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INTRODUCTION

Welcome to Southern Adventist University School of Nursing (SON). We are committed to the education of nurses in a Christian setting. Thank you for choosing SAU SON to help you achieve the next step in your professional development and career goals.

This handbook will serve as a guide for many aspects of the graduate program. Students are expected to be familiar with the material covered in this handbook and to maintain compliance with the procedures & policies specified herein. Policies may be updated at any time by the SON. Students will be provided this information both verbally and in writing.

Best Wishes for Your Success
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Fax – SON Main Office: 423-236-1940  *see syllabus for contact information
Fax – SON First Floor – MSN/DNP Enrollment: 423-236-1957
Fax – Graduate Studies Office – Wright Hall: 423-236-1694
SAU NURSING PROGRAM

MISSION STATEMENT

The mission of the School of Nursing is to provide a Christian learning environment that values academic excellence and fosters personal and professional growth to meet the diverse needs of individuals, families, and communities.

PHILOSOPHY

God created each person with physical, psychological, developmental, sociocultural and spiritual components integrated into perfect health and wholeness.

Health is a dynamic state of well-being throughout the life cycle that reflects adaptation to internal and external stressors in the environment.

Sin resulted in changes which adversely affect each individual's health and environment.

Nursing involves interaction with patient systems and their environment(s) to assist in retaining, attaining and maintaining their highest level of wellness.

Nursing education empowers the student to provide wholistic caring service, following the example of Christ.
SDA Framework for Nursing Education Practice

DEFINITIONS

BELIEFS
• God is the Supreme Being, the Creator and Sustainer of life.
• The Bible is the word of God and reflects His character of love.
• Every human being is worthy of dignity and respect because they are created in the image of God.
• The human body is the temple of the Holy Spirit.
• Nursing is a call to ministry through caring, connecting, and empowering.

HEALTH
• Restoration of the image of God in human beings.
• Development of wholistic well-being and human flourishing.
• Interconnectedness with God and the whole of creation.
• Subjective perception of dynamic state of well-being along the health/wellness continuum.

ENVIRONMENT
• Respecting and caring for God’s physical created world.
• Creating and facilitating a healing environment that inspires hope.
• Reflecting God’s laws of beauty and harmony.

HUMANS
• Created as interactive beings for the purpose of connecting with God, other humans, and all of God’s creation.
• Complex integrated beings: physiological- psychological-sociocultural-spiritual, who have the capacity to reason and act.
• Patient: the recipient of care (individual, family, or community). Patient may be referred to as client or resident, depending on setting.

NURSING PRACTICE
• Performance of a human science encompassing knowledge of bio-psycho-social-cultural-spiritual well-being.
• Grounded in specific values, beliefs and ethics.
• Accepted as a sacred accountability.
• Guides translational nursing care through evidence-based research.
• Promotes well-being in health status.
• Builds on and extends a legacy of excellence in human flourishing.
• Empowers individuals, families, and communities for change through primary, secondary, and tertiary interventions.

NURSING EDUCATION
• Creates a caring learning environment that fosters critical thinking, professional decision making, and practical skills.
• Integrates values, knowledge, and skills.
• Connects the development of clinical judgment with professional competence.
• Prepares students for interdisciplinary practice.
• Empowers students for personal and professional growth.
• Reflect God’s unconditional love.
• Role model a relationship with God.
• Promote wholistic health personally and professionally.

ADVENTIST NURSE EDUCATORS
• Demonstrate caring and respect for each student.
• Connect students with resources that support their successful development.
• Empower students for personal and professional growth.
• Facilitate, nurture, and support the well-being in students.

CARING
• Going beyond the ordinary
• Sensitive, valuing
• Empathy
• Compassionate care with the fruits of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control)
• Selfless service
• Cultural responsiveness
• Integrity
• Commitment
• Competence

**CONNECTING**
• Authentic presence.
• Therapeutic communication, touch, and prayer.
• Coordinate and manage care.
• Mentor, facilitate, and advocate
• Sensitivity & vulnerability

**EMPOWERING**
• Christ-centered excellence
• Educating for lifelong learning
• Encouraging
• Promoting
• Inspiring
• Motivating
• Valuing
• Role modeling
• Investing
NURSING ROLE COMPONENTS

Cultural Competence (CC)
Responsiveness to global cultural diversity and respect for patient traditions and values while providing healthcare.

Evidence-Based Practice (EPB)
Systematic integration of quality research findings about a clinical problem to provide high-quality, effective, personalized care in a rapidly changing healthcare environment.

Health Promotion (HP)
Use of a wholistic framework to educate and empower individuals, families, and communities to make lifestyle choices that prevent disease and promote human flourishing.

Informatics and Innovation (I)
Integration of nursing, computer, and information sciences to ethically manage data, information technology, knowledge, and wisdom in nursing practice in order to communicate effectively with healthcare teams, patients, and caregivers, and to provide safe and effective care within and across healthcare settings. Integral to informatics is an attitude of openness to innovation, continual learning, and point of care adaptations, as information systems and care technologies are constantly changing.

Patient Centered Care (PCC)
Provision of personalized, compassionate, and coordinated care for the individual, family, or community through use of the nursing process, based on the unique variables that make up the whole person (physiological, psychological, socio-cultural, and spiritual). Patient centered care facilitates healing and restoration to well-being through caring, connecting, and empowering.

Professionalism (P)
Assimilation of a set of nursing roles and behaviors that include integrity, accountability, civility, critical thinking, collaborative relationships, clear communication, advocacy, legal and ethical practice, community and professional involvement, personal professional appearance, and life-long learning in order to effectively demonstrate Christ centered excellence through caring, connecting, and empowering.

Quality and Safety (QS)
Delivery of health care services that meet professional standards of care and are based on current evidence; minimize the risk of harm to individuals, populations, and providers; increase the likelihood of desired health outcomes; and consider individual, unit, and systems perspective. A just culture recognizes that individuals make mistakes and systems fail; monitors quality and safety standards continuously; acknowledges mistakes, identifies root causes, and takes corrective action; and treats those involved with fairness, coaches individuals responsible for error to avoid risky behaviors, and disciplines those who are reckless or who knowingly exhibit dangerous behaviors.

Teamwork and Collaboration (TC)
Effective functioning within inter- and intra-professional teams through open communication, mutual respect and shared decision-making in order to achieve quality patient care. The nurse creates an ethical environment and a culture of civility by treating patients, families, colleagues, students, faculty, and others with dignity and respect.
PROGRAM OUTCOMES

The graduate will:

1. provide care for the patient, using the nursing process in collaboration with patients, families, and health team members to diagnose and treat the patient’s response to actual or potential stressors.

2. manage the nursing care of individuals and groups of individuals with actual or potential stressors to system functioning, within a variety of practice settings.

3. consistently fulfill the role of member of the discipline of nursing as evidenced by lifelong learning, care, integrity, accountability and professional conduct and involvement.

Program outcomes specific to the various MSN program emphases are found in the Graduate Catalog.
NURSING EDUCATION UNIT OUTCOMES,
NURSING ROLE COMPONENTS, &
CURRICULUM LEVEL OUTCOMES

Nursing Education Unit Outcomes

The graduate will:

1. provide care for the patient, using the nursing process in collaboration with patients, families and health team members, to diagnose and treat the patient’s response to actual or potential stressors.

*role components *role components may apply to other outcomes

a. Cultural competence

Curriculum level outcomes
Level VI (MSN)

1. Practice a Christian caring response to global cultural diversity
2. Practice cultural sensitivity and competence for patient traditions and values

b. Evidence-based practice

Curriculum level outcomes
Level VI (MSN)

1. Assess the systematic integration of quality research for high-quality, effective, personalized care
2. Participate in research planning, data gathering, analysis, and dissemination of research evidence in clinical, educational, and administrative settings and roles

c. Health promotion

Curriculum level outcomes
Level VI (MSN)

1. Advocate for preventive health in the practice setting and public policy arena

d. Patient-centered care

Curriculum level outcomes
Level VI (MSN)

1. Interpret the unique variables that make up the whole person as the basis for individualized patient care
2. Practice personalized and compassionate relationship-centered care (caring, connecting, and empowering) with patients, families and communities to facilitate healing and restoration

e. Quality and safety

Curriculum level outcomes
Level VI (MSN)

1. Apply national patient safety resources, professional initiatives, and regulations that minimize the risk of harm to individuals, populations, and providers and increase the likelihood of desired health outcomes
2. manage the nursing care of individuals and groups of individuals with actual or potential
stressors to system functioning, within a variety of practice settings.

