Online Nursing Program. Students must contact their Faculty Advisor and Student Services Coordinator for advisement guidance.

While inactive, the matriculated student remains enrolled in the program, although is not enrolled in courses. Students may review this policy on the Sacred Heart University website: [http://www.sacredheart.edu/media/sacredheart/academics/2016_Graduate-Catalog_FINAL_080816.pdf](http://www.sacredheart.edu/media/sacredheart/academics/2016_Graduate-Catalog_FINAL_080816.pdf)

A student must request a leave of absence if not enrolled after the second module off. A leave of absence can be granted for up to one year. After one year, the student will be administratively withdrawn from the program and must re-apply.
Inactive modules may extend the student’s time period for completion of the degree program. According to College of Nursing guidelines, graduate students must complete all course work within six years of completing the first course in the program.

Procedure:

- Students contemplating time off from their studies or a LOA should first discuss this with their faculty advisor.
- If the decision is to take time off or request a LOA, the student needs to contact and inform the Student Services Coordinator.
- At least four weeks prior to returning to the program, the student must contact the Student Services Coordinator and faculty advisor to establish an updated plan of study.
- Students are not guaranteed a place in a specific module/course; however, reasonable attempts will be made to honor their request.
- Returning students may be asked to demonstrate competency in prior nursing courses. This may occur as a lab practicum or content mastery examination.

Time Limit for Degree Completion

Students accepted into the MSN Online Nursing program must complete all the requirements for the degree within six years of the date of completion of the first course in the program. An extension of the time limit for completion of the degree may be granted only by the Dean of the College of the School of Nursing.

3.10 TRANSFER CREDITS

Graduate course credits may be transferred to the University graduate degree program provided that these credits were taken within the past six years at the graduate level from a regionally accredited college or university. A minimum grade of a B is required for the courses to be transferred. All courses syllabi will be reviewed by the Program Director or faculty member of the Admission’s Committee. A maximum of 40% of the required credits can be applied toward a graduate degree.

Procedure

- Prospective students must arrange for official transcripts to be sent to SHU taking care to include all institutions from which credit transfer is sought.
- After Program Director or designated faculty review the appropriate documents, a decision will be made and documented in the student file. The student will be notified by telephone or email of the transfer credit allocation if any.
- Matriculated students may not take courses at other colleges or university.
- Once discussed with the advisor, final approval should be obtained from the Program Director.
3.11 STUDENT FEES

The MSN Online Program requires additional student fees to cover the costs of required clinical placement. These fees are associated with specific nursing courses and are billed the semester the course is taken. Fees associated with online nursing courses include but are not limited to the technology components of the course, review and finalization of contracts with clinical placement and paperwork verification. Please refer to the student accounts link on the SHU website for current tuition and fees. [http://onlineprograms.sacredheart.edu/tuition-financial-aid](http://onlineprograms.sacredheart.edu/tuition-financial-aid)

3.12 TEST TAKING POLICY

Guidelines for online exams are based on best practices to ensure consistency among online courses. These include:

- All exams will be have a time limit, determined by the length of the exam and the content.
- If a student misses an exam, he/she will receive a zero for that exam unless extenuating circumstances are discussed with the faculty prior to exam.
- Based on 8-week modules, all exams will be available to the student, Wednesday 8:00 am EST until Sunday 11:55 pm EST for course weeks 1-7. If the exam is scheduled during week 8, the exam will be open Sunday 8:00 am EST until Thursday 11:55 pm EST. Detailed information regarding exam instructions for online students, will be written out in the course syllabi.
- The exam will be offered one time only during the course.
- Any evidence of cheating or not following test-taking directions as outlined in the course syllabus, is considered academic dishonesty. Dismissal from the program may result. Please refer to academic integrity policy.

3.13 Program and Clinical Course Compliance

a. Health Requirements Documentation

In clinical settings, students are at risk of exposure to, and possible transmission of, vaccine preventable diseases. Affiliation agreements between Sacred Heart University and affiliate partners providing clinical experiences require that all students must comply with health policies in effect for involvement in patient care and contact at those sites. The Clinical Placement Office is responsible for the delivering of clinical compliance attestation forms to its affiliate partners.

Each state and/or agency may require different or additional documentation. Each student is responsible for confirming the agencies requirements with the Contract Coordinator and/or Clinical Placement Coordinator at the time of the request for placement.

