



School of Nursing

MSN STUDENT HANDBOOK

*These policies supersede all previous policies.
Courses and Clinical/Practicum Hours Apply to Students Enrolled
in the MSN Degree Program or Post-Graduate APRN Certificate Track.*

*Please note: All revisions effective 8/31/2026 have been highlighted in **green**
for easy identification.

**The School of Nursing MSN Student Handbook
supersedes any GCS Policies**



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NURSING PROGRAM FOUNDATION

History of the Nursing Program

The vision for a baccalaureate nursing program at Olivet Nazarene College began in 1959 but was initially deemed unfeasible. Renewed interest in 1966, following the closure of St. Mary's Hospital diploma program, led the Board of Trustees to approve development of the program. Faye Riley was appointed as the first chair, and the inaugural class enrolled in fall 1967.

Early classes met in various campus buildings until a generous gift from Mr. and Mrs. Gerett Wisner and a federal grant funded construction of Wisner Hall for Nursing Education, which was dedicated in February 1970 and first used for classes in 1971. Wisner Hall provided four classrooms, a student lounge, a resource center, and the Evelyn Witthoff - Geraldine Chappell auditorium. Wisner Hall has received progressive advancements in technology and equipment, including a Virtual Learning Center (VLC), high fidelity simulation manikins, and 50 computer stations for testing and study. In 2020, due to the generosity of Mr. and Mrs. Rick Dykhouse, Wisner underwent major renovations including an entirely updated VLC, student lounge, auditorium, and reconfigured classrooms.

The Department of Nursing became a Division in 1977, earning National League for Nursing approval in 1979 and later CCNE accreditation in 2002. Program growth included the RN-BSN track (1991) and the launch of a Master of Science in Nursing program (2000), which expanded to include tracks in leadership (2007), education (2007), family nurse practitioner (2011), and a post-graduate APRN certificate (2013). Accelerated BSN and combined degree options were introduced between 2012 and 2016, though some were later closed due to enrollment trends.

The Kappa Sigma Chapter of Sigma Theta Tau International, the Nursing Honor Society, was established on May 12, 1984. This was through the hard work and dedication of the first Chapter President, Sue Davison, and the Executive Board Members, VP-Margaret Frogge, Treasurer-Marvina Eckert, Secretary-Brenda Johnson, and Faculty Advisors-Leann Eaton and Amy Golyshko.

Organizational restructuring shifted nursing from a department to a school in 2020 under the College of Professional Studies. Recent developments include new certificate offerings and a pivot in 2025 toward a Master's in Nursing Education and Leadership and post-BSN certificate, reflecting ongoing commitment to innovation and excellence in nursing education.



The master's degree program in nursing and post-graduate APRN certificate program at Olivet Nazarene University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

ACCREDITATION HISTORY

The Division of Nursing received full approval from the National League for Nursing in 1979, which remained in effect until June 2002. The program applied to the Commission for Collegiate Nursing Education (CCNE) in 1997, achieving preliminary approval that year and accreditation in 2002.

In May 2005, the MSN program's Continuous Improvement Progress Report was approved and in November 2006, the MSN program underwent a CCNE review, resulting in accreditation.

In Fall 2016, the Department of Nursing hosted an on-site visit, earning initial accreditation for the Post-Graduate APRN Certificate and reaffirming full accreditation for both the Baccalaureate and Master's programs. The next scheduled site visit is planned for Fall 2026.

SCHOOL OF NURSING MISSION:

The mission of the School of Nursing is to provide nursing education that cultivates Christ-centered nurses. We are committed to equipping our students to be practice-ready, empowering them with the knowledge, skills, values, and attitudes necessary to care for diverse populations across the lifespan and navigate complex healthcare environments with compassion, integrity, and excellence.

SCHOOL OF NURSING VISION:

The vision of the School of Nursing is to prepare practice-ready nurses that exhibit Christ-like characteristics in all interactions and environments. Graduates will be equipped to expand their sphere of service and influence. We seek to develop leaders that will continue personal and professional development, serve their communities, and advance the profession of nursing.

SCHOOL OF NURSING VALUES:

- Compassion - (Compassion for self and others!)
- Excellence - (Engaging in Excellence)
- Integrity - (Consistently honest, ethical and trustworthy)

SCHOOL OF NURSING PHILOSOPHY:

Through our holistic approach to education, the philosophy of the School of Nursing is to collaboratively work with students to attain identified nursing competencies. Our aim is to foster a stimulating learning environment that promotes intellectual curiosity, student engagement, innovative thinking, and a commitment to personal, professional, and spiritual development.

SCHOOL OF NURSING GOALS:

1. Design, implement, and continuously evaluate an innovative curriculum that integrates biblical principles, essential nursing competencies, data-driven insights, evidence-based practices, and is structured to meet or exceed current accreditation standards.
2. Prepare students to be practice-ready; equipped with comprehensive knowledge and critical thinking skills to meet professional competencies, while enabling them to excel in diverse settings and engage in lifelong learning.
3. Foster the development of Christ-like attributes, grounded in compassion, humility, integrity, excellence, and servant leadership, modeling these qualities in all professional interactions.
4. Create an engaging, collaborative learning environment that stimulates intellectual curiosity and critical thinking, promotes reflective practice and interprofessional

collaboration, and provides expanded opportunities to serve God and humanity through service learning and community engagement.

5. Structure educational opportunities to strengthen professional and leadership competencies, equipping students to navigate and influence complex and dynamic healthcare environments.

PROGRAM OUTCOMES

Graduates are prepared to continue in the profession of nursing as contributing members of the discipline, to promote, maintain, and restore the health of clients in a variety of settings.

The MSN nursing program and Post-Graduate certificate track prepares graduates to:

- I. Serve God and humanity by treating others with dignity in advanced nursing roles exemplifying the characteristics of professionalism. (AACN Domains: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)
- II. Integrate ethical, moral, and spiritual concepts into the development of advanced skills and knowledge while preparing for servant leadership. (AACN Domains: 1, 2, 3, 4, 6, 7, 9, 10)
- III. Develop intellectual curiosity in advanced nursing concepts by engaging in life-long learning for personal and professional growth. (AACN Domains: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)
- IV. Synthesize advanced nursing knowledge and leadership skills to promote quality outcomes and sustainable systems. (AACN Domains: 1, 3, 4, 5, 6, 7, 8, 9, 10)
- V. Create interprofessional relationships to improve population outcomes. (AACN Domains: 3, 6, 9, 10)
- VI. Communicate effectively through verbal, written, and interpersonal skills, using current and innovative technologies. (AACN Domains: 4, 6, 8, 9, 10)

KEY TERMS AND DEFINITIONS

Key Terms	Definitions
Change Agent	A change agent identifies and responds to the need for change by using evidence-based practice to motivate, inspire, and promote innovative change within the complex healthcare system.
Collaborative	Collaborative means a nurse(s) working together interprofessionally within nursing or across disciplines, fostering open communication, mutual respect, and shared decision-making to define and achieve a common purpose.
Competent	A competent nurse combines knowledge, skills, attitudes, experience, and appropriate clinical judgment to perform safe care.
Communication	Exchange of verbal and nonverbal information, ideas, and feelings in an effective, thorough, clear, concise, and timely manner.
Cultural Competence	Cultural competence encompasses awareness and sensitivity with diverse individuals, which include all types of backgrounds, expectations, and experiences. Cultural awareness and sensitivity identifies and addresses unconscious biases through knowledge, skills, and openness to improve health, reduce disparities, and promote health equity. A culturally competent nurse embraces diverse individuals as people created in the image of God.
Ethical Nursing Practice	The principle of ethics describes what is expected in terms of right and/or wrong behavior. Ethical nursing practice utilizes a personal philosophy grounded in the ethical values of the profession and consistent with the beliefs and values of the

	Christian faith. However, there is a willingness to consider alternate views on ethical issues and personal values from diverse populations.
Evidence-Based Practice	Nursing practice integrates current research and practice guidelines which are critically appraised and scientifically proven for the delivery of quality healthcare and improved outcomes.
Leader	A nurse leader is one who understands the complexities of the healthcare system, including the impact of power, politics, policy, and regulatory guidelines on the system. Leaders, through their vision, creativity, and ability can create change and manage transition moving the profession of nursing forward.
Life-long Learner	The life-long learner engages in continuous self-reflection, curiosity, and evaluation for personal, professional, and spiritual growth.
Professional	Being a professional means the student demonstrates accountability, maintains a professional appearance, is trustworthy, has integrity, takes initiative, and uses problem-solving skills and ethical considerations to guide decisions and actions. A professional treats others with dignity, kindness, respect, and compassion.
Service	Nurses contribute meaningful time and dedication in service to God and mankind to meet the needs of diverse populations.