Role components*

a. Informatics and innovation

Curriculum level outcomes
Level VI (MSN)
1. Manage a variety of communication, nursing, and information systems to ethically manage data and technology in order to provide safe and effective healthcare
2. Maintain an attitude of openness to innovation, continual learning and point of care adaptations

b. Teamwork and collaboration

Curriculum level outcomes
Level VI (MSN)
1. Facilitate balanced and effective functioning within inter-and intra-professional teams through open communication, mutual respect, and shared decision making in order to achieve quality patient care
2. Improve health care system operations and accountability by creating an ethical environment and culture of civility by treating others with dignity and respect

3. consistently fulfill the role of member of the discipline of nursing as evidenced by lifelong learning, care, integrity, accountability, and professional conduct and involvement.

Role components*

a. Professionalism

Curriculum level outcomes
Level VI (MSN)
1. Integrate ethical and legal behaviors in all professional activities
2. Value professional development and lifelong learning
3. Promote integrity, civility, and accountability within all practice settings
4. Model Christ-centered excellence through caring, connecting, and empowering behaviors
5. Expand access to healthcare services through effective advocacy, collaborative relationships, and community involvement
6. Participate in professional organizations in areas of specialty
7. Utilize professional skills in community outreach and service
MSN EMPHASES

The SON offers a traditional MSN program for the RN with a baccalaureate degree in nursing. In addition, the SON offers an accelerated RN to MSN program for the RN with an associate degree or diploma in nursing. This accelerated program expedites achievement of advanced practice career goals by combining the BS & MSN curricula, eliminating course repetition, and bypassing the awarding of the BS degree. Post-masters certificate options are also available. The post-masters certificate options allow the nurse with a previous master’s degree in nursing to add a different specialty or emphasis by completing specified courses for the desired emphasis, without having to complete the entire MSN curriculum.

The SON offers four different emphases of graduate study for the traditional MSN and the accelerated RN to MSN programs:
- Acute Care – Adult/Gerontology Nurse Practitioner
- Primary Care – Adult/Gerontology Nurse Practitioner
- Primary Care – Family Nurse Practitioner
- Primary Care – Psychiatric Mental Health Nurse Practitioner
- Nurse Educator

A dual degree offered by the School of Nursing and School of Business and Management is available:
- Masters in Nursing & Masters of Business Administration (MSN/MBA)

The post-masters certificates are available for:
- Acute Care – Adult/Gerontology Nurse Practitioner
- Primary Care – Adult/Gerontology Nurse Practitioner
- Primary Care – Family Nurse Practitioner
- Primary Care – Psychiatric Mental Health Nurse Practitioner
- Nurse Educator

Complete information regarding admission requirements and course offerings is found in the Graduate Catalog. Students are responsible for meeting requirements listed in the Graduate Catalog for the emphasis to which they have been accepted.
**PROGRAM SEQUENCES**

Course sequencing information and check sheets for each track, which will facilitate both understanding of the program and personal planning for completion of the program, follow in this handbook. The suggested course sequences represent a typical program for the full time student. Part time students will typically enroll in fewer courses each semester, and will therefore have a sequence/schedule that looks different from those in this handbook. Modifications to the course sequence should be made in consultation with an advisor. Additionally, modification may be required based on course offerings. Students should visit the university website for academic schedules containing this information. Please note that while course schedules can be accessed at the university website far in advance of a semester, they are NOT reliable until one to two months prior to the actual semester. The graduate program works hard to assure consistency in scheduling, but students should be aware that schedules are subject to change. Students are notified of scheduling changes well in advance when possible.

Students enrolled in the Nurse Educator track must specify the area of clinical emphasis they plan to pursue as a part of their MSN curriculum. (See form in appendix). This area of emphasis, once approved, will be the basis for practicum experiences and will be specified on the student transcript upon graduation. The following are available clinical emphases for nurse educator students:

- Adult Health
- Child Health
- Community Health
- Maternal-infant Health
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<td>556 F &amp; C</td>
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<td>670 PRACT: PCF2</td>
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NE sequence (online program)*

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<tr>
<td>NRSG 515 Theoretical Concepts (2)</td>
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<td>NRSG 527 Nursing Research: Foundations of EBP (4)</td>
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<td>NRSG 550 Adv Patho (3)</td>
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<td><strong>Winter 1</strong></td>
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<tr>
<td>NRSG 520 Health Promotion (3)</td>
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<tr>
<td>NRSG 541 Health Policy (3)</td>
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<td>NRSG 555 Adv Assess (4)</td>
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<td><strong>Summer 1</strong></td>
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<td>NRSG 552 Adv Pharm (3)</td>
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<td>NRSG 591 Practicum: Area of Clinical Emphasis (2)</td>
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<tr>
<td>NRSG 581 Nursing Curriculum Design (3)</td>
<td>Taught <strong>ODD YEARS ONLY</strong></td>
</tr>
<tr>
<td>EDUC 531 Technology and the Educator (3)</td>
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<tr>
<td><strong>Winter 2</strong></td>
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<tr>
<td>NRSG 583 Classroom Instruction and Evaluation (3)</td>
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<tr>
<td>NRSG 585 Educator Role Practicum: Area of Clinical Emphasis (3)</td>
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<tr>
<td>NRSG 594 Capstone (2)</td>
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* Ideally EVEN year start. Students starting in an odd year or in a winter semester will need schedule modification. Scheduling must be worked out with MSN program advisor.

Students in the Nurse Educator program may take courses on campus as desired (NRSG 581 & 583 are not offered in on-campus face-to-face sessions, however)
# MSN/MBA Scheduling Guide

## Fall 2015

<table>
<thead>
<tr>
<th>ONLINE</th>
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</tr>
<tr>
<td>FNCE 505 Principles of Finance</td>
<td>FNCE 505 Principles of Finance</td>
</tr>
<tr>
<td>BUAD 505 Management in a Changing World (Introductory class)</td>
<td>BUAD 510 Acct for Control and Decision Making (Accounting prerequisite required)</td>
</tr>
<tr>
<td>BUAD 530 Org. Behavior (Webster)</td>
<td>HADM 545 Healthcare Policy — Only Online</td>
</tr>
<tr>
<td>BUAD 555 Leadership &amp; Change</td>
<td>HADM 597 HealthCare Research — (12 wks.)</td>
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## Winter 2016

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</tr>
<tr>
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</tr>
<tr>
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<td>HADM 597 HealthCare Research — (12 wks.)</td>
</tr>
<tr>
<td>BUAD 530 Org. Behavior (Webster)</td>
<td>BEXM 505 Legal Framework of Decisions</td>
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## Summer 2016

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## Fall 2014 & 2016

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<td>HADM 545 Healthcare Policy</td>
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<tr>
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<td>HADM 597 HealthCare Research — (12 wks.)</td>
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<tr>
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## Winter 2015 & 2017

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## Summer 2015 & 2017

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<td>Summer 2015 &amp; 2017</td>
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<tr>
<td>CLASSROOM</td>
<td>CLASSROOM</td>
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## Online

- ACCT 505 Principles of Accounting
- FNCE 505 Principles of Finance
- BUAD 505 Management in a Changing World (Introductory class)
- BUAD 530 Org. Behavior (Webster)
- BUAD 555 Leadership & Change

## Classroom

- ACCT 505 Financial Accounting
- FNCE 505 Principles of Finance
- BUAD 505 Management in a Changing World (Introductory class)
- BUAD 520 Financial Management (Finance prerequisite required)
- BUAD 540 Marketing Management
- BUAD 555 Leadership & Change
- BUAD 530 Org. Behavior (Webster)
- BEXM 505 Legal Framework of Decisions

## Courses

- HADM 545 Healthcare Policy
- HADM 597 HealthCare Research
- HADM 552 Healthcare Mktg. & H R
- BEXM 505 Legal Framework of Decisions
**MSN SCHEDULE MATRIX**

For assistance in planning a schedule, the following **MSN Tuesday class schedule matrix** may be helpful:

<table>
<thead>
<tr>
<th>Time slot</th>
<th>Fall course</th>
<th>Winter course</th>
<th>Summer course</th>
</tr>
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<tbody>
<tr>
<td>8:00 – 11:45 am</td>
<td>Research*</td>
<td>Research*</td>
<td>ACCS 1</td>
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<td>Adv Assess</td>
<td>Adv Assess</td>
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<tr>
<td></td>
<td>ACCS 2</td>
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<tr>
<td></td>
<td>Psychopharmacology</td>
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<tr>
<td>12:30-3:15 pm</td>
<td>COUN 561 MC Iss Coun</td>
<td>COUN 593 Child/Adol</td>
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<tr>
<td>1:00 – 4:00 pm</td>
<td>Adv Patho</td>
<td>Adv. Patho</td>
<td>Fam &amp; Comm*</td>
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<tr>
<td></td>
<td>Health Policy*</td>
<td>Health Policy*</td>
<td>Health Promotion*</td>
</tr>
<tr>
<td></td>
<td>PCA 1</td>
<td>Fam &amp; Comm*</td>
<td>NS for MH</td>
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<tr>
<td></td>
<td>3:45-6:30 pm</td>
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<tr>
<td></td>
<td>COUN 556 Theo/Tech Coun</td>
<td>COUN 521 Psy-patho</td>
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<tr>
<td>4:30 – 7:30 pm</td>
<td>Theory*</td>
<td>Theory*</td>
<td>Adv Pharm*</td>
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<tr>
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<td>PCC</td>
<td>Apt Pharm</td>
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<tr>
<td></td>
<td>Health Promotion*</td>
<td>NS for MH</td>
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<tr>
<td></td>
<td>PCA 2</td>
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<tr>
<td>Online</td>
<td>Research</td>
<td>Research</td>
<td>Fam &amp; Comm</td>
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<tr>
<td></td>
<td>Theory</td>
<td>Theory</td>
<td>Apt Pharm</td>
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<td>Fam &amp; Comm</td>
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<td>Health Policy</td>
<td>Health Policy</td>
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<td>Role Development</td>
<td>Role Development</td>
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<td>MSN Capstone</td>
<td>MSN Capstone</td>
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<tr>
<td></td>
<td>Curric Design (odd yr)</td>
<td>Class Instr/Eval (even yr)</td>
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*indicates that an online section of the course is also available most semesters for those needing or preferring online. Adv. Patho, Adv Pharmacology, and Adv Assessment are occasionally available online particularly for online nurse educator students. Online nurse educator and MSN/MBA students are given preference in the online sections. Other MSN students may fill the online section as space is available. Online sections are limited and once filled, additional online sections are generally NOT available.

Students should keep in mind that courses not listed for fall are generally not taught in the fall. The same is true of other semesters. A schedule should be planned that has fall courses in the fall, winter courses in the winter and summer courses in the summer, and does not have more than one face to face class in the same time slot.
Online courses are available most semesters, so students may round out their schedule by taking online courses along with face to face courses. Students are not required to take online courses if they prefer face to face instructional methods, unless an online course is specifically noted on the recommended course sequence. Students who are not online nurse educator or MSN/MBA students or who are not in a sequence recommending an online section are NOT guaranteed to be able to take online courses.
ACCELERATED RN-MSN BACCALAUREATE LEVEL REQUIREMENTS
GENERAL EDUCATION & COGNATES

The following requirements apply to ALL of the Accelerated RN-MSN emphases:
  Acute Care  – Adult/Gerontology Nurse Practitioner
  Primary Care - Adult/Gerontology Nurse Practitioner
  Primary Care - Family Nurse Practitioner
  Primary Care - Psychiatric/Mental Health Nurse Practitioner
  Nurse Educator

General education & cognates that may be transferred per catalog guidelines:
Chemistry: Survey of Chemistry  3 hr
Communication: Public Speaking  3 hr
Computer: Literacy/skills  3 hr
English Composition I & II  6 hr
General: History/government/economics, philosophy
  Humanities, fine arts, language or literature  3 hr
History: Elective  3 hr
Religion: Elective  3 hr

General education & cognates that must be taken at SAU:
RELT 373 Christian Ethics  3 hr
SOCI 349 Aging and Society  3 hr
PEAC 225 Fitness for Life  1 hr

The RN-MSN student should schedule an appointment with an advisor to determine which of the above courses may be transferred in and which courses must be completed as part of the RN to MSN program. It is generally expected that these courses will be completed prior to registering for MSN level courses. Students may petition to take courses off campus to meet some of the above requirements. Keep in mind, however, that only 72 hours may be transferred from a junior college.
### ACCELERATED RN-MSN
### BS NURSING REQUIREMENTS

The following table lists the nursing requirements for the BS nursing degree. The RN to MSN student substitutes graduate level courses for a number of these courses. The courses that a student is required to take are dependent on the emphasis of the student. An X indicates that the course is required; a blank box indicates the course is not required for the RN to MSN student.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>ACNP*</th>
<th>AGNP*</th>
<th>FNP*</th>
<th>NE*</th>
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<td>X</td>
<td>X</td>
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<td>(or a math statistics course)</td>
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<td>322</td>
<td>Transitions in Professional Nursing</td>
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<td>Nursing Assessment</td>
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<td>Population/Community Health</td>
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<td>Population/Community Health</td>
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<td>X</td>
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<tr>
<td>445</td>
<td>Population/Community Health</td>
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</table>

*ACNP – Acute Care – Adult/Gerontology Nurse Practitioner; AGNP – Primary Care - Adult/Gerontology Nurse Practitioner; FNP – Primary Care - Family Nurse Practitioner; NE – Nurse Educator; PMHNP – Primary Care - Psychiatric Mental Health Nurse Practitioner
IV

MSN PROGRAM POLICIES AND PROCEDURES

SCHOOL OF NURSING RESPONSIBILITY TO THE STUDENT

A. The student will be provided:

1. the course outline, class schedule, and miscellaneous materials related to the course.
2. learning resources, computer-assisted instruction and audiovisual material.
3. guidance in planning clinical experiences supervised by qualified preceptors in appropriate community facilities.
4. academic counseling and other referrals as needed.
5. a skills lab for practice and return demonstration of advanced nursing assessment skills and advanced practice procedures.
6. an individual student mailbox/file folder that is utilized for returning papers and other important communications.
7. bulletin boards that are designated for schedules and course-related announcements.
8. SON newsletter (Vital Signs).

B. The faculty will:

1. provide an orientation to the University, SON, and graduate nursing program policies and expectations.
2. provide well-planned learning experiences in an organized manner.
3. keep appointments with the student or make alternate arrangements.
4. keep student informed of progress and performance.
5. encourage student professional development.
6. listen to grievances and suggestions, and seek constructive solutions with the student.
7. assist the student in examining alternatives when making decisions and analyzing consequences of such decisions.
8. communicate program and schedule changes to the student.

9. follow sound educational practice as outlined by the National League for Nursing Accrediting Commission, the Board of Higher Education, General Conference of Seventh-day Adventists, and the Tennessee Board of Nursing.

10. assist in meeting the needs of the local community and Seventh-day Adventist institutions in the southern region for competent nurses at masters level.

11. prepare graduates for continued formal study in nursing and other health-related fields.

12. participate in:
   a. service-oriented clinical practice.
   b. political advocacy related to health care issues.
   c. committees and boards within the university and in the community.

13. provide an SDA Christian role model that reflects professional excellence and a Christ-centered approach to the teaching/learning process.
STUDENT ORGANIZATIONS

STUDENT GOVERNMENT:

Forum
MSN student forum is held once per academic semester. Forums are open to all students enrolled in the MSN program. Non-degree students are also welcome to attend. Students are given important information regarding the program and are also encouraged to bring questions and comments for discussion with the faculty.

Committees
SON committees are open to attendance by students. Committees are as follows:
- Admissions/Progressions;
- Evaluation;
- Faculty Development;
- Faculty Search;
- Missions;
- Recruitment;
- Student Events;
- Student/Faculty Forum;
- Associate Program;
- Baccalaureate Program;
- Graduate Program; and
- Research.

Students may obtain a schedule of meeting times as well as the name of the committee chair from the SON secretary. If a student desires to attend a particular committee, he/she should notify the committee chair. If individual student names or confidential issues are discussed, the visiting student will be asked to leave for that portion of the meeting.

SIGMA THETA TAU INTERNATIONAL, RHO IOTA CHAPTER, HONOR SOCIETY:

The nursing honor society was established in 1999 under the auspices of Sigma Theta Tau International. Full charter into Sigma Theta Tau was approved November 2001. In 2002, the nursing honor society was established as the Rho Iota Chapter of Sigma Theta Tau International. Its purpose is to promote research, scholarship, and leadership in the profession. Membership is open to baccalaureate and graduate nursing students, faculty, alumni and nurses in the community who hold a baccalaureate degree or higher.

Baccalaureate students must be in the upper 35% of their graduating class to be invited into membership; graduate students must be half way through their program and have a GPA of ≥ 3.5. The society sponsors educational offerings and Research Day annually.

SON NURSING CLUB:

The SON encourages and supports a formal student organization. The SON Club sponsors activities of both a spiritual and social nature to enrich the lives of busy nursing students.

PROFESSIONAL ORGANIZATIONS:

Numerous professional organizations are available for MSN students (American Nurses Association, National League for Nursing, American Association of Nurse Practitioners, American College of Nurse Practitioners, Chattanooga Area Nurses in Advanced Practice, etc.). Many of these organizations have discounted membership fees for students, as well as discounted continuing education offerings. Some have professional journals associated with membership. Academic and research scholarships are also available from most organizations. It is recommended that MSN students choose at least one professional organization for membership that supports their professional goals during their enrollment as an MSN student.
**GRADUATE ASSISTANTSHIPS**

A limited number of graduate teaching assistantships are available each school year. Responsibilities of the student typically involve serving as clinical laboratory assistants to undergraduate faculty in clinical settings, including the simulation laboratory. Other responsibilities may be included in the graduate assistant’s job description.