Students are required to submit records of current titers, immunizations and CPR Certification (as outlined in the Summary of Requirements) to Castlebranch.com.
Castlebranch is the only repository for health clearance information. These clearances must be current and valid for the entire duration of the clinical practicum/coursework.

**Policy:** The purpose of this policy is to ensure and protect the health and safety of students, faculty, affiliate employees and patients and to comply with affiliate contractual requirements. These policies were implemented to reduce the risk that students will contract or transmit vaccine-preventable diseases. **The following criteria are required for courses with clinical/practicum hours:**

All matriculated MSN Online students must submit completed and approved Annual Health Clearance and Illness/Immunization documentation a minimum of four weeks prior to starting a course with a clinical component.

Students will be responsible for creating a Medical Document Manager account with Castlebranch ([www.castlebranch.com](http://www.castlebranch.com)) There is an out of pocket expense to the student for creating the Medical Document Manager account with Castlebranch (please see their website for fees)

- The Medical Document Manager account, which includes an Annual Health Assessment, PPD Form, CPR verification, RN Licensure, Malpractice verification, needs to be fully compliant no later than two weeks prior to the start of the course with any clinical coursework otherwise, the student may not register for the upcoming course.
- All MSN Online nursing students must have a seasonal Influenza vaccination for the current flu season no later than November 1st, or earlier if required by the assigned clinical site.
- Students must keep copies of all health documents in their personal files. The College of Nursing will not make copies.
- Castlebranch is the only repository for health clearance information.
- All health clearances must be current and valid for the entire duration of the clinical practicum/classes are being held.
- Students may not attend clinical without health clearance provided in the correct format. Students who are non-compliant will be removed from the course with a clinical component and rescheduled for the next module if compliant at the time. This delay will affect the student’s plan of study and may affect the graduation date.
- Students must allow a minimum of 3-4 months to complete health requirement activities and documentation.
- Questions regarding health forms may be directed to the Clinical Compliance Coordinator (Sandra Miller, [millers15@sacredheart.edu](mailto:millers15@sacredheart.edu)) or Clinical Placement Coordinator (Megan Pollock, [pollockm@sacredheart.edu](mailto:pollockm@sacredheart.edu))
- **FOR STUDENTS RESIDING IN THE STATE OF CT:** Prior to beginning clinical rotations, all students must complete the Connecticut Hospital Association (CHA) Health and Safety Test. The CHA Health & Safety course is posted on Graduate Clinical Placement Blackboard organization. A passing score of 85 or better must be achieved.
b. CPR Certification

- All MSN Online students must have a valid CPR Certification and must be submitted 2 weeks prior to the start of clinical. Three types of certification are accepted: (1) American Heart Association BLS for the Healthcare Provider (2) American Heart Association Advanced Cardiac Life Support (ACLS) (3) American Red Cross CPR/AED for the Professional Rescuer. No other types of certification are accepted without authorization from your Clinical Placement Coordinator.
- As part of the Medical Document Manager account, all MSN Online students need to upload a valid CPR certification. The card needs to be signed on both the front and back of the CPR certificate/card needs to be uploaded to Castlebranch.

c. Criminal Background Check

Policy
All students must satisfactorily complete a criminal background check upon acceptance into the MSN Online program. Failure to have a cleared background check by the end of the first module, will result in a registration hold on the student’s account.

Please note that clinical sites may require a clean report of a criminal background check within three to twelve months of the clinical rotation. Therefore, repeated or additional background checks prior to the start of a course with a clinical component may be required. Some states or agencies may mandate additional requirements including but not limited to, drug screening, colorblindness testing, and finger printing. The student must comply with their additional requirements as noted by the agency and/or state.

The College of Nursing has the responsibility to disclose results of the background check to our clinical agency partners for placement. If a result precludes the student to be placed with our clinical agencies, the student is unable to progress in the clinical course and ultimately the program.

3.14 MALPRACTICE INSURANCE

Policy
It is a professional expectation and responsibility that professional nurses and nursing students carry individual malpractice liability insurance.
All MSN Online students are required to secure and maintain individual professional liability insurance coverage. Documentation of this coverage will be required at the time of admission and immediately prior to any course that contains a clinical component.