CORE AND TRACK OUTCOMES

Nursing students are expected to achieve the following outcomes. Each outcome contributes to the program outcomes.

MSN CORE OUTCOMES	NRSG 653: Theoretical & Professional Foundations of Nursing	A. Examine theoretical models, ethical decision making, spirituality, and perspectives of moral reasoning with application and impact on various advanced practice nursing roles. (PO: I, II, III, VI) B. Evaluate systems, technology, and information management to improve patient care and impact healthcare systems. (PO: I, II, III, IV, VI) C. Integrate advanced practice nursing knowledge and evidence-based practice research into a strategically devised research proposal. (PO: II, III, IV, VI)
	NRSG 626: Moral/Ethical Decision Making	
	NRSG 679: Evidence-Based Practice and Project Proposal Development I	
	NRSG 680: Evidence-Based Practice and Project Proposal Development II	
	NRSG 628: Nursing Informatics	
EDUCATION TRACK OUTCOMES	NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader	A. Synthesize evidence-based research to identify and solve complex educational and practice-based problems. (PO: I, II, III, IV, V, VI) B. Evaluate learning theories and their influence on curriculum design. (PO: I, II, III, IV) C. Demonstrate compilation of knowledge associated with designing, planning, and implementing an educational offering, and evaluating pre-licensure student learning. (PO: I, III, IV, V, VI) D. Integrate current knowledge and skills from theory and practice into the role of an academic nurse educator. (PO: I, II, III, IV, V, VI) E. Examine spirituality and professional roles that contribute to the development of effective
	NRSG 641: Advanced Physiology, Pharmacology, and Health Assessment I	
	NRSG 642: Advanced Pathophysiology, Pharmacology, and Health Assessment II	
	NRSG 658: Advanced Clinical Practice for the Academic Nurse Educator (30 practicum hours)	
	NRSG 621: Teaching Roles & Strategies	
	NRSG 622: Curriculum Design, and Assessment	
	NRSG 624: Evaluation in Nursing Education	
	NRSG 607: Self-Care for the Individual & Diverse Populations	

	NRSG 634: Nursing Education Practicum (120 practicum hours)	leadership skills as an academic nurse educator. (PO: I, II, III, IV, V, VI) F. Demonstrate effective communication skills and professionalism to promote a collaborative, interprofessional working environment. (PO: I, II, III, IV, V, VI)
FAMILY NURSE PRACTITIONER (FNP)/POST-GRAD APRN TRACK OUTCOMES	NRSG 627: Professional Role Development of the Advanced Practice Registered Nurse (APRN)	A. Obtain and perform comprehensive and problem-focused history and physical examinations across the lifespan. (PO: II, IV, VI; NP Domains: 1, 2, 9, 10) B. Analyze the relationship between normal physiology and alterations that occur in specific systems as a result of disease processes and abnormal health conditions. (PO: III; NP Domains: 1, 2) C. Select pharmacologic- and/or non-pharmacologic interventions for the management of patient health conditions based on variations, the problem being managed considering cost effectiveness. (PO: I, III, IV; NP Domains: 1, 2, 3, 5, 6, 7, 8, 9, 10) D. Synthesize the appropriate use of diagnostic measures including laboratory, radiographic and other technologies, health promotion, disease prevention, and current care guidelines for the diagnosis and management of health care conditions across the lifespan. (PO: I – IV; NP Domains: 1, 2, 6, 7, 8, 9, 10) E. Manage the health care of patients while incorporating components of cultural, economic, ethical, legal, spiritual, political, and psychosocial factors into the provision of care. (PO: I – IV; NP Domains: 1, 2, 5, 6, 7, 8, 9, 10) F. Examine characteristics and responsibilities of the Family Nurse Practitioner (FNP) including interprofessional components in the delivery of care and the National Organization of Nurse Practitioner Faculties (NONPF) core competencies. (PO: I – IV; NP Domains: 1, 2, 3, 5, 6, 7, 8, 9, 10) G. Integrate credible and relevant sources into scholarly written documents, current APA standards. (PO: V; NP Domains: 1, 4, 9)
	NRSG 673: Advanced Pathophysiology I	
	NRSG 674: Advanced Pathophysiology II	
	NRSG 675: Advanced Pharmacology I	
	NRSG 676: Advanced Pharmacology II	
	NRSG 677: Advanced Health Assessment I	
	NRSG 678: Advanced Health Assessment II	
	NRSG 667: Acute and Episodic Adult and Geriatric Therapeutics and Management	
	NRSG 665A: FNP Clinical (125 clinical hours)	
	NRSG 668: Women's Health – Therapeutics and Management Across the Lifespan	
	NRSG 665B: FNP Clinical (125 clinical hours)	
	NRSG 669: Pediatric Therapeutics and Management	
	NRSG 665C: FNP Clinical (125 clinical hours)	
	NRSG 670: Chronic Adult and Geriatric Therapeutics and Management	
	NRSG 665D: FNP Clinical D (125 clinical hours)	
	NRSG 671: Complex Adult and Geriatric Therapeutics and Management	
	NRSG 665E: FNP Clinical (120 hours; 125 clinical hours (Five hour increase effective October 2026))	
	NRSG 672: Complex Pediatric and Women's Health Therapeutics and Management	
	NRSG 665F: FNP Clinical (120 hours; 125 clinical hours (Five hour increase effective January 2027))	
	NRSG 685: FNP Immersion Experience	
	NRSG 686: Virtual Clinical (elective)	

BENCHMARK ASSIGNMENTS

Throughout the MSN program and Post-Graduate APRN Certificate track, we recommend students maintain a record of their benchmark assignments. These assignments may be beneficial to students when interviewing for jobs. We highly recommend students edit these assignments after instructor feedback prior to adding them to their portfolio.

MSN Program Outcome Alignment to Benchmark Assignments

Program Outcomes	Benchmark Assignment	Related Course
I-VI	Learner Outcomes on the End of Program (EOP) Survey	NRSG 634 & NRSG 665 F
II	The Change Agent/Policy Change Plan	NRSG 626
III	Compare & Contrast Two Nursing Theories Paper	NRSG 653
IV	Evidence-Based Research & Proposal Development	NRSG 680
V	Professional Interview Paper	NRSG 627 & NRSG 629
VI	Creation/Production of a Video Presentation	NRSG 628
I-VI	Final Program Competency Evaluation	NRSG 634 & NRSG 665 F

Post-Graduate APRN Certificate Program Outcomes Matched to Benchmark Assignments

Program Outcomes	Benchmark Assignment	Related Course
I-VI	Learner Outcomes on the End of Program (EOP) Survey	NRSG 665 F
I-VI	Final Program Competency Evaluation	NRSG 665 F
V	Professional Interview Paper	NRSG 627

PROGRAM EVALUATION

Assessment is an integral part of student learning. The assessment process involves observation and judgment of each student's academic performance on the basis of explicit criteria established in the course syllabi. In the assessment process feedback is also essential. Faculty feedback provides the student with information that can be used to reflect on one's personal and professional growth and development within the teaching-learning environment. Program assessment illustrates program effectiveness to the faculty and larger community. The achievement of program outcomes is determined by multiple assessments (e.g., exams, assignments, etc.), and the student's evaluation of course learning. Outcomes are analyzed and the aggregate data is used to develop, maintain, and revise the curriculum.

To support quality improvement, students and faculty are asked to complete course, midpoint, and program evaluations sincerely, thoroughly, and honestly. Students are asked to complete a course evaluation two weeks prior to the end of each course. All evaluations are anonymous. The School of Nursing Faculty is committed to ensure building best practice educational experiences. This assurance is based on quality feedback from students, faculty, and community of interest.

CERTIFICATE COMPLETION REQUIREMENTS

The university awards a certificate upon completion of the appropriate curriculum and upon recommendation of the faculty for the Post-Graduate APRN certificate track.