Graduate students may apply for graduate assistantship through contact with the dean of the School of Nursing. An assistantship is a one semester agreement and may be renewed based on School of Nursing need, available funds, and based on student performance.

Compensation for assistantship duties may include tuition waivers and/or stipends and is determined by the dean of the School of Nursing and coordinator of the graduate nursing program. Appointments, remuneration, responsibilities, evaluations, and terminations are carried out within University policy guidelines.
GENERAL POLICIES

HEALTH INSURANCE:

The University recommends all graduate students have adequate accident and health insurance, covering both inpatient and outpatient services. The same coverage is encouraged for spouses and dependents. Graduate students who do not have insurance at the time of enrollment may purchase health insurance through the university. A policy brochure describing benefits, terms, and limits is available on the Risk Management website, https://www.southern.edu/risk/students/Pages/default.aspx

SPECIAL FEES:

Nursing is an intensive program which requires a high faculty-student ratio, special supplies, and extensive equipment for on-campus experience, clinical liability insurance, and student and program evaluation.

Regular tuition charges and fees cannot cover the cost of professional nursing education. Lab fees are charged for many courses to help defray these additional expenses. Course fees are assigned according to the Graduate Catalog.

LIABILITY COVERAGE:

Students are protected with malpractice insurance provided through Risk Management of the General Conference of Seventh-day Adventists. This coverage applies only to school-related assignments. Students must also be actively enrolled and registered for classes in order to be covered by malpractice insurance. Students gainfully employed are not protected with this coverage for non-school-related employment activities.

Some clinical facilities require that students carry their own professional liability insurance policy in addition to the coverage maintained by Southern Adventist University. This situation is most often encountered by acute care NP students. Students desiring clinical placement in such a facility will either have to make such a purchase in order to have the desired clinical placement or will have to find another site. Typically reduced student rates are available for professional liability insurance companies. The graduate clinical coordinator or a faculty advisor is available to assist with questions or concerns in this area.

TRANSPORTATION:

Students provide their own transportation to clinical practicum sites unless otherwise arranged. Occasionally, a bus or van will be provided, at SON expense, for a school-sponsored event.

A. Tickets and Fines
   1. Tickets and/or fines received are the driver’s responsibility.
   2. Tennessee law requires that seatbelts be worn by drivers and passengers.

B. All students owning/driving autos for clinical experiences must have automobile liability insurance. Refer to SAU insurance policy.
The School of Nursing (SON) wishes to portray to our patients and the public an attitude and sense of professional appropriateness, dignity, and respect.

**ACCOUNTABILITY:**

Accountability is key to professional nursing. Students must be accountable for their attitudes and behaviors. A high level of professionalism is expected by faculty, peers, and patients.

Professional conduct includes, but is not limited to, a teachable attitude, appropriate respect for those in authority, punctuality in attendance and respect for other people, their property and right to learn.

As a SON graduate student, we expect you to conduct your life in a manner that will not bring criticism to yourself, the MSN program, or to the University. We request you to observe the following:

1. Hold in strict confidence any information found in a medical record or given to you by a patient or family member. The discussion of a patient’s diagnosis and/or treatment, or other clinically related topics must be very carefully guarded. Use of electronic devices (ie PDAs, cell phones, etc) for storage of identifiable client information (including pictures) is prohibited except for use of the MSN program approved NP clinical tracking program.

2. Treat all patients with respect and dignity. Do not approach treatment with a frivolous attitude which may be disturbing to the patient as well as to family members and/or significant others.

3. Graciously refuse any gifts from patients, families and/or significant others

4. Reflect a willingness to learn and accept instruction in a manner that is consistent with Christian principles.

5. Assume responsibility for learning (i.e., preparing for classes and clinical assignments). Assume initiative to meet deadlines in completing class and clinical assignments.

6. Demonstrate respectful classroom and clinical decorum. Be punctual to class both at the beginning of class and after breaks. During class and clinical time, power off cell phones, and MP3 players, remove headsets. Avoid distracting behaviors. Do not bring babies or children to class. Observe SAU dress code.

7. Assume initiative to provide the SON with required documentation of immunizations, CPR, criminal background check, drug screening, and regional orientation in a timely manner.

8. Stay current on information posted on bulletin boards, student boxes, SON newsletter (Vital Signs), Eclass, and e-mail.

8. Demonstrate responsibility for medical equipment and LRC holdings. Students who check out the equipment are required to return it by the specified deadline and will be levied a fee as appropriate.
for lost or damaged equipment. Equipment not returned and or charges not paid will result in the student not being allowed to take final exams.

9. Inform the professor or preceptor if taking any prescribed or OTC medication that may impair their judgment during clinical time and jointly determine whether or not it is appropriate for clinical practice under such circumstances.

APPEARANCE:

Students are expected to dress professionally in the clinical environment.
1. SAU student identification should be worn during practice in student roles.
2. Modest business casual clothing is appropriate for most clinical sites. On-campus dress may be more casual except for conferences and presentations. See University Handbook for further guidelines.
3. Extremes of hair-styles and make-up should be avoided.
4. In keeping with the University dress code, students should limit jewelry worn during clinical practice to a wedding band or medically necessary identification. It is requested that students remove ear rings, other rings, necklaces, bracelets while representing the SON in the clinical & classroom environment.
5. Tattoos and piercings should be kept covered. Visible piercings of nose, lips, eyebrows, or other areas that would be difficult to conceal must be removed.

ATTENDANCE:

Socialization into advance practice nursing is best accomplished by class and clinical attendance. It is expected that students will be present and on time to all required classes and clinical experiences. Course outlines will define the specific policy for each course. Communicate any unforeseen changes in scheduling or program to persons affected by the change (i.e., patient, classmate, teacher, parent, guardian, advisor).

INTEGRITY:

Honesty and integrity are expected in all classroom and clinical activities. See policy that follows in separate section of this Handbook. School of Nursing and University standards are adhered to in this area. Students who violate these important standards of professional conduct are subject to advisory actions, potential dismissal from the program and from the University.

CELL PHONE AND PERSONAL ELECTRONICS POLICY:

Cell phone use policies promote a positive learning environment and demonstrate respect for others. All cell phones/beepers/mp3 players must be silenced or off during classes, skills lab, LRC, clinical experiences, and required meetings such as FOA. Text messaging during these appointments is also inappropriate. During quizzes or tests, use of any electronic devices not approved by the professor is considered cheating.

Use of electronic references is common in advanced practice roles. Students should use discretion in use of electronics during patient care activities in the clinical environment. Agency policies must be followed
and professional standards maintained.

**CPR CERTIFICATION POLICY:**

Students must maintain current American Heart Association Healthcare Provider CPR certification throughout the MSN program. Proof of certification must be provided to the SON office. Students who fail to meet deadlines for providing the SON office with proof of CPR certification cannot attend class or clinical practicum & may be dropped from the class or program.

**CRIMINAL BACKGROUND CHECK POLICY:**

All students are required to have a criminal background check upon admission to the MSN program. Additionally students are required to have a background check repeated when they are out of the program for more than one semester.

The SON uses Package SC87 with the vendor Castlebranch.com. The student is required to pay for this package which costs approximately $65 and which includes:

- County-Criminal
- Residency History
- Social Security Alert
- NW-Sexual Offender Index
- NW-Healthcare Fraud & Abuse Scan
- NW – Patriot Act
- Verification-Employment
- ST-Abuse Registry-TN
- Verification-Employment

Please follow the instructions listed:

1. Go to [www.castlebranch](http://www.castlebranch) and click on “Students.”
2. In the Package Code box, enter the package code: SC87
3. Enter your payment information – Visa, Mastercard, or Money Order. Follow the online instructions to complete your order.

**NOTE:** When a student re-enrolls after an absence of one or more semesters, the background check must be repeated.

**DRUG & ALCOHOL SCREENING:**

SAU maintains a drug, alcohol, and tobacco-free campus. It is the expectation of the graduate program that students will comply with University policies. Additionally it is expected that students will consult with the program coordinator or appropriate faculty member if use of prescription or non-prescription drugs that could impair judgment, academic, and professional activities is necessary. At no time is it appropriate for a student to practice when not at normal capacity to do so. Drug and alcohol screening
are required at some clinical sites preliminary to clinical placement at the site. Routine urine drug screen is required prior to any clinical placement. Random screening may be done in these settings or as deemed necessary by faculty.