3.15 CLINICAL PLACEMENT PROCESS

Arrangements for clinical experiences in the MSN Online program are the responsibility of the student. Please note that it can take up to nine (9) months for a new clinical site affiliation agreement to be approved. Students need to start the process of selecting a preceptor, selecting a
site/organization, completion of health requirements, criminal background check, and CPR certification as early as possible.

Resources to assist with this process include our Clinical Placement Coordinator (Megan Pollock), Clinical Compliance Coordinator (Sandra Miller), and the student’s assigned Faculty Advisor. In addition, the Graduate Nursing Clinical Placement Website located on the student’s Blackboard home page reviews the process in detail and contains all of the appropriate forms.

Please note it can take up to nine (9) months for a new clinical site affiliation agreement to be approved. NO STUDENT MAY START A CLINICAL ROTATION OR EXPERIENCE WITHOUT MEETING ALL CLINICAL COMPLIANCE REQUIREMENTS AND HAVING A CLINICAL CONTRACT IN PLACE.

Courses that include clinical hours (practicum experience) are listed below. All courses with clinical hours are the same duration in length, 8 week modules, as courses without clinical hours.

Clinical Nurse Leader
NU 611 – Care Management and Resources across the Continuum – 24 clinical hours
NU 612 – Disease Management and Outcomes Assessment – 24 clinical hours
NU 680 – CNL Role Immersion Practicum – 150 clinical hours
NU 681 – CNL Capstone – 150 clinical hours

Nursing Education
NU 690 – Nursing Education Role Practicum – 60 clinical hours
NU 691 – Nursing Education Role Capstone – 60 clinical hours

Nursing Management and Executive Leadership (NMEL)
NU 672 – Nursing Management and Executive Leadership Practicum - 60 clinical hours
NU 673 – Nursing Management and Executive Leadership Capstone - 60 clinical hours

Procedure
- Students are responsible for selecting their clinical site and preceptor. Once the preceptor is selected, students must send a copy of the preceptor’s CV to their Faculty Advisor for approval.
- Students may obtain the Contract Inquiry/Request form from the Online Clinical Placement Coordinator. (The form is also found on the student’s Blackboard account under Graduate Nursing Clinical Placement under my organizations). The Contract Inquiry/Request form must be submitted to the College of Nursing’s Contract Compliance Coordinator.
- The Contract-Compliance Coordinator will initiate all contracts regarding requests for student placements once a contract request form has been received. Please note it can take up to nine (9) months for a new clinical site affiliation agreement to be approved. NO STUDENT MAY START A CLINICAL ROTATION OR EXPERIENCE WITHOUT MEETING ALL CLINICAL COMPLIANCE REQUIREMENTS AND HAVING A CLINICAL CONTRACT IN PLACE.
• Refer to policies on Licensure, Malpractice Insurance, Health Requirements, and CPR certification to assure necessary compliance.

a. Practicum Experience

During the practicum experience, all students are responsible for adhering to the Professional Behavior Standards and Clinical Placement and Compliances policies outlined in this guide. This includes but is not limited to maintaining the confidentiality and proprietary status of any information regarding the organization, patients, employees, and students.

Procedure: For all clinical courses the student must:

• Follow instructions related to clinical experience that are posted in the course syllabus and instructor’s guidelines/announcements
• Present all course information to the preceptor.
• Meet with the preceptor during the first week of the course to establish a schedule and plan for meeting course objectives.
• Meet with preceptor on a regular basis keeping in mind total number of clinical hours needed for course completion and weekly objectives of the course.
• Complete and submit all clinical related documents to faculty via Blackboard by date indicated in the course as indicated in the course syllabus.
• Communicate any concerns regarding your clinical experience and/or preceptor to the course faculty immediately.

b. Capstone Project

All MSN Online students must complete an evidence based capstone project to fulfill requirements for the Master’s degree. A capstone experience provides the opportunity for students ready to graduate to demonstrate achievement and integration of program competencies. Students will work on this project during their practicum and capstone courses at the end of the program under the guidance of the course faculty. Preceptors can assist in providing guidance, suggestions for a project and/or resources. Final requirements are dependent upon the course and track.

CNL Track
The CNL Capstone project is a performance improvement/evidence-based practice project, identified during a clinical microsystem assessment that incorporates the healthcare agency needs and correlates with student interests and CNL Competencies. This project provides the student the opportunity to integrate the knowledge, skills, and attitudes attained throughout the CNL education experience and encompasses the development, implementation and evaluation of the improvement project for a patient population in collaboration with the multidisciplinary team of the microsystem.