The following requirements apply to the certificate track:

1. Successful completion of the approved program curriculum with a minimum number of 37 credit hours of coursework, including the prescribed number of clinical hours.
2. A minimum cumulative grade point average of 3.0 (4.0 scale).
3. Successful completion of required clinical/practicum.
4. Post-Graduate students do not obtain a master's degree and therefore do not participate in Commencement.
5. Payment of all tuition and fees. Students with outstanding balances will have a hold on their account and will not be able to receive transcripts or a certificate until the balance is paid in full.

GRADUATION REQUIREMENTS

The Master of Science in Nursing (MSN) degree is conferred by the university upon successful completion of the designated curriculum and with the recommendation of the faculty. The following requirements must be met to earn the MSN degree:

1. Successful completion of the approved MSN degree program curriculum with a minimum number of 33-53 credit hours of graduate coursework, including the prescribed number of clinical/practicum hours, depending on identified track.
2. A minimum cumulative grade point average of 3.0 (4.0 scale).
3. Successful completion of required clinical/practicum.
4. Students will be sent email messages to use the self-service portal at <https://my.olivet.edu> to complete their intent to graduate form. The form must be completed by the due date to participate in commencement ceremonies. Commencement is only in May of every year for MSN students only. Post-Graduate APRN Certificate students do not obtain another master's degree and therefore do not attend Commencement.
5. Payment of all tuition and fees. Students with outstanding balances will have a graduation hold on their account and will not be able to receive transcripts or a diploma until the balance is paid in full.

DEGREE REQUIREMENTS AND PROGRAM PLAN

The material contained in this section is informational only and does not constitute a contract between the student and the University. At the time of publication, the information is complete and accurate to the best of our knowledge. However, the School of Nursing and Graduate and Continuing Studies reserve the right to revise information, requirements, or policies; amend rules; alter regulations; and change financial charges at any time in accordance with the best interests of the institution.

The School of Nursing and Graduate and Continuing Studies also reserve the right to determine the number of students in each course. If an insufficient number of students enroll for a course, Graduate and Continuing Studies reserves the right to cancel the course, change the time, or provide a different professor of any course. Any deviation from the provided schedule may result in a delayed commencement.

NURSING COURSE DESCRIPTIONS

The MSN Course Descriptions are available in the [Catalog](https://catalog.olivet.edu) at catalog.olivet.edu > Course Descriptions-GCS

SAMPLE TRACK SCHEDULES

These are sample schedules which provide an example of the course order for each track. Students must follow their degree or certificate requirements.

Sample Course Schedule			
Tracks: Education & Family Nurse Practitioner			
Education	NRSG 629: Professional Role Development of the Academic Nurse Educator and Transformational Nurse Leader		
	NRSG 653: Theoretical & Professional Foundations of Nursing		
	NRSG 626: Moral/Ethical Decision Making		
	NRSG 607: Self-Care For The Individual & Diverse Populations		
	NRSG 658: Advanced Clinical Practice For The Academic Nurse Educator (30 practicum hours)		
	NRSG 628: Nursing Informatics		
	NRSG 641: Advanced Pathophysiology, Pharmacology, & Health Assessment I		
	NRSG 642: Advanced Pathophysiology, Pharmacology, & Health Assessment II		
	NRSG 679: Evidence-Based Practice and Project Proposal Development I	NRSG 681: Nursing Inquiry & Evidence Translation	
	NRSG 680: Evidence-Based Practice and Project Proposal Development II		
	NRSG 621: Teaching Roles & Strategies		
	NRSG 622: Curriculum Design, Assessment, & Evaluation		
	NRSG 624: Evaluating In Nursing Education		
	NRSG 634: Nursing Education Practicum (120 practicum hours)		
Family Nurse Practitioner (FNP) Post-Graduate APRN Certificate: Track *	NRSG 627: APRN Role Development*		
	NRSG 653: Theoretical & Professional Foundations of Nursing		
	NRSG 626: Moral/Ethical Decision Making		
	NRSG 628: Nursing Informatics		
	NRSG 679: Evidence-Based Practice and Project Proposal Development I		
	NRSG 680: Evidence-Based Practice and Project Proposal Development II		
	NRSG 675: Advanced Pharmacology I***		
	NRSG 676: Advanced Pharmacology II***		
	NRSG 677: Advanced Health Assessment I***		
	NRSG 678: Advanced Health Assessment II***		
	NRSG 673: Advanced Pathophysiology I ***		
	NRSG 674: Advanced Pathophysiology II***		
	NRSG 667: Acute & Episodic Adult & Geriatric Therapeutics & Management*	NRSG 665A: FNP Clinical* (125 clinical hours)	
	NRSG 668: Women's Health Therapeutics & Management Across the Lifespan*	NRSG 665B: FNP Clinical* (125 clinical hours)	
	NRSG 669: Pediatric Therapeutics & Management*	NRSG 665C: FNP Clinical* (125 clinical hours)	
	NRSG 670: Chronic Adult & Geriatric Therapeutics & Management*	NRSG 665D: FNP Clinical* (125 clinical hours)	
	NRSG 671: Complex Adult & Geriatric Therapeutics & Management*	NRSG 665E: FNP Clinical* (120 hours; 125 clinical hours – effective October 2026)	
	NRSG 672: Complex Pediatric & Women's Health Therapeutics & Management*	NRSG 665F: FNP Clinical* (120 hours; 125 clinical hours– effective January 2027)	
	NRSG 685: FNP Immersion		
	The School of Nursing reserves the right to change this schedule if necessary. All online class weeks begin on Monday at 12:00 am and end on Sunday at 11:59 pm. Assignment due dates vary by course and by program. Consult your program handbook and course syllabus for specific information. Courses in the PG-APRN (FNP-C) are denoted with an *		
	**Course must be taken if the student has not successfully taken and passed within the past 5 years.		

ADMISSION, PROGRESSION, AND RETENTION POLICIES

ADMISSION REQUIREMENTS AND POLICIES

Students must be formally admitted by Olivet Nazarene University officials prior to attending classes.

[General Admissions Requirements - GCS - ONU Catalog](#)

See [catalog.olivet.edu](#) > *Admissions Policies – GCS* > *General Admission Requirements – GCS* (scroll down under the bulleted list)

[Admission to Master of Science in Nursing - GCS](#)

See [catalog.olivet.edu](#) > *Admissions Policies – GCS* > *Admission to Master of Science in Nursing - GCS*

In addition to the *General Admissions Requirements*, the applicant must:

- Submit an official transcript from a regionally accredited college or university showing an earned Bachelor of Science in Nursing (BSN) degree.
- Submit transcripts from any accredited institutions attended, where pre-requisites for a nursing program and BSN nursing courses were completed, and any completed nursing graduate coursework. *
- Have attained a BSN undergraduate grade-point average of 3.0 or better (4.0 scale).*
- Submit a current, unencumbered registered nurse (RN) license in a geographical jurisdiction of the United States.*
- Have successfully completed (defined as a grade of C or above) an approved undergraduate statistics course. An official transcript for same should be submitted.
- Submit a signed consent regarding criminal background and drug screening requirements.
- Submit evidence of having worked as an RN for at least 2,000 hours prior to starting the respective clinical/practicum tracks (ED: NRSB 634 & FNP: NRSB 665).**
- Students may not be admitted to the Olivet MSN program who have been dismissed from another MSN program.

*Students who do not meet these criteria, please speak with an Admissions Counselor about a possible conditional admission.

** Students who have not yet completed the required 2,000 hours of RN work experience must do so by the end of NRSB 681. Failure to meet this requirement will result in a temporary withdrawal from the program. Students may re-enter once the admission criteria have been fulfilled.

[Admission to Post-Graduate APRN Certificate Track - GCS](#)

See [catalog.olivet.edu](#) > *Admissions Policies – GCS* > *Admission to Post-Graduate APRN Certificate Track - GCS*

In addition to the *General Admissions Requirements*, the applicant must:

- Submit an official transcript from a regionally accredited college or university showing an earned Master of Science in Nursing (MSN) degree.
- Have attained an MSN GPA of 3.0 or better (4.0 scale).*

- Submit current, unencumbered registered nurse (RN) license in a geographical jurisdiction of the United States.*
- Have successfully completed at least two of the three courses with a grade of B- or above; with the other grade no lower than a C Advanced Pathophysiology, Advanced Pharmacology, Advanced Health Assessment. (see policy: COURSE EXPIRATION TIME LIMITS)
 - Students may complete a competency test to fulfill these course requirements as an alternative to repeating the courses according to policy.
 - The MSN Program will review these courses to determine whether this admission requirement is successfully met.
- Submit a signed consent regarding criminal background and drug screening requirements.
- Submit evidence of having worked as an RN for at least 2,000 hours.***

* Students who do not meet these criteria, please speak with an Admissions Counselor about a possible conditional enrollment.