IMMUNIZATIONS:

Upon admission to the nursing program students are required to have a history and physical examination. Immunizations must be current, following Centers for Disease Control and Occupational Health and Safety (OSHA) requirements. These are:

1. Measles, Mumps, Rubella Vaccine: Two doses of combined vaccine, the last being after 1980, or proof of immunity to each by titer.

2. Diphtheria, Tetanus, Pertussis Vaccine: Childhood series of 4 doses, and Tetanus Diphtheria booster within the past ten years.

3. Hepatitis B Vaccine: 3 doses or 2-dose series of Recombivax® HB (licensed for children aged 11-15 years).

4. TB skin test (PPD) done within last calendar year. If TB skin test is positive, chest x-ray is required. If chest x-ray is positive, proof of a full course of treatment is required. Follow up chest x-rays are required every 5 years.

5. Varicella titer

Proof of immunizations, verified by his/her health care provider must be submitted by registration each semester, on a form furnished by the School of Nursing. It is the responsibility of the student to obtain this information. Any exceptions to the requirements must be approved by the School of Nursing.

Failure to provide proof of immunizations to the SON by stated deadlines will prevent the student from attending classes or clinical practicum and may require that the student be dropped from the course or the MSN program.

JOINT COMMISSION REQUIREMENTS:

Agencies utilized for clinical labs require that all nursing students receive yearly Joint Commission inservices. This orientation may be completed through the SON via the Tennessee Clinical Placement System (TCPS) or at the student’s workplace. Students who complete the requirement at their workplace must provide the SON with proof of orientation. Date of completion and appropriate agency signature must be included. Failure to provide proof of orientation by the stated deadlines will prevent the student from attending classes or clinical practicum and may require that the student be dropped from the course or the MSN program.

SABBATH POLICY:

SAU and the SON share the belief in honoring the Sabbath as a day of rest, worship, and freedom from
academic pursuits. The Sabbath, as it is celebrated on the SAU campus, begins at sundown on Friday and ends at sundown on Saturday.

The SON respects the personal beliefs of each student enrolled in nursing, and the freedom to make personal choices about when and how to worship. It is the policy of the SON, however, regardless of personal belief, that the student uphold the values of SAU and the SON in this respect and not schedule course-related clinical practice during the Sabbath hours.

**PROFESSIONAL EVENTS:**

Professional nursing events are scheduled throughout the academic year to which the public is invited for professional development and continuing education credit. Students also have the opportunity to attend these meetings.

The Florence Oliver Anderson (FOA) Seminar Series is dedicated to excellence in nursing and is made possible by the generosity of the late Florence Oliver Anderson. Each year the SON invites nationally recognized nursing experts to address the professional community.

Other professional events include the Tennessee Legislative Summit and the Campus Research Symposium. The following are guidelines regarding these events.

1. All students are required to attend FOA meetings as scheduled by each class/faculty.
2. Attire at FOA meetings shall be professional at all times. T-shirts, tight-fitting tops, bare midriffs and shoulders, cleavage, mini-skirts, stilettos, jewelry, hoodies, jeans, shorts, caps, and flip flops are not professional attire and are not acceptable.
3. Backpacks, books, magazines, or other reading material are not to be taken into the meeting area. Cell phones, beepers, and PDAs should be off.
4. Breaks are to be taken only during the regularly scheduled seminar breaks. Students who habitually leave the meeting room will be counted as absent and may be required to make up the FOA meeting by attending another approved professional growth seminar at the student's own expense.
5. Professional meeting etiquette prohibits talking and other activities which are disruptive to others and that are disrespectful to the presenter.

**SOCIAL MEDIA POLICY:**

The SON supports use of social media as a means of communication. Social media, as commonly used as a form of communication, must be thoughtfully and professionally used, particularly in relation to nursing and academic information. Communication about protected information through social media violates the rights of individuals such as patients and their family members, or fellow students. Such events often occur thoughtlessly and without malice, but unfortunately jeopardize patient wellbeing and leave the nurse who inappropriately communicated information subject to legal action. Distribution
of sensitive and confidential information is protected under the Health Insurance Portability and Accountability Act (HIPPA) and the Family Educational Rights and Privacy Act (FERPA). These guidelines apply to traditional means of communication as well as social media.

The American Nurses Association (ANA) provides principles for social networking that form the basis for SON social networking policies:

1. Students/nurses must not transmit or place online individually identifiable patient information.
   a. Avoid discussing clinical experiences or patients in any public forum.
   b. Do not post pictures of yourself, classmates, or patients in patient care areas.

2. Students/nurses must observe ethically professional patient-nurse boundaries.
   a. Avoid “friending” patients in social media; keep relationships professional.

3. Students/nurses should recognize that patient, colleagues, employers, and institutions may view postings made in social network settings.
   a. Postings are not easily retracted
   b. Students have responsibility for what they post. Students must be smart about protecting themselves, friends, classmates, family, patients, faculty, employers, etc. Social media sites are not the appropriate place to vent frustrations about patients, classes, professors, employers, etc.
   c. Offensive, unprofessional comments or postings that violate HIPPA or other laws may jeopardize your career.

4. Students/nurses should take advantage of privacy settings and seek to separate personal and professional information online.
   a. Do not assume, however, that high privacy settings are adequate or free you to post information that directly violates privacy acts and laws.
   b. Keep your professional life off social networks.

5. Students/nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
   a. Nursing requires a high level of integrity and excellence in patient care.
   b. Public trust in nursing is high and must be fostered with ongoing vigilance.
   c. Nurses are patient advocates in all areas, and are thus responsible for protecting patient vulnerability from violations in public/social media settings.

Each student is legally responsible for individual postings and may be subject to consequences for inappropriate or illegal postings. Violation of patient privacy, including the use of social media:

- Will be subject to HIPAA guidelines and consequences. Legal action may be taken for violations according to HIPAA/HITECH.
- May be reported to the Board of Nursing (BON). Disciplinary actions by a BON vary between jurisdictions but are reviewed for unprofessional conduct, unethical conduct, breach of confidentiality, etc.
- Students may also receive disciplinary action including failure in a course and/or dismissal from the program.
To help ensure and maintain a quality nursing program, students are required to complete a number of evaluations during their programs of study.

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Course completion (online)</td>
</tr>
<tr>
<td>Preceptor</td>
<td>Completion of time with preceptor</td>
</tr>
<tr>
<td>Clinical Agency</td>
<td>Completion of time at the agency</td>
</tr>
<tr>
<td>End of Program</td>
<td>Program completion</td>
</tr>
</tbody>
</table>

It is an advantage to be recognized as a graduate of a school that has an excellent reputation for the education of nurses to meet the realities of nursing practice. To assist the SON to maintain and improve this reputation, graduates will be asked to complete an alumni survey at nine months after completion of the graduate program.
GRADING POLICIES

Grades for graduate courses in the SON are determined by the professor in charge of the course and are based on guidelines printed within the syllabus for the course.

Letter grades are assigned according to the SON grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>91 - 93</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 90</td>
</tr>
<tr>
<td>B</td>
<td>85 - 87</td>
</tr>
<tr>
<td>B-</td>
<td>82 - 84</td>
</tr>
<tr>
<td>C+</td>
<td>79 - 81</td>
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<tr>
<td>C</td>
<td>75 - 78</td>
</tr>
<tr>
<td>C-</td>
<td>72 - 74</td>
</tr>
<tr>
<td>D+</td>
<td>69 - 71</td>
</tr>
<tr>
<td>D</td>
<td>65 - 68</td>
</tr>
<tr>
<td>D-</td>
<td>63 - 64</td>
</tr>
<tr>
<td>F</td>
<td>00 - 62</td>
</tr>
</tbody>
</table>

Incomplete (I) grades may be assigned by a professor when a student needs more time to complete course requirements. Circumstances for which such grades may be recorded include unforeseen health or family emergencies where a grade of I may be requested. Courses such as practica with large numbers of hours, include specific provision for I grades (primarily for part-time students). Students should communicate with faculty and not assume that I grades will be recorded. At the time an I grade is recorded, a plan, approved by the course professor, must be in place for completion of the course requirements. I grades that are not completed the next regular semester by the deadline set by the records office will automatically receive an F grade unless the student petitions for an I extension. Such extensions must be approved by the course professor. Students needing extra time for practicum and MSN capstone courses and who request I grades must additionally register for a continuation course until the practicum or capstone is complete and a grade for that course is recorded.

Students having more than one I grade must satisfactorily complete those courses prior to registering for additional course work. At no time in the program should a student have more than two I grades.