Nurse Educator Track
The Nursing Education Capstone project is a performance improvement/evidence-based teaching project, in which students identify an issue related to nursing education. Students will conduct an evidence review, focused on a teaching strategy, education theory, or pedagogy to develop a teaching project that will address the issue. The evidence based teaching project provides the student the opportunity to integrate the knowledge, skills, and attitudes attained throughout the NE practicum experience and encompasses the development, implementation, and evaluation of the project for an education focused population (nursing students, faculty, staff and/or patients). Students will submit the evidence review for publication in a peer reviewed journal or presentation at a professional conference.

**NMEL Track**
The final requirements for the NMEL Capstone project is a performance improvement project which involves conducting an organizational assessment at the macro level at the student’s practicum site. Students will propose a performance improvement project by drawing from internal and external evidence to substantiate the need for the proposal to meet the Capstone requirements. The project provides the student the opportunity to search the literature, review the evidence, develop a plan for action and implementation, and to evaluate the change. Findings and implications of the Capstone project will be disseminated to course colleagues and the organization.

Track specific capstone guidelines and rubrics are embedded in the corresponding course syllabi.

**3.16 LATEX ALLERGY**

**Policy**
Nursing students who suspect or have confirmed latex or other allergy to products used in the healthcare industry must have an evaluation of their allergy by an allergist or immunologist, resulting in a classification of mild, moderate or severe allergic status. Students must agree to allow communication of their latex allergy status to appropriate clinical agencies by the College of Nursing to facilitate placement and planning.

Students with **MILD** allergy status will be required to sign a waiver, acknowledging their risk and responsibility for avoiding latex or other products whenever possible. The Nursing Department will make reasonable efforts to establish and maintain a clinical laboratory as free from latex as possible. Efforts will be made to assign allergic students to clinical placements that limit latex exposure, if this information is reasonably available and can be determined.

Students with **MODERATE OR SEVERE** allergies will not be able to progress in the Nursing Program, given the inability to assure latex free environments in the clinical laboratory and clinical sites, thus preventing achievement of necessary course objectives and competencies. Students who decide to continue in the Nursing Program acknowledge the above notice and agree to assume the risk and continue at their own risk.
Rationale: While latex allergy is recognized as a serious concern, most if not all healthcare environments have been unable to create latex free environments; thus, students with a latex allergy will be at some risk while completing the program.

Procedure:
- Students with concerns regarding a possible Latex allergy should bring this to the attention of course faculty and the Program Director as soon as possible.
- The Program Director will advise students of how to proceed with testing, documentation and waiver processes.

3.17 CELL PHONE POLICY

Use of smart-phone devices during clinical or professional activity will vary by clinical agency. If the clinical preceptor confirms that such devices are permitted, the student may use the device for professional purposes only. Patient photos are prohibited at all times. Use of text/email/MMS for non-patient care purposes is a violation of Professional Behaviors and may result in Clinical Warning, Probation, or Dismissal.

3.18 DRESS CODE

Policy: Appropriate and consistent professional attire serves to identify SHU graduate nursing students and the professional image of the University/College of Nursing. Nursing students are expected to follow the established dress code policy of the designated agency of which the student is in attendance.

Procedure:

GENERAL ATTIRE:
Students are expected to wear business casual clothing for all professional activities, whether in street clothes or worn beneath lab coats. Business casual does not include shorts, revealing tops, flip flops or excessive jewelry.

JEWELRY:
Jewelry is limited to a small plain finger ring without sharp, protruding edges and one pair of post-earrings. All other facial or visible body piercings are prohibited.

NAIL GUIDELINES:
For infection control purposes nails must be short and filed. Clear or neutral nail polish is acceptable absent of chipping. Artificial nails or nail tips are strictly prohibited.

MISCELLANEOUS:
- Hair should be clean and neat, and secured with a hair band or tie if it is long.
- Clothing should be clean and free from wrinkles.
• Offensive body odor and/or strong perfume/cologne or scented body products may cause discomfort to others and should not be present.
• Gum is not permitted.
• Visible tattoos must be covered and out of sight.