** Students who do not meet these criteria, please speak with an Admissions Counselor about a possible conditional enrollment and/or a 3P Competency Assessment test-out option if 3Ps are five years or older.

*** Students who have not yet completed the required 2,000 hours of RN work experience, please speak with an Admissions Counselor about a possible conditional enrollment.

3PS COMPETENCY ASSESSMENT TEST-OUT

The 3Ps Competency Assessment test-out exam can only be taken one time. After a failed attempt, the student will need to enroll into the required courses. To pass the 3P Competency Assessment the student must meet or exceed a cumulative score of 70%, in addition to a 70% score for Advanced Pathophysiology, Advanced Pharmacology, and Advanced Physical Assessment.

FNP CLINICAL OUT OF STATE APPROVAL

Olivet Nazarene University fulfills the educational requirements for Advanced Practice Registered Nurse (APRN) professional state licensure for employment as a Family Nurse Practitioner (FNP) in certain states while there are other states that Olivet Nazarene University has not yet made that determination. Please check the website (<https://www.olivet.edu/federal-disclosures>) for states that are approved or not approved. The status of these states are subject to change.

Please be aware that even if you reside in an approved state, you may not do your clinical hours in a state that is not approved. For students switching tracks or returning to the FNP track, you will need to comply with the above requirements.

Please note that some states may have additional requirements for, specific preceptor qualifications, and/or documentation. Please check with your respective states on their educational requirements needed to obtain the state's Advanced Practice Registered Nurse (APRN) licensure. This includes any state(s) that you may consider moving to in the future.

It is essential that you notify our Online Advising Team (onlineadvising@olivet.edu) of any address changes while you are in the FNP tracks. For additional information or guidance, please contact GraduateNursing@olivet.edu.

TRANSFER OF CREDIT

Transfer credit may be given for up to 6 credit hours for the Education track and up to 9 credit hours for the FNP and Post-Graduate APRN tracks of graduate credit with a grade of B- or higher for any of the MSN core courses listed below. Courses may be accepted as a substitute for comparable core courses in programs that permit transfer credit if work was completed within five years of a student's Olivet matriculation. Note: For a transfer credit request similar to the NRS 679/680 (four total credit hours) course, the maximum credit hours that can be transferred is three credit hours. Course transfers convert the credit hours achieved from a course at another college/university to credit hours at Olivet. Transfer credit may be given for the following Olivet courses after review for syllabi similarity.

- NRS 626: Moral/Ethical Decision Making
- NRS 628: Nursing Informatics
- NRS 653: Theoretical & Professional Foundations of Nursing
- NRS 679: Evidence-Based Practice I
- NRS 680: Evidence-Based Practice II
- NRS 673/674: Advanced Pathophysiology I/II
- NRS 675/676: Advanced Pharmacology I/II
- NRS 677/678: Advanced Health Assessment I/II

All students must submit a "Request to Transfer Credit" form, the course description(s), and a copy of the catalog cover, and the course syllabus to the program director/coordinator prior to beginning a graduate program. To determine transferability of credit, please contact the appropriate program director to receive a recommendation for transfer.

PRIOR LEARNING CREDIT

In the School of Nursing, Prior Learning Credit (PLC) is achieved through prior learning assessment, including professional training, licenses, certifications, and/or through certain proficiency exams. Students are charged \$50/credit hour for PLC. Prior Learning Credit is noted on the student's transcript. Only the following instances apply:

Students may request Prior Learning Credit if they can demonstrate competency through:

- Successful completion of a test-out exam (per policy)
 - **FNP Students:** *If student is enrolled in the MSN program has taken the 3Ps at an accredited university but they are older than 5 years.*

Note: PG-APRN students are required to take the 3Ps prior to entering this track. All 3P courses taken by students must be reviewed by the MSN team to determine they have satisfactorily met our program's expected course and program outcomes. Students who have not successfully completed all these prerequisites will be conditionally admitted to the PG-APRN program and are required to take the missing courses prior to enrolling into the FNP population-focused courses.

- If student passes test-out exam, the student would be enrolled into NRS 627.
- If student does not pass the test-out exam or any of the components, the student will be registered for the courses required to demonstrate successful completion of program pre-requisites.

- Students with an Olivet email, interested in completing a Transfer or Prior Learning Credit Request Form should use this link: <https://etcentral.olivet.edu/#/form/205>

- Students who have not been provided an Olivet email yet and are interested in completing a Transfer **or Prior Learning Credit** Request Form should use this Link:
<https://etcentral.olivet.edu?isAnonymous=true#form/205>

RETURN TO THE PROGRAM

If a student chooses to take a leave of absence for any reason and any length of time from the program schedule, a Return Form must be completed prior to re-entry. The form needs to be completed at least one week before returning to the core or track courses, or two weeks before returning to the clinical/practicum courses. If items on the form are incomplete or not completed on time, the student's course start date may be delayed. To initiate the MSN-FNP Return Form please, [click here](#).

COURSE EXPIRATION TIME LIMITS

Students must repeat any course older than five years from course completion date to ensure alignment with current standards and to fulfill graduation requirements. Students who have completed clinical/practicum courses more than two years prior to program completion may be required to audit the clinical/practicum courses, complete additional continuing education, and/or assessment of competency to ensure readiness. Exception: Students who completed courses at Olivet more than five years ago, may be offered the opportunity to determine competency.

COURSE REPEAT/AUDIT

Any student who must repeat a course is required to complete all course activities and submit new and original work for all assignments and adhere to the university's academic integrity policy. A student may be required to audit a successfully completed course based on a gap analysis performed by the program.

In the event a student fails an FNP population-focused didactic or clinical course, the student must retake the failed course in its entirety and audit the concurrent course before continuing progression in the program. If a student takes a hiatus for more than a year after a failed population-focused didactic or clinical course, the student may be required to retake the course instead of auditing.

FNP/PG-ARPN Students who audit a course must complete and fulfill required course activities, including up to 50% of the clinical hours as directed by the SON Clinical Coordinator in collaboration with the FNP Program Director. All assignments completed during the audit must be new work, and students must comply with the university's Academic Integrity Policy. For successful completion the student must achieve an 83% or higher on all clinical and coursework assigned.

DISMISSAL FROM ANOTHER UNIVERSITY

A prospective student who has been dismissed from another MSN nursing program is not eligible for admission into the MSN Program at Olivet.

READMISSION POLICY FOLLOWING POSITIVE DRUG SCREENING

If the readmission into the MSN program is approved a new schedule will be provided by the Online Advising Team for the next course start.

The student's readmission application will require the student to submit:

- If readmitted, the student will be subjected to random drug screening and/or to "for cause" drug screening at the student's expense for the duration of his or her studies in the

MSN program.

- If the student has positive results on a drug screening after readmission to the MSN program, the student will be dismissed from the MSN program with no option for readmission to the program.

PROGRESSION AND RETENTION POLICIES

We recognize that life continues while you are enrolled in school. We understand that there may be times when it is best to put your education on hold to manage life circumstances; it is okay if you need to step out for a course or two and then return. We care about you as a person, not just as a student, and we believe you belong here when the timing is right. (See Academic Support Services below).

Prerequisite course requirements are closely adhered to by the MSN Program. Students are required to follow their designated course plan for their chosen specialty track. Students must take their courses based on pre/co-requisites as noted in the current catalog.