Nurse practitioner students who fail to complete practicum or other program requirements by one year after having taken the NRSG 635 Role Development for Advanced Practice course and their exit examination (HESI or other exit exam) may be required to retest at their own expense to demonstrate their competency in the testing area.
INTEGRITY POLICY

Honesty and integrity are expected at all times. Purposeful breaches of integrity with respect to academic or clinical issues will result in the student being subject to formal review and action by the SON and/or SAU (see SAU Catalog, Academic Honesty and SON Student Handbook).

The guidelines below safeguard honesty and integrity. They include, but are not limited to, the following:

A. Students are to assume that all course work is “no collaboration” unless stated otherwise by the professor.

B. Tests (may also apply to classroom quizzes)
   1. The faculty controls the options of seating arrangements, moving, leaving the room, and stopping an exam for evidence of dishonesty.
   2. All books, papers, notebooks, electronic devices and personal belongings (including caps) will be placed in a designated site away from the testing area.
   3. Any unauthorized information found on or in the immediate vicinity of the individual will be grounds for termination of the testing and formal action.
   4. Any verbal or nonverbal communication between students during a testing situation will be grounds for termination of the testing and formal action.
   5. Any activity that violates test security, including discussion or copying of questions and/or answers, bookmarking of tests to avoid a random test, or printing tests, will be considered an infraction of the integrity policy and grounds for formal action.

C. Written Assignments
   1. Students are expected to do their own work. Any act of plagiarism (i.e. false documentation of sources, failure to document a source, or copying the work of another person/source) to meet course requirements will be considered a violation of this policy.
   2. The University subscribes to Turnitin as a helpful resource for clarifying honest scholarship. Faculty may require that students send papers to Turnitin prior to submitting them for a course.
   3. Assignments must be submitted by the requested due date/time.

D. Clinical Activities
   Expectations include, but are not limited to:
   1. Punctual attendance at practicum sites as arranged with clinical preceptor.
   2. Preparation for clinical practicum. Lack of preparation may jeopardize the student’s placement at a clinical site & their standing within the MSN program.
   3. Accurate recording of clinical hours that reflect only the time spent with patients or the clinical preceptor on patient care related activities. Driving time and lunch hours when patient care is not occurring are not considered part of the clinical time.
   4. Complete & accurate recording of clinical activities via the web-based NP clinical tracking system or other log, as specified by the course faculty.
   5. Punctuality in submitting all materials related to clinical lab. Failure to comply will result in clinical failure.
   6. Safe nursing care and safe performance of psychomotor and/or interpersonal skills. Depending upon the incident, a breach in safe care and performance may subject the student to immediate dismissal from the program.
7. Patient confidentiality per current Health Insurance Portability and Accountability Act (HIPAA) guidelines.
GRIEVANCE PROCEDURE

1. Students are encouraged to openly discuss issues and problems related to their program of study with their professor, advisor, and/or program coordinator. If students believe they have been unfairly or unjustly dealt with by a faculty member and cannot satisfactorily resolve the situation, they may use the "Academic Grievance Procedure" of the University Catalog or the Discipline section of the SAU Student Handbook.

2. There must be adequate documentation from the student and faculty member that initiation of the grievance procedure is justified.

3. A formal request must be initiated by the student that identifies the problem and provides a rationale for initiating the grievance procedure.

4. If the problem relates to a course grade, a clinical experience, or assignment, then the grievance procedure will be handled by the respective faculty teaching at that level as well as the graduate program coordinator.

5. If the problem relates to enforcement of a SON policy, the grievance procedure will be handled by the SON Faculty Council.

6. If the problem cannot be resolved within the SON, the final step in the grievance procedure is to appeal to the Vice President for Academic Administration, or in the case of non-academic problems, the Vice President for Student Affairs.
The Professional Improvement Plan (PIP) is intended to help the student identify and correct areas of concern and to promote a higher standard of professionalism. While rarely needed at the MSN level, the process is initiated following an infraction of one or more policies contained in the SON MSN Student Handbook. A student may be dismissed from the SON without going through all steps of the PIP if faculty deems the infraction serious enough. There are three steps in the PIP which may be applied at any time.

Step I: Written documentation of concern and a conference with professor
Step II: Letter of probation and conference with professor and graduate program coordinator
Step III: Dismissal from the School of Nursing

When a faculty member deems it necessary for a student to enter a PIP, appropriate documentation must be completed and signed as indicated. The student will be invited to a conference to review and discuss the PIP.

If a student enters a PIP, documentation shall be retained in the records.

Procedures for Appeal

A student who believes that his/her rights have been infringed upon or that he/she has been treated unjustly with respect to his/her academic program or any portion thereof shall be entitled to a fair and impartial consideration of his/her case (See SON "Grievance Procedure").
LEARNING RESOURCE CENTER POLICIES

The learning resource center contains many materials that are of benefit to MSN students. Of primary interest are CDs which may be checked out from the LRC for a two week period. These audio materials include review courses and other professional presentations that will enhance student learning as they progress in advanced practice roles. Students are encouraged to return materials as noted below in a timely manner in order to facilitate use of materials by classmates.

The student using the LRC will:

1. Check out and return LRC equipment and learning resources. Repair and replacement fees will apply to damaged equipment and resources.

2. Not bring food or drink, other than water, into the LRC. Water bottles are allowed on the floor only, never on the desktop.

3. Make appointments for taking tests in the LRC unless the test is done as a class.

4. Maintain an atmosphere conducive to learning and testing.

5. Place book bags and other belongings on the shelves provided to keep aisles clear and safe.

6. Recognize that the LRC may be closed to all except those testing during test administration.

7. Not change the desktop or adjust computer features.

8. Log off and leave area neat and clean when through with computer or video player usage.

9. Pay 10 cents cash per copy for printing. Charge is 6 cents (copy) if using personal I. D. cards charged at Information Services. Printouts required for LRC assignments are free.

10. Display honesty and integrity during testing, assignments, and equipment usage.

11. Place cell phones and beepers in off, silence, or manner mode during testing. PDAs are not to be used during testing unless specifically authorized, and should be set so that alarms are inaudible.

12. Not bring children into the LRC.
**SKILLS LAB POLICIES**

Student will:

1. Make appointments for use during normal Skills Lab hours.

2. Leave lab in proper order (including beds -- only change linen when necessary, but leave bed neatly made).

3. Meet labs punctually or arrange ahead of time for alternate appointment.

4. Check out and in materials borrowed from lab. Late fees/replacement fees will apply.

5. Apply CDC Guidelines in the event of exposure (forms are available).
Concern for the safety of SON students who serve the public has led to the development of this Infection Control Policy. The delivery of nursing care is not without safety hazards. It is the belief of the faculty that with proper education, skills training, and immunizations, faculty and students can be reasonably protected from risk of infections contracted in the course of nursing practice. Further, we wish to prevent discrimination against faculty, students, and staff who may have certain infectious diseases by setting forth some specific protections which the school will provide its constituents.

The information in this policy is based on currently available information and will be updated as new information is forthcoming from the Centers for Disease Control (CDC) and OSHA. In the absence of new CDC and/or OSHA directives, the policy will be reviewed annually by the nursing faculty. It is the responsibility of students to familiarize themselves with this policy.

**Consistency**

This policy is consistent with the HIV/AIDS information and prevention policy in place at Southern Adventist University. A summary of this policy is in the SAU Student Handbook. A copy of the full policy is available by request at the Student Services Office. Due to the nature of nursing practice, the SON policy is more specific and detailed.

**Admissions and Hiring**

No qualified student will be denied admission solely because of a positive reading on diagnostic tests for infectious disease. Further, no HIV screening of potential candidates will be required for either admission. Specifically, candidates will not be asked for their HIV antibody status, if known, and will not be required to submit to HIV testing if their antibody status is not known. Persons desiring to be tested voluntarily will be referred to the Chattanooga-Hamilton County Health Department or the SAU Health Service.

Once admitted, persons known to be HIV positive will not be discriminated against in terms of access to usual and normal student activities and privileges over which the SON has control. Reasonable accommodation will be made by the department to allow continuation of education. Health records pertaining to HIV status will be confidential and separate.

**Clinical Guidelines for Faculty and Students**

The Code for Nurses states, "The nurse provides services with respect for human dignity and their uniqueness of the patient unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems." In accordance with the Code, the SON believes nursing professionals including faculty and students have a fundamental responsibility to provide care to all patients assigned to them and that refusal to care for patients with infectious diseases including HIV, HBV, HCV, or AIDS is contrary to the ethics of the nursing profession.
Reasonable precautions will be exercised in order to protect faculty and students as they provide patient care.

Beginning with the first clinical course, all students will be provided with:
1. current information on the modes of acquiring and transmitting infectious diseases in the clinical setting;
2. isolation techniques related to the prevention of specific infectious diseases;
3. thorough instruction in standard precautions and body substance isolation to minimize transmission of infections;
4. supervised practice in the nursing skills lab prior to clinical experience; and
5. close supervision and monitoring of initial clinical experiences.