3.19 GRADUATION APPLICATION

Students eligible for the MSN degree must apply for graduation through the Office of the University Registrar. Degrees are conferred three times a year in May, August, and December. MSN Online students should apply at least four modules in advance of expected date of graduation. Deadlines for graduate students are as follows:

**May Graduation Date:** Application due the prior October  
**August Graduation Date:** Application due the prior February  
**December Graduation Date:** Application due the prior June

MSN Online students will be billed a graduation fee approximately one month before the expected date of graduation. The graduation fee is not refundable and must be paid whether or not the student participates in the Commencement ceremony. In the event the student does not complete the requirements for the degree within one year of the originally indicated date, a new application and fee will be issued.

Instructions for applying online for graduation through WebAdvisor are available on the Sacred Heart University website at:  

If you have any questions or problems with the on-line graduation application, please send an email to graduation@sacredheart.edu.

3.20 HONORS DESIGNATION

Latin Honors are not awarded to Graduate students, however, honors designation may be awarded at the time of graduation based on the criteria listed below. If a student receives academic honors, it will be announced at graduation and noted on the student’s transcript and diploma. The criteria for honor designation includes:

• Top 20% of the graduating group within the degree program  
• Minimum QPR of 3.7  
• Significant work (e.g., capstone, course project etc.) that is or has the potential to be a recognized and documented contribution to the field of discipline  
• Faculty recommendation for an honor’s designation  
  Program Director endorsement of the faculty member’s recommendation with recommendation for the award to the Dean of the College
a. Council of Graduate Students

The Council of Graduate Students serves as a voice to the University administration on behalf of the graduate student community. It is important that graduate students have a voice in the quality of their nursing education. In addition, COGS promotes nursing students educational goals by funding special educational events as requested by nursing student representatives. Its membership includes representatives from each graduate area of study and meets regularly with members of the faculty and administration. The Council sponsors programs to improve the quality of the graduate student experience.

Policy:
All graduate students are encouraged to attend the monthly meetings of the council of graduate students. Two graduate students will be assigned to represent the nursing student body on an annual basis.

Procedure:

- COGS representatives will communicate with all graduate nursing students to provide information about the COGS and solicit input and involvement in the annual goals and activities.
- COGS representatives will communicate with the FNP and MSN Online Program Directors or COGS faculty liaison to establish a budget and discuss ideas for student sponsored educational events

b. Clinical Nurse Leader Certification

Students in the Clinical Nurse Leader (CNL) track are eligible to take the Clinical Nurse Leader Certification Examination at the completion of studies.

The link for the site to register for the CNL exam is posted below. Please visit the site and follow the process. The Education document form can be scanned and sent to the SHU Online Program Assistant who will forward to the Program Director of the CNL track for approval. http://www.aacn.nche.edu/cnl/certification

c. CNE Certification for NE Students

Students in the Nursing Education track are eligible to take the NLN Certification for Nurse Educators Examination at the completion of studies. The link for the site for the CNE exam is posted below. Please visit the site and follow the process. http://www.nln.org/professional-development-programs/Certification-for-Nurse-Educators
SECTION IV: RECOMMENDED WEBSITES

Sacred Heart University
www.sacredheart.edu
Visit the main SHU website to access other University information.

Sacred Heart University College of Nursing
www.sacredheart.edu/nursing
Nursing students are encouraged to access this website for specific information on degree program requirements; certificates; nursing organizations (including the Student Nurses Association (SNA) and the Mu Delta Chapter of Sigma Theta Tau International (STTI), the honor society of nursing; financial aid, scholarships; and other student resources.

Registrar
http://www.sacredheart.edu/officeservices/registrar/
The Registrar’s site includes access to Web Advisor, undergraduate and graduate catalogs, academic policies, course listings, and multi-year academic calendars.

Ryan Matura Library and Learning Resources
http://library.sacredheart.edu/

Jandrisevits Learning Center
http://www.sacredheart.edu/officeservices/jandrisevitslearningcenter/
Offers individual tutoring and online math and writing labs.

Office of Sponsored Programs
http://www.sacredheart.edu/officeservices/sponsoredprograms/
The Office of Sponsored Programs drafts institutional policies and procedures regarding sponsored research programs and federal regulatory requirements and maintains records and reports regarding extramural funding. Their website contains resources and links that may be helpful to doctoral students as you develop your proposals.

AACN Masters Essentials
http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf

Accreditation Commission for Education in Nursing
www.acenursing.org/

American Association of Colleges of Nursing
http://www.aacn.nche.edu/cnl/certification

American Association of Critical Care Nursing
www.aacn.org
American Nurses Association
www.ana.org

The American Nurses Association is a general resource as well as source for standards of nursing practice.