All MSN and Post-Graduate APRN (FNP-C) students must abide by the below requirements. Failure to demonstrate meeting any of the below requirements will result in withdrawal from the program:

- A cumulative GPA of 3.0 (4.0 scale) must be maintained to remain in the program (this includes BUS courses) and for graduation (see table). Failure of any course can result from: failure, unsatisfactory, administrative withdrawal, or withdrawal failing, and requires the course to be repeated based on the following:
 - A student can repeat a total of two different NRSRG courses.
 - Only one repeat of the same course is allowed.
 - More than one C/C+ requires a student to repeat the course for graduation and/or program completion (see table).
 - Only one C/C+ will be accepted on the final transcript for graduation and/or program completion from one of the following courses (see table).
 - Any Unsatisfactory (U) grade on a student's transcript must be repeated with a grade of Satisfactory (S) on their final transcript prior to graduation and/or program completion (see table).
- FNP clinical courses will be graded as Satisfactory/Unsatisfactory.
- For all clinical/practicum courses students must achieve an average of 83% on all graded assignments and a satisfactory/complete for non-graded assignments to receive a passing grade. All clinical/practicum hours, with related documentation, must be completed as satisfactory. (See table).
- NRSRG 634 practicum course is an 8-week course; students who are not finished with their 120 practicum hours at the end of the 8 weeks will receive a deferred grade of "X" on their transcript and will have an additional 8-weeks to complete the 120 hours. At the end of the 16-weeks a grade change form will need to be completed by the didactic faculty member. If a student does not complete the hours within the 16 weeks, the student will receive a non-passing grade and will have to retake NRSRG 634 to complete their hours (and be charged for a full course retake).
- Students repeating a course must complete all course activities for the course they are repeating and submit new work for all assignments and cannot cite oneself, unless otherwise notified by nursing leadership.
- Any course failures or repeats will result in a schedule change and may alter your program completion date.

PROGRESSION CHART				
	Course #s	Course Failure Defined	Only one C/C+ will be accepted on the final transcript <i>excluding</i> blacked-out courses below.	A cumulative GPA of 3.0 (4.0 scale) must be maintained to remain in the program (this includes BUS courses) and for graduation.
MSN Core	NRSG 653	Failure = C- or below		✓
	NRSG 626			✓
	NRSG 679			✓
	NRSG 680			✓
	NRSG 628			✓
Education	NRSG 629	Failure = C- or below		✓
	NRSG 641			✓
	NRSG 642			✓
	NRSG 658	Failure = < 83% and requires course to be repeated		✓
	NRSG 621	Failure = C- or below		✓
	NRSG 622			✓
	NRSG 624			✓
	NRSG 607			✓
	NRSG 634	Failure = < 83% and requires course to be repeated		✓
FNP Core	NRSG 627	Failure = C- or below		✓
	NRSG 673/674	Failure = C- or below		✓
	NRSG 675/676			✓
	NRSG 677/678			✓
FNP/PG-APRN Population-Focused	NRSG 667	Failure = < 83% and requires course to be repeated		✓
	NRSG 668			✓
	NRSG 669			✓
	NRSG 670			✓
	NRSG 671			✓
	NRSG 672			✓
	NRSG 665 A-F & NRSG 686			✓
	NRSG 685	Unsatisfactory (U) = < 83% and requires course to be repeated		✓

INCOMPLETE GRADES

Students may be given an incomplete for a course by the course instructor with the approval of the Program Director. A student may be marked “incomplete” only in case of serious illness or other unavoidable cause of delay occurring near the end of the course. Instructors may specify the length of time a student has to complete the course up to a maximum of 60 days. Incompletes that are not resolved within 60 days automatically lapse into an “F” grade. An incomplete is only granted when the student alerts the instructor at least *seven* business days before the official last day of the course. **No opportunity is offered to make up any missing discussion postings.** Points for discussion activities are provided according to the program discussion rubric found in the MSN Student Handbook. See the Grading Course Repeat Policy in the Catalog for more information. Available via catalog.olivet.edu > Academic Regulations.

ENCUMBERED RN LICENSE

If there is an active discipline on the student’s RN license or if you are part of a proceeding, prior to admission and/or the start of clinical/practicum, it will be determined if the student can proceed with admission and/or clinical/practicum. The student may be eligible to re-apply into the program after their RN license has been reinstated.

If an enrolled student receives disciplinary action on their RN license or are made aware of a proceeding by your state's board of nursing, at any time during the program, the student should notify the SON Clinical Coordinator. It will be determined by the program what the next steps are for the student, up to and including withdrawal from the program. The SON Clinical Coordinator will notify the practicum site. The student may be eligible to re-apply after their RN license is no longer encumbered. An evaluation of course schedule for program completion/graduation will be completed by the program on a case-by-case basis. Students will be required to fulfill current course requirements.

CHARGES OR CONVICTIONS

In the event that an enrolled or admitted student is charged with or convicted of a criminal offense, the student must notify the respective Program Director. When the Program Director learns that an enrolled or admitted student has been charged with or convicted of a criminal offense, the Program may investigate the circumstances of the criminal charges or conviction. The program will determine whether the student may continue in the program and, if so, whether any conditions, restrictions, or adjustments are necessary. In making this determination, the program will consider the safety and well-being of the student; the safety and well-being of other students, faculty, and staff in the program; the University's Standards of Conduct; the University's policy on Criminal Background Checks; and any other relevant considerations. Any disciplinary action will be taken in accordance with any applicable program or University procedures. In addition, where applicable, the program will offer to connect the student with potentially helpful University resources.

STUDENT REQUEST TO CHANGE TRACK

To change tracks, a student must submit a [Change of Track Request Form \(click here to initiate this form\)](#). If an MSN student changes their desired track, after having completed NRSG 627 or NRSG 629 for their originally chosen track, the student will be required to complete the entire role course for their new track. Students who begin in the FNP track, successfully complete NRSG 673/674, NRSG 675/676, and NRSG 677/678, then choose to transfer to the Education track, are exempt from taking NRSG 641 and NRSG 642.

WITHDRAWAL

Students should contact their instructor, their Online Advisor (onlineadvising@olivet.edu), the MSN or FNP Program Director, and Student Financial Services (studentfinance@olivet.edu) prior to making the decision to voluntarily withdraw from a course. Students will be responsible for their tuition upon withdrawing from a course. Any changes to your program schedule will delay your program completion date. To submit a Student Withdrawal Request Form, [click here](#).

Please refer to the following catalog policies below:

- Student Withdrawal/Change in Status and Readmission – GCS
 - Available in catalog.olivet.edu > Academic Regulations
- Withdrawals and Course Drops
 - Available in catalog.olivet.edu > Financial Information

ADMINISTRATIVE WITHDRAWAL

If a student is absent more than 29 days in either an online or on-ground course without contacting their advisor or the Advising Team at onlineadvising@olivet.edu or 877.4.OLIVET, he or she may be withdrawn by the Program Director. This is considered an administrative withdrawal, with a grade of W. If an administrative withdrawal occurs, the date of withdrawal is the date the withdrawal notification is received. **Note: In the case of a withdrawal for any**

reason, the Office of Financial Aid is notified immediately upon withdrawal (see catalog for full policy: Student Withdrawal/Change in Status and Readmission – GCS. Available via catalog.olivet.edu > Academic Regulations).

GRADE APPEALS, ACADEMIC POLICY APPEALS, & GRIEVANCE PROCEDURES

The university uses Grade Appeals, Academic Policy Appeals, and Grievance Procedures. The full document with each procedure can be located in the University Catalog via catalog.olivet.edu > Academic Regulations. Grade Appeals and Grievances will follow the university policy from the beginning. The following are definitions of each new procedure:

- Academic Policy Appeals
- Grade Appeal
- Grievance Policy

SCHOOL OF NURSING POLICY APPEAL PROCEDURE

Academic policy appeals will start with the School of Nursing through our own informal process:

If a student wishes to appeal a nursing policy, the informal process is the first mechanism for resolution. This process involves documented conferences progressing sequentially between:

1. The student(s) and involved instructor
2. Shared meeting with the respective Program Director, and Associate Dean of Nursing

The informal process should be initiated by the student no later than 10 school* days after the policy was applied to the student. Please see the MSN or FNP Program Director for the form to complete. If a satisfactory conclusion is not attained by the completion of step two (2) of the informal process, the student may then initiate the formal process by appealing to the Academic Standards Committee as outlined in the Academic Policy Appeals procedure.

*School days are regular business days when the university is in session and excludes holidays, weekends, and breaks.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC PROBLEM-SOLVING CHAIN OF COMMAND

Issues are best resolved at the level on which they occur. If you are having an issue in one of your courses, communicate with the course instructor (e-mail and phone call or virtually) within 48 hours. The instructor will want to hear your views and concerns and will welcome the opportunity to talk with you individually. Please do not call on “behalf” of the class or other students. Each student should reach out about their own academic issues and concerns. Most academic issues can be resolved at this level. If the issue cannot be resolved with the instructor, then the issue should be taken to the respective Program Director (e-mail and phone call or virtually). Should the issue remain unresolved after meeting with the Program Director, a meeting will be scheduled with the student and the Associate Dean – School of Nursing. It is important to follow this chain of command in resolving issues. It is important to respect the organizational structure so that issues can be resolved at the level on which they occur.