 Students must demonstrate mastery of standard precautions and body substance isolation principles prior to clinical practice. As students are assigned to clinical agencies, they will be required to follow that agency's infectious disease policies and procedures.

Since needle-stick injuries are the most common form of accidental exposure to blood borne infectious diseases, immediate disposal of sharps into an appropriate sharps container, without recapping, will be taught and practiced in all settings.

Faculty are responsible to give reasonable help for ensuring that:
1. students utilize procedures for handling accidental exposure to violations of safety guidelines in the care of patients with infectious diseases;
2. equipment and supplies are available to the students to minimize the risk of infection; and
3. disinfectant and disposal procedures of the agency are followed (i.e., infection control manuals, Material Safety Data Sheets).

It is essential that faculty address students’ fears, misinformation, or prejudices in regard to caring for patients with infectious diseases. In those instances where students are apprehensive or refuse to participate in caring for those patients, faculty will provide additional education and counseling. If refusal persists, career counseling should be pursued to determine whether the student should continue to pursue a career in nursing.

Students who have open lesions or weeping dermatitis or who are immuno-suppressed will refrain from all direct patient care. Pregnant students will not be assigned to HIV positive patients due to the risk of infection with cytomegalovirus. Students with any transmissible infection will not be assigned to patients. Decisions regarding the patient care responsibilities of HIV positive students and faculty will be made on a case-by-case basis.

Personal Protective Equipment

The SON contracts with health care facilities to provide safe learning experiences. It is the obligation of each faculty member to assure that students have the appropriate and necessary equipment needed for the safe practice of nursing in all settings and to remove students from unsafe practice settings.

Continuation

If a student should become infected and symptomatic so that he or she is unable to fulfill the expectations of
the course of study and "reasonable accommodations" would cause "undue hardship," a case-by-case decision will be made concerning that individual's continuation as a student. In the case of a student, the Admissions and Progression Committee will make a recommendation to the Dean.

**Standard Precautions and Body Substance Isolation**

Standard precautions apply to all body fluids. The following recommendations apply:

1. **All** blood and body fluids from **all** patients are considered potentially infectious regardless of the patient's diagnosis.
2. Wash hands and other skin surfaces before and after patient contact even when gloves are used.
3. Personal protective equipment appropriate for the procedure being performed must be worn when anticipating exposure (i.e., gowns, gloves, face shields or masks, eye protection, and resuscitation equipment).
4. Personal protective equipment will be available for use in the clinical settings.
   5. **DO NOT** recap or manipulate needles or sharps in any way!!! Place immediately in puncture resistant container after use.
   6. Health care workers with exudative lesions should refrain from direct patient care.

**Exposure**

If a student has an actual exposure to blood or other high risk body fluid or tissues, specific post-exposure monitoring, treatment, counseling will be provided. If exposure occurs on the SAU campus, the exposed individual must report to Student Health Service. If exposure occurs in the clinical setting, the student should be provided with the same immediate services as employees of the facility. Long-term follow-up may be jointly shared by the facility and SAU Student Health Service. The student should expect to use their personal health insurance to cover expenses incurred.

If an accidental exposure occurs, students should follow the CDC guidelines for occupational exposure (guidelines & forms are available in Skills Lab and Student Health Services): if needle stick, test for HIV to establish seronegativity first, then retest at six weeks, three months, six months, one year.

A significant occupational exposure is defined as:

1. a needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.
2. a mucous membrane (i.e., splash to the eye or mouth) exposure to blood or body fluids.
3. a cutaneous exposure involving large amounts of blood or prolonged contact with blood - especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

**Follow-up Testing Fees**

The student should expect to use their personal health insurance to cover expenses incurred. The UHC does not submit claims to personal health insurance companies.

**Follow-up Notification**

The UHC will be responsible for notifying the student when follow-up lab work is recommended. If the individual has left the area prior to completing follow-up recommendations, a certified letter will be mailed to the individual with follow-up recommendations. It will be left up to the individual to complete the recommendations.
VI

WRITING GUIDELINES

The MSN program includes mentoring in the area of research and writing. Many of the MSN courses include significant writing requirements. Graduates of the MSN program are expected to be able to clearly and concisely express themselves both verbally and in writing. Development of writing skills is facilitated by course assignments, faculty feedback on writing style, use of the writing center resources, and use of APA readers.

The SON uses current American Psychological Association (APA) guidelines for formal written papers. Students should follow the guidelines of the most recent APA manual for written assignments unless instructed otherwise.

Students may schedule an appointment or by arrangement have the APA reader review written work for APA formatting. The reader will work with students on a time-available basis. Sufficient time should be allowed for feedback prior to turning in an assignment. A minimum of a week is necessary for review of any paper.

The academic Writing Center is housed in the McKee library basement. Experienced tutors are available by appointment for guiding the student in a) generating and clarifying ideas, b) organizing thoughts, c) creating a thesis statement and topic sentences, d) developing paragraphs and transitions, e) structuring and formatting a paper, f) assuring conciseness, readability, focus, and flow, and g) citing resources. Appointments for graduate students are available for 45 minute sessions. Students may use multiple sessions for paper development.

MSN CAPSTONE

The MSN capstone is a culminating course in the research and writing sequence that allows students to pull together concepts from the entire MSN curriculum in an approved experience. Steps in approaching and completing the capstone include:

1. Complete NRSG 527 Nursing Research: Foundations of Evidence-based Practice
2. Attend an MSN Capstone Forum luncheon meeting – typically offered in the first few weeks of each semester. Student may attend this meeting in the semester after taking research, or the next to last semester of their program, and may choose to attend more than once, as needed. There is no registration or academic credit for this meeting; it is simply a group advisement session.
3. Meet with an MSN advisor regarding your ideas for completion of the MSN capstone requirements, after attending the previous group advisement session.
4. Submit a request for SON Research Committee approval of the MSN capstone plan which you and your advisor have developed (See forms – Appendix A)
5. Register for NRSG 594 MSN Capstone course in the final semester of your program. Petition to register for NRSG 594 in an earlier semester may be submitted to the SON Research Committee if emphasis courses are mostly complete.
6. Complete the requirements of the capstone course under the regular guidance of an MSN advisor.
7. Request approval to do MSN capstone presentation. (Request form – see Appendix A). Request by midterm of final semester.

8. Present your MSN capstone completed materials and information both verbally and in writing at the designated time prior to graduation (usually this occurs about four weeks prior to end of semester).
Southern offers students an affordable nationwide Platinum level health insurance plan with United Healthcare (UHC) that is compliant with the Affordable Care Act. Enrolled in at least one on-campus class or living in University housing makes students (along with their spouse and/or dependents) eligible to purchase health insurance from UHC at any time (although not pro-rated). Students registered for online classes only are not eligible to purchase this insurance.

Students living in University housing are eligible and automatically enrolled in the Sickness and Injury plan with UHC unless a signed waiver, indicating insurance coverage compliant with the Affordable Care Act has been submitted to opt out.

For more information, Visit www.southern.edu/risk, select Students, and then Graduate.

To enroll with UHC or to provide proof of coverage, visit www.southern.edu/forms.

For policy information on benefits, terms, and limits, visit www.uhcsr.com/southern and select 2016-3 Brochure for the Sickness and Injury policy.

Appendix A

Forms
WAIVER OF LIABILITY
(INVASIVE PROCEDURES)

I understand that part of the MSN Program practice at Southern Adventist University includes performing invasive, advanced practice procedures in practice situations on other students or patients, under the supervision of qualified nursing faculty or preceptor.

I understand that nursing students and their patients are at risk for acquiring infections during invasive procedures. These include, but are not limited to, hepatitis, tuberculosis, and HIV. While the Southern Adventist University School of Nursing teaches infection control practices that control or eliminate sources of infection and help protect patients and health care workers from disease, there remains a risk.

I further understand that the known major risks of common invasive procedures include exposure, invasion of privacy, pain, tissue trauma, bleeding, and infection.

Understanding the foregoing, I hereby agree to release Southern Adventist University its employees and instructors, and to hold the same harmless against any injury or damage I may suffer as a result of student performance of advanced practice invasive procedure(s).

MY SIGNATURE SIGNIFIES I HAVE READ AND UNDERSTAND THE ABOVE LIABILITIES AND RISKS AND AGREE TO PARTICIPATE IN ADVANCED PRACTICE PROCEDURES:

NAME (please print):___________________________________

Signature ____________________________________________ Date___________________
SOUTHERN ADVENTIST UNIVERSITY
STUDENT INFORMED CONSENT

1. I authorize the faculty and staff of the School of Nursing to share and discuss my academic progress with the Learning Success Services, as well as such additional information from my records that the faculty and staff deem appropriate. I understand and have been advised that any special accommodations for testing by the School of Nursing must be approved by the Learning Success Services.