American Nurses Credentialing Center
www.nursecredentialing.org

American Organization of Nurse Executives
www.aone.org

Career as a Nurse Educator
www.nln.org/about/career-center/career-as-a-nurse-educator

Clinical Nurse Leader Association
http://cnlassociation.org/

Commission of Collegiate Nursing Education
www.aacn.nche.edu

Connecticut Advanced Practice Registered Nurse Society
www.ctaprons.org

The Connecticut Distance Learning Consortium
http://www.ctdlc.org

National Coalition of Ethnic Minority Nurses Associations
http://www.ncemna.org

National League for Nursing
www.nln.org

National League for Nursing Accrediting Commission
http://www.nln.org/accreditation-services/overview

National Student Nurses’ Association
www.nsna.org/ContactUs.aspx

Nursing World
http://www.nursingworld.org/

Quality and Safety Education for Nurses
http://www.qsen.org/
## Unusual Occurrence Report

**Type of Occurrence**
- Medication Error [ ]
- Incorrect Medication Count [ ]
- Treatment Error [ ]
- Confidentiality Violation [ ]
- Needle stick/Exposure [ ]
- Student Injury [ ]
- Near Miss [ ]
- Other: __________________ [ ]

**Date/Time of Report:** ___________________________ **Date/Time of Incident:** ____________ am/pm

**Student (s) Involved:** _______________________________________________________________

**Clinical Instructor:** __________________________________ **Course:** __________________________

**Clinical Site:** _____________________________________________________________

**Specific Unit and Area incident occurred:** _____________________________________________

---

**Student report – complete each question thoroughly**

State exactly what happened including precipitating factors that you believe is why the situation occurred.

____________________________________________________________________________

____________________________________________________________________________________

If patient(s) involved:

Patient age _______ Patient Gender _______ Diagnosis ________________________________________

Patient age _______ Patient Gender _______ Diagnosis ________________________________________

What harm could have occurred as a result of this situation? ________________________________

Medical Treatment necessary? (student) Yes ____ No _____

If yes, give nature of treatment __________________________________________________________

Follow up treatment if necessary _______________________________________________________

How could this event have been prevented? ______________________________________________

---

**Student Signature _________________________  Date_______________________

**Instructor/Faculty Comments**________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Course Coordinator Notified ☑  Please check if yes.

**Date Notified ____  Time Notified ____  am/pm  Method (ie, ph, email, text etc..) ____________

Required Remediation or Follow-up Action____________________________________________________

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**Course Coordinator Signature _________________________  Date_______________________

**Program Director Signature _________________________  Date_______________________
APPENDIX B

GLOBAL LEARNING APPLICATION RUBRIC

Applicant (name/number) ____________________________________________

Program: __________________________________________________________

☐ Essay double spaced, 12 point font, 3 pages or less.
  ☐ 1 point

☐ Questions answered (2 – program specific underscored with AACN Essentials)
  ☐ 3 points if both questions are addressed in-depth and well connected with experiences
  ☐ 2 points if both questions are addressed with insight
  ☐ 1 point if both questions are addressed with limited insight or if only one is answered

☐ Prior academic/clinical/professional warnings/probation indicated and how rectified addressed.
  ☐ 3 points no prior warning/probations
  ☐ 1 point if explains academic/clinical/professional infraction and resolution is attained
  ☐ 0 point if not described/resolved

☐ Identify 3 goals for participation related professional nursing practice
  ☐ 3 points if goals are relevant, applicable, and have depth
  ☐ 2 points if goals demonstrate minimal depth
  ☐ 1 point if goals identified do not connect with specific experience

☐ Overall GPA
  ☐ 1 point GPA >3.5

FOR CLINICAL IMMERSIONS ONLY

☐ Example of a clinical experience that shows actions as self-directed and reflective of an engaged, active learner included. (for Clinical Immersions only)
  ☐ 3 points if examples are relevant, applicable

☐ Other SHU CON global clinical immersion experiences.
  ☐ 1 point for no prior immersion experiences.

*Professionalism, flexibility, and positive attitude will be considered in all applicants prior to acceptance. The specific program committee will finalize the selection. Note: professional behaviors are outlined in the programmatic student guides.

Final score __________________

Accepted_______________   Declined__________________