TEACHING/LEARNING PRACTICES

Expert faculty have intentionally designed online courses to guide the graduate student through the learning process. This format enables students to complete academic work in a flexible manner. Textbook information, articles, and access to Canvas will be made available to the student. At the graduate level, learning will come from the following (not an exhaustive list): individual and collaborative learning activities in the form of case studies/clinical case scenarios, discussions, evaluations, exams, faculty feedback, experiential learning, papers, peer review, presentations, projects, quizzes, readings, simulations, unnarrated publisher PPTs, videos, etc.

DIGITAL LITERACY SKILLS REQUIRED

Students must be able to:

- Use/navigate our Learning Management System (Canvas)
- Use Olivet's email platform for communication (Outlook)
- Create and submit files using Microsoft Word
- Access/navigate online libraries and databases to search and obtain evidence-based, peer-reviewed scholarly sources
- Depending on track, students will complete assignments that require use/engagement with technology, such as write scholarly papers, create/present PowerPoint/Prezi presentations, Microsoft Excel, Microsoft Teams or BigBlue Button (to join virtual chat rooms, complete group work, or attend office hours/live instructional sessions), create videos, take exams using an online proctoring company, ShadowHealth, DocuSign, etc.
- Possibly use apps on digital devices (Canvas Student app, DocuSign, etc.)

TECHNOLOGY REQUIREMENTS

The use of a personal computer is an integral component of Olivet's MSN Program. Specific technology requirements are listed below. Sharing your computer with children and other household members can make it difficult to meet course deadlines.

All MSN students are required to have the following technology:

- Access to a private laptop, desktop, or Microsoft Surface Pro (for proctoring). Tablets or Chromebooks are not sufficient. We highly recommend a Windows device.
- Processor: Intel i5 or better
- Minimum of 8 GB RAM
- Hard Drive: 160 GB or larger
- Network Card: A or AC wireless network card (5 GHz network band)
- Newest version of Chrome browser – works best with Canvas
- Microsoft Office (available free to ONU students)
- Adobe Acrobat Reader (available as a free download at <http://get.adobe.com/reader>; IT recommends not installing the McAfee offers when asked)
- Printer
- Scanner
- An external digital video camera/microphone is required for taking online examinations. (can be purchased from Amazon for approximately \$15)
- A smartphone/tablet/webcam camera is required for course assignments (not examinations)
- Reliable access to high-speed internet to enable you to upload videos and online resources quickly
- A microphone (usually built into the webcam on the computer)
- Speakers or headphones

GRADE EVALUATION CRITERIA

Grade evaluation criteria differ among programs at Olivet. The grading scale for the MSN Program is listed below. Please note: the FNP track grade requirements differ from all other MSN tracks. **Please refer to, and follow, the correct grading scale according to your chosen MSN track.**

MSN Program Grading Scale			
95 – 100	A		Passing scores
92 – 94.9	A-		
89 – 91.9	B+		
86 – 88.9	B		
83 – 85.9	B-		
80 – 82.9	C+	*U	Non-passing scores for MSN Education practicum courses (NRSG 658 & 634), & FNP population-focused didactic courses (NRSG 667, 668, 669, 670, 671, 672)
77 – 79.9	C	*U	
74 – 76.9	C-	*U	Non-passing scores for all other courses
71 – 73.9	D+	*U	
68 – 70.9	D	*U	
65 – 67.9	D-	*U	
< 65	F	*U	
*U = Non-passing scores for FNP clinical courses (NRSG 665 A, B, C, D, E, F)			

STUDENT COURSE PARTICIPATION

- Students should review each Canvas course syllabus prior to course start. All courses open prior to the course start date.
- Students are to be actively engaged a minimum of two days out of the academic week, excluding clinical/practicum as outlined by the course due dates.
- Students are expected to collaborate with peers and faculty.
- Students are not allowed to post discussions or submit assignments ahead in any week.
- Rubrics for assignments and course work should be reviewed prior to completing all assignments.
- Students should follow current APA standards (using the required APA Student Paper Template and the APA Checklist) and rubric expectations for each assignment.

ATTENDANCE

In all such academic programs, attendance is mandatory for online components throughout the program. To be considered present in online classes, the student must log in and post at least one substantive forum post or assignment during the week.

ONLINE COURSE WEEK – START AND END DATES

- The course week consists of seven days: Day 1, Day 2, Day 3, etc.
- Courses start on Day 1 (Monday) of Week 1 at 12:01 a.m. CST and is the first day the course begins.
- Day 7 (Sunday) is considered the last day of the week and ends at 11:59 p.m. CST.

SUBMISSION TIMES

- A day is comprised of the timeframe between 12:01 a.m. and 11:59 p.m.
- Any coursework (assignments, discussion questions, etc.) due on a given day must be submitted within this timeframe to be considered submitted on time.
- No course work will be accepted after Day 7 (Sunday) of the last week of a course.

ASSIGNMENTS

Points will be awarded for assignments guided by a grading rubric in each course. The course syllabus and classroom online links are available for accessing the grading rubric in every course. Students should use the rubric as a method of ensuring the objectives of the assignment are met. Faculty will include the rubric on graded assignments with comments and rationale for points awarded.

If the student has significant life issues (this does not include vacations/honeymoons/work schedules, etc.) that impede completion of assignments in a timely manner, they must contact the instructor for that course 24 hours prior to the due date to make other arrangements.

DISCUSSION FORUM CODE OF CONDUCT

Discussion forums are vital for effective online learning experiences. Students are expected to project a scholastic demeanor and to interact by posting responses to course activities. Be aware, however, that online discussions remove the visual and verbal cues of language, requiring even greater clarity in your writing and further attention to how your writing may be misread and/or misunderstood. There is also a sense of false anonymity present with online writing/discussions, and this can lead to the temptation to say something you would never say in a face-to-face discussion. Students, at all times, are expected to be respectful of their peers, the institution, its facilities, and its personnel. **Discussions online are totally independent of the work environment. Discussion should remain in the correct arena.** Demeaning comments, inappropriate, inflammatory, derogatory language, and/or ethnic, racial, or gender-based comments, suggestions or undercurrents will not be tolerated. Students are expected to act professionally at all times as indicated in the Professionalism policy and the Standards of Conduct – GCS, Classroom Department & Confidentiality policy available in the catalog (Catalog.olivet.edu) under General Policies-GCS.

- The grading for discussion activities is outlined in the course-grading rubric.
- Students are required to:
 - support their discussions with citations.
 - write following current APA rules, with APA formatted citations and references (following the required APA Checklist).
 - provide a reference list at the bottom of their posting.
- Participation points are based on the Discussion Postings.
- Due to limitations with LMS, spacing (single vs. double and hanging indentation for references) will *not* be considered in the grading.
- Make sure that you allow enough time for computer problems to ensure that you post on time.
- No edits or additions to original discussion posts will be accepted unless you have faculty approval prior to the due date.

LATE WORK POLICY – NURSING

Late work is highly discouraged; however, in the event a student chooses to submit an assignment past the due date and time (illness, work, etc.), 10% per day will be deducted from your assignment grade. After the third day the assignment grade is zero. All pass/fail assignments will receive a zero one day after the due date. All clinical/practicum assignments must be completed by the last course day at 11:59 p.m. CST, even if it is too late to receive credit for the course.

EXAMINATION POLICY

Exams in the MSN Program are completed with online proctoring, which may include a small fee. Online proctoring provides students with the ability to take exams remotely while providing tools to preserve the integrity of the exam. It is the expectation that students will be ready and prepared to take assigned examinations on the days they have been assigned. Students who take exams remotely or online agree to have their physical and audio image and data, activity, and surrounding workspace recorded and analyzed by test monitoring systems. Students should be prepared for ‘room sweeps’ in which they show their rooms to remote proctors or proctoring software. Students are responsible for planning for and having an appropriate place to take online exams (including a place where unauthorized individuals are not present, and where inappropriate or overly personal information is not viewable in the background). Students seeking an alternative for online testing or variance of online testing requirements must contact their instructor well in advance (by the end of week one) for all scheduled examinations in the course.