2. I authorize the faculty and staff of the School of Nursing to share and discuss my academic progress with any prospective employer requesting a reference.

NAME (please print):___________________________________________ ID #____________________

Signature __________________________________________________ Date______________________
REGION WIDE STUDENT ORIENTATION  
PROTECTED HEALTH INFORMATION, CONFIDENTIALITY, AND SECURITY AGREEMENT

Background

• Protected health information (PHI) includes patient information based on examination, test results, diagnoses, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic, or verbal format. PHI is individually-identifiable information that includes, but is not limited to patient’s name, account number, birthdate, admission and discharge dates, photographs, and health plan beneficiary number.
• Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
• Students enrolled in school programs or courses and responsible faculty are given access to patient information. Students are exposed to protected health information during the clinical rotations in healthcare facilities.
• Students and responsible faculty may be issued computer identifications (IDs) and passwords to access protected health information.

Policies

Initial each individual policy upon review.

____ 1. It is the policy of the school/institution to keep protected health information confidential and secure.
____ 2. Any or all protected health information, regardless of medium (paper, verbal, electronic, image, or any other,) is not to be disclosed or discussed with anyone outside those supervising, sponsoring, or directly related to the learning activity.
____ 3. Whether at the school or at a clinical site, students are not to discuss protected health information, in general or in detail, in public areas under any circumstances. This would include places such as hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.
____ 4. Unauthorized removal of any part of original medical records is prohibited. Student and faculty may not release or display copies of protected health information. Case presentation material will be used in accordance with healthcare facility policies.
____ 5. Students and faculty shall not access data on patients for whom they have no responsibilities or a “need-to-know” the content of protected health information concerning those patients.
____ 6. A computer ID and password are assigned to individual students and faculty. Student and faculty are responsible and accountable for all work done under the associated access.
____ 7. Computer IDs or passwords may not be disclosed to anyone. Students and faculty are prohibited from attempting to learn or use another person’s computer ID or password.
____ 8. Students agree to follow each healthcare facility’s privacy policies.
____ 9. Breach of patient confidentiality by disregarding the policies governing protected health information is grounds for dismissal from school and/or institution.

BY MY SIGNATURE BELOW:

• I AGREE TO ABIDE BY THE ABOVE POLICIES AND OTHER COMMUNICATED POLICIES AT CLINICAL SITES; I AGREE TO KEEP PROTECTED HEALTH INFORMATION CONFIDENTIAL.
• I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN DISCIPLINARY ACTION.
• I UNDERSTAND THAT THE CONFIDENTIALITY AND SECURITY OF PROTECTED HEALTH INFORMATION IS PROTECTED THROUGH STATE AND FEDERAL LAWS, SO UNWARRANTED DISCLOSURE OF PATIENT INFORMATION IS IN VIOLATION OF LEGAL AUTHORITY, AND MAY RESULT IN CIVIL AND CRIMINAL PENALTIES.

___________________________________________       ______________________________________________
PRINT NAME                          SIGNATURE                                                               DATE
Release, Indemnity & Assumption of Risk Agreement  
2016-17 School Year

I, _______________________________________, as a student of Southern Adventist University (“the University”) desire to be allowed to accompany and participate in routine instructional field trips and school athletics from August 23, 2016, through August 30, 2017. Although one or more employees of the University will be in charge of the activity, the exposure for risks and harm will be greater than and different from those which may be anticipated during activities on the campus of the University. I also recognize that it is not possible to closely supervise and control the conduct of those participating in this activity. In consideration of the University permitting me to participate in the above-described activity, I hereby assume the risk of injuries to my person and property while engaged in the activity and release and discharge the University, its respective officers, directors, employees and agents from any claims, causes of action, costs, obligations or financial responsibility resulting from or arising out of any incident, injury or accident occurring while I am traveling to or attending or participating in any such activity.

If the University is held financially responsible to the undersigned for any such incident, injury, or accident, I hereby agree to indemnify and hold the University harmless from any such responsibility, including costs, damages, and attorneys’ fees incurred by the University.

Notwithstanding the foregoing, nothing contained herein shall absolve the University from liability for injury arising out of the gross negligence or intentional misconduct of University employees or agents.

I will cooperate with those in charge of the activity at all times and will follow the guidelines, if any, set forth for the activity.

I agree to maintain health insurance coverage for myself during the period referenced above. I agree to notify a University representative supervising any such activity of any physical or medical limitations or conditions that will require special assistance or attention. I further authorize supervising University personnel to consent to emergency medical treatment on my behalf, and I hereby release the University and its representatives from liability for any such treatment, its result, or its cost.

Student Signature   _____________________________________________________

Date: _____________________ Student ID# _____________________________
The clinical area which is specified below is the clinical area that will be recorded on the transcript for:
NRSG 585 Nurse Educator Role Practicum: Area of Clinical Emphasis
NRSG 591 Practicum: Clinical Area of Emphasis

Clinical Area – Select one:

☐ Adult Health
☐ Child Health
☐ Community Health
☐ Maternal-infant Health
☐ Psychiatric-Mental Health

Submit completed form to Records Office
SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING
Graduate Program

MSN Capstone Proposal

As part of the requirements for the MSN program, the student should
1) complete the following form
2) submit this form to Diane Proffitt in the School of Nursing

Student Name _______________________________________________________________

Student Address _____________________________________________________________

..........................................................................................................................

Student phone number(s) ______________________________________________________

MSN Capstone Proposal:

..........................................................................................................................

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Proposed Capstone Advisor _________________________________________________

Target capstone completion date _____________________________________________

Office Use Only

Research Committee Action: Approval / Denial
Comments:
SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING
Graduate Program

MSN CAPSTONE REQUEST TO PRESENT

Approximately 1 month prior to Capstone presentation date, the student must
1) complete the following form
2) obtain signatures from Capstone advisor indicating that sufficient progress has been made for presentation
3) submit this form to Diane Proffitt in the School of Nursing.

Student Name _______________________________________________________________

Student Address ______________________________________________________________

______________________________________________________________

Student phone number(s) ______________________________________________________

Capstone title________________________________________________________________________

__________________________________________________________________________

Capstone Advisor _________________________________________________

Anticipated presentation date (check graduate calendar for dates) _______________________

Office Use Only

Research Committee Action: Approval / Denial
Comments:
# GRADUATION CHECKLIST

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of all masters-level core courses</td>
<td></td>
</tr>
<tr>
<td>Completion of all emphasis courses</td>
<td></td>
</tr>
<tr>
<td>Cumulative graduate program GPA of at least 3.0 with no more than 1 C grade</td>
<td></td>
</tr>
<tr>
<td>Application for graduation filed at records office (2 mo prior to expected graduation)</td>
<td></td>
</tr>
<tr>
<td>Order graduation regalia (see graduate calendar for order dates &amp; deadlines)</td>
<td></td>
</tr>
<tr>
<td>Completion of thesis, project, or capstone (minimum of 4 weeks prior to graduation)</td>
<td></td>
</tr>
<tr>
<td>Presentation of thesis, project, or capstone information (date specified by graduate program)</td>
<td></td>
</tr>
<tr>
<td>Submission of final electronic and hard copy of thesis, project or capstone</td>
<td></td>
</tr>
<tr>
<td>Completion of end of program evaluation</td>
<td></td>
</tr>
<tr>
<td>Final financial clearance (required for transcript release)</td>
<td></td>
</tr>
</tbody>
</table>
SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING
Graduate Program

POST-GRADUATION CHECKLIST for NP PROGRAM GRADUATES

<table>
<thead>
<tr>
<th>Item:</th>
<th>Fees</th>
<th>Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply to take certification examination</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Get official transcript sent to certifying body</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If taking ANCC exam, get Graduate Coordinator to complete the education validation form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take review course (optional)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Study hard (NOT optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take certification exam and PASS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify SON of certification exam outcome and request TN BON form be completed for APN license</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply for APN license ($)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Job hunt (may start earlier than this)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After obtaining APN license, then apply for DEA (optional)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Land a good job &amp; live happily ever after (or for at least a few years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Notice and Formulary form for TN BON once you have a job (redo with any job change)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain NPI number (employer may assist with this)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Liability Insurance policy (optional)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Return to SAU for DNP degree program</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Renew RN and APN license (q 2 yr)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Renew certification (q 5 yr)</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

($) indicates associated fees – most are several hundred dollars
SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING
Graduate Program

POLICIES AGREEMENT

I agree to be responsible for and comply with the policies in the SAU School of Nursing MSN Student Handbook found on MSN Central on e-class.

Signature ___________________________ Date ________________