If a student has extenuating circumstances that impede completion of an examination within the examination window, the student must contact the instructor for that course before the end of the exam window to reschedule an alternate date. See *Rescheduling of Examinations Outside of the Examination Window* for more information. A student who fails to take a scheduled examination without **prior** notification will receive a grade of zero for the exam.

During the exam students must be connected to a power source. A working external webcam is required. Students must ensure that their external webcam, speakers, and microphone remain on and at the original setting throughout the exam. Any computer difficulties while taking the exam should be reported immediately to ONU IT, Canvas, Online proctoring company, and the course instructor.

Exam Expectations:

- Exams are an individual effort.
- There should be no discussion about questions to students who have or have not taken the exam.
- Refrain from talking to others while taking the exam.
- Notes or online resources are prohibited.
- Be alone, including no pets in the chosen testing room, with the door shut.
- Have a clear workspace and surrounding area.
- Remove phones, headphones, other electronic devices, and dual monitors from the room.
- Remain seated at all times.
- The Proctor or proctoring software must be able to view the student’s head, from shoulders up, including both eyes, from a forward-facing camera angle, for the duration of the exam.

The student and proctor must follow the MSN Examination policy. Violations will be reviewed to determine if an academic integrity violation occurred and subject to appropriate sanctions as outlined in the GCS Academic Integrity policy.

FNP STUDENT IN-PERSON EXAMINATIONS

Students must notify their didactic instructor and the FNP Program Director before the end of Week 1 regarding their decision to take both their Mid-Term and Final exams in-person for the respective course at an Olivet testing location. The in-person exam option must be requested for each course and pertains to both the Mid-Term and Final exams. If a student requests an in-person exam, site and time are subject to availability.

All exams are closed book and closed notes unless otherwise specified by your instructor. Exam dates and times are provided by the FNP proctor. Exam time limits will be announced and enforced. Students should allow adequate time for completion of the exam.

Each student must be seated in the designated testing room **10 minutes prior to the scheduled testing time** for attendance and must not leave until the student is finished with the exam. The testing room **door will be closed five minutes prior to the exam start time and not open until the exam is completed.** Students are required to present a valid photo ID to take and submit the exam. Any student arriving after the door is closed will not be allowed to take the exam and will receive a zero for a grade on the exam unless documentation of extenuating circumstances is provided and approved by the didactic instructor. If approved, the student will be scheduled for a make-up exam.

All personal belongings (backpacks, book bags, all types of watches, Google glasses, coats/jackets/sweatshirts, cell phones, etc.) must be stored in a designated area away from the testing area without exception.

Before, during, or after exam administration, students are strictly prohibited from using lab computers for any purpose other than the completion and submission of an exam and may not open any additional screens, including email or any search engines. Students may not cut and paste or retype exam questions into an email, word document, or any other format during and immediately following submission of an exam.

Bringing in ear plugs to the exam would be beneficial if noise disrupts your concentration. Any computer difficulties while taking an exam should be reported immediately to the proctor. Student desks must be clear of all materials. No restroom breaks are allowed during testing unless a student has medical documentation from a healthcare provider. Students should plan to use the restroom prior to the exam. There will be no talking among students during the exam. Once the student has completed their last exam question, the student will raise their hand so that the proctor can watch the student submit their exam for all computerized exams.

Loitering in front of the computer lab is not allowed.

RESCHEDULING EXAMINATIONS OUTSIDE OF THE EXAMINATION WINDOW

Rescheduling of examination outside of the examination window can only occur due to extenuating circumstances. This does not include vacations, honeymoons, work schedules, etc. Students may be asked to provide proof for reason.

- All scheduling changes must be approved by the course faculty member and FNP Program Director.

- Students must provide course faculty with a three-day window of available times to reschedule the examination.
- Alternate versions of the course examination will be utilized for rescheduled examinations.

CONSEQUENCES FOR BREACH OF EXAM RULES

If a proctor observes a violation of the exam rules as listed above, the exam will be turned off, the student will receive a score of zero for the exam, the student will be requested to leave the exam room, and the FNP Program Director will be notified.

PROFESSIONALISM

The MSN Program trusts students to demonstrate professionalism in all interactions with diverse individuals (i.e., administration, faculty, preceptors, university staff members, and any stakeholders) while enrolled as a student within the program. This will ensure an inviting, positive, and safe learning environment. Violating one or more professional attributes is incompatible with the goals and objectives of the MSN Program. Such violations can reflect poorly on the student, the MSN Program, the School of Nursing (SON), and the University.

The SON reserves the right to dismiss a student at any time based on actions or behaviors the University may deem inappropriate and/or unprofessional. Each student, by admission to the graduate and post-graduate nursing program tracks in the SON, recognizes this right of the University. Circumstances may arise during a student's course of study that call into question the capacity or commitment of the student to maintain this academic standard. The University and the SON have the responsibility and authority to determine a student's fitness to continue in their program of study.

Professional Attributes

Professionalism is demonstrated by these definitions provided below. All indicators are to be carried out in a culturally sensitive and competent manner, as defined under Key Terms.

Collaborative: Demonstrates teamwork and respect by working well with others, is coachable, promotes consensus through inclusion, acknowledges and proactively seeks to address conflict, shares information and resources, offers feedback to others, and receives feedback. Works collaboratively, while employing a participatory approach with individuals in various roles. The student supports, encourages, and empowers others.

Commitment to Excellence: Commits to personal, professional, and spiritual development and lifelong learning. Displays intellectual curiosity, maintains a growth mindset, asks questions, identifies/investigates problems, is solution-oriented, utilizes resources, evaluates potential impact, acts decisively, and demonstrates sound judgment.

Communication: Communicates in a manner that facilitates partnerships, compassion, empathy, and seeks understanding and resolution in all forms of communication (i.e., written, verbal, & nonverbal).

- Verbal Communication: Speaks clearly and effectively.
- Written Communication: Writes in a clear and concise manner; thoughts are well expressed and unambiguous. All students must follow the Email Etiquette Guidelines (included below). Emails are a reflection of the individual and part of student record; email communication can be misconstrued.

- **Nonverbal Communication:** Students will be respectful, use open body language and facial expressions, and display active listening.

Please note: Students are responsible for checking and utilizing their Olivet email address when communicating with faculty, administration, or staff.

Conscientiousness: Displays empathy while considering others' thoughts and feelings; shows kindness and patience. Demonstrates intellectual curiosity in all academic endeavors and illustrates conscientiousness by being appropriately prepared and engaged with their education.

Conduct: Complies with professional standards and guidelines (e.g., American Nurses Association's (ANA) Code of Ethics, ANA's Scope and Standards of Nursing Practice, etc.), including relevant laws, policies, and regulations while incorporating an ethical comportment to decision-making. Seeks corrective feedback, asks for help, accepts guidance, and incorporates others' expertise to improve self. Is well-groomed, clean, and properly identifies status and position appropriately as an Olivet nursing student while in clinical/practicum/virtual meetings.

Integrity/Honesty/Trustworthiness: Gains the confidence and trust of others, supports the university mission and values, is loyal, dependable, credible, and transparent. Exhibits forthrightness and truthfulness; is trustworthy, follows instructions, is reliable, follows through on promises, and displays honesty at all times. Assumes good intentions, exhibits grace, and prioritizes understanding the viewpoints of others.

Respect: Is welcoming, sensitive, and hospitable to all people and seeks to treat diverse individuals as people created in the image of God. Respects the rights, privacy, and personal space of others. Respects others' time, is punctual, meets deadlines, and provides timely response(s) to others. Demonstrates appropriate concern for others.

Responsibility: Demonstrates accountability to the individual, society, and to the profession of nursing. Follows through on commitments, avoids blame, admits and learns from errors/mistakes (if they occur), is accountable for one's own actions, and attempts to correct issues/problems.

Sanctions And Due Process For Violations Of Professionalism

Faculty and staff are obligated to address any violation of professionalism (Professional Behavioral Performance Indicators, excluding Academic Integrity violations- See GCS policy). Consistent with the university's mission, the sanctions are typically progressive in nature. Any violation of professionalism will be addressed by the university personnel involved in the violation.

All violations will be documented and become a permanent part of the student's record. The seriousness of the offense is also taken into consideration when determining an appropriate sanction. This includes minor infractions, excluding graded course components. A minor infraction is defined as an unintentional mistake and is seen as a teachable moment. Students have five business days to respond to university personnel indicating acceptance of the determined sanction. University personnel will review the response and make a final decision in consultation with the respective Program Director within an additional five business days. The final decision will be communicated in writing to the student and the respective Program Director.

Any student who violates an attribute of professionalism is subject to the following consequences:

1. For a minor infraction, Olivet personnel will email the student a written reprimand in the form of an email and the incident is reported through submission of a Student Performance Alert (SPA).
2. For a student who receives a minimum of three SPA alerts related to Professionalism, the MSN or FNP Program Director will investigate and meet virtually with the student. Depending on the situation, sanction(s) may be applied. An email summary of the call will be completed and will be included in the student's file as a permanent record.

Upon further infractions of professionalism or if any infraction represents an egregious, flagrant violation of the policy, the Program Director, and Associate Dean – School of Nursing will issue one of the following administrative sanctions at their discretion:

1. An administrative grade of "F" or "U" in the course or courses the student is currently enrolled
2. Dismissal from the university
3. Permanent expulsion from the university without the opportunity to reapply

ACADEMIC INTEGRITY, ETHICS, AND USE OF TURNITIN (TII)

Preparation for advanced nursing practice includes responsibility and accountability for one's work, decisions, and scholarly contributions. All assessments in each course are expected to reflect the effort, analysis, and critical thinking of the individual student, unless collaboration or alternative use of resources is explicitly permitted in assignment instructions. These expectations apply to all course assessments, including but not limited to written assignments, discussion posts, quizzes, and examinations.

Plagiarism and Ethical Scholarship

Plagiarism is defined as the use of intellectual material produced by another person without proper acknowledgment. Failure to appropriately credit the work of others constitutes an academic integrity violation. Examples of plagiarism include, but are not limited to:

- Copying passages from the work of others, including third-party or online sources, into assignments, papers, postings, or theses without acknowledgment.
- Using the ideas, opinions, or insights of another without appropriate citation, including third-party sites.
- Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgement.
- Inadequate paraphrasing that does not sufficiently change wording and sentence structure from the original source.
- Self-plagiarism, defined as submission of work from a previous course, which is not permitted unless explicitly approved by the instructor and properly cited.

Written work must follow current APA formatting standards. Improper or missing citations or references, whether intentional or unintentional, may be considered plagiarism.

Turnitin (TII)

Turnitin (TII) is an internet-based plagiarism detection service available in Canvas to support original scholarship and academic integrity. Students are required to submit at least one draft of designated written assignments to TII prior to final submission. Faculty review final submissions *only* for evidence of plagiarism.

Failure to submit a required draft to TII will result in a grade of zero for the final assignment until the draft is submitted, revisions are made as needed, and the final assignment is

resubmitted. Failure to revise and resubmit will result in a grade of zero for that assignment. Faculty reserve the right to apply the course late policy if draft submissions occur after the final due date.

Students should review the Similarity Report and Match Overview for potential plagiarism or inadvertent misuse of sources, excluding properly cited quotations and references, prior to submitting the final assignment. A similarity score alone does not determine academic integrity; faculty evaluate originality, attribution, and context when reviewing submissions.

Strategies to reduce similarity scores include:

- Limiting the use of direct quotations (generally no more than three in graduate-level writing)
- Effectively paraphrasing by changing both wording and sentence structure while preserving original meaning
- Accurately citing and referencing all sources in current APA format

Additional guidance on paraphrasing is available through the APA Style Blog:

<https://blog.apastyle.org/apastyle/paraphrasing/>

Academic Integrity Across Assessments

Academic integrity expectations extend beyond written assignments. Unless otherwise stated:

- Discussion posts must reflect individual analysis and synthesis in the student's own words.
- Quizzes and exams must be completed independently without unauthorized assistance or materials.
- Collaboration, third-party services, tutoring platforms, or answer-sharing sites are not permitted unless explicitly allowed in assignment instructions.

Students are encouraged, but not required, to submit discussion posts through the optional TII link available in the course.

Violations and Student Responsibility

If plagiarism or other academic integrity violations are identified, faculty will follow the university's Academic Integrity Process as outlined in the catalog. Verified violations may result in formal disciplinary action and become a permanent record in the student's academic file. By submitting assignments in each course, students affirm that the work is their own, complies with course-specific academic integrity expectations, and adheres to university academic integrity policies.

ARTIFICIAL INTELLIGENCE (AI)

Artificial intelligence (AI) tools may be used to help generate topics, ideas, and outlines and to revise the learner's original work in this course. Any other use of AI to generate content is prohibited. Note that the use of AI tools may impact the quality and accuracy of the assignment. It is the learner's responsibility to disclose and/or document any use of AI; failure to do so and/or the use of generative AI tools to create content are violations of academic integrity. [See <https://catalog.olivet.edu> > Academic Regulations > Academic Integrity.]

KALTURA

Kaltura is a FERPA- and HIPAA-compliant internet storage site for submission of videos during the MSN program. If it becomes known a student has posted a video of any portion of a physical

examination done during one of the ONU courses on an internet site, other than an ONU-approved site, such as Kaltura, the student will be removed from the program. This applies even if the 'client' is one of the student's family or friends, and not an actual patient.

PROPRIETARY TRADEMARK

The University has an exclusive proprietary trademark interest in its name, logos, and branding. The University must ensure the continued viability of its valuable trademark rights and will not permit unauthorized use of its name or logos to dilute these rights. No one may, without prior permission from the Office of Marketing, use the University's name or logos for commercial purposes, on social media posts, or in any way that might confuse or mislead observers to attribute the use to the University. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities.

CLINICAL/PRACTICUM POLICIES AND INFORMATION

CLINICAL/PRACTICUM ORIENTATION COURSE

All students are required to complete clinical/practicum in their chosen track. Students will self-enroll into a track-specific clinical/practicum guidelines orientation course, which is housed in Canvas prior to accessing their track-specific Professional Role Development course: ED: NRSB 629 or FNP/PG-FNP: NRSB 627.

STUDENT EVALUATION IN THE CLINICAL/PRACTICUM SETTING

In instances where preceptors facilitate students' clinical learning experiences, faculty may seek input from preceptors regarding student performance, but ultimately faculty are responsible for evaluation of individual student outcomes. The requirement for evaluation of student clinical performance by qualified faculty applies to all students in all programs. Faculty evaluation of student clinical performance may be accomplished through a variety of mechanisms. Evidence includes documentation that faculty are responsible for grading all courses and clinical experiences.

CLINICAL/PRACTICUM COMPLIANCE

Students are responsible for ordering and completing all required screenings and submitting all requested documentation by the deadlines established. Failure to complete or maintain required compliance items may delay or prevent participation in clinical experiences, which may affect progression in the program. The student must complete all required compliance prior to starting their practicum and are expected to remain in compliance throughout the entire clinical/practicum.

Please note: clinical/practicum sites may require more than what Olivet requires. ALL students are required to complete the following clinical compliance. Additional fees may apply at the student's expense:

- Criminal background check
- Drug screening
- Physical exam by a licensed healthcare provider (NP, MD, DO, PA) using Olivet's Health and Immunization Form
- Submit documentation of:
 - Annual negative 2-step TB test, negative T-SPOT, negative QuantiFERON Gold assay, or negative chest x-ray report
 - Proof of a positive Measles, Mumps, and Rubella titer.

- Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Proof of Tdap booster – *(required every 10 years)*
 - Proof of a positive Varicella titer.
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Proof of a positive Hepatitis B titer.
 - Negative titer results require a booster with subsequent titer(s) confirming immunity.
 - Declination of the Hepatitis B Vaccine series: FNP and Education students may be exposed to community diseases. Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Hepatitis B Vaccine.
 - Proof of Annual Influenza vaccine .
 - Declination of the Annual Flu Vaccine: Students must provide a written statement from a licensed healthcare provider (NP, MD, DO, PA) indicating a medical reason as to why the student cannot receive the Flu Vaccine.
 - Copy of your AHA BLS CPR card (must remain valid throughout practicum). Online courses are not acceptable. Must be in-person.
 - Copy of Current Personal Health Insurance.
 - Copy of Malpractice Insurance. (FNP/PG-APRN students - site-specific requirement only)
 - Copy of current, unencumbered RN license.
- All items submitted to CastleBranch must include students' name and demographic information, results, and date.

MALPRACTICE INSURANCE

Malpractice insurance is mandatory for all FNP/PG-APRN certificate students, while enrolled in clinical courses, if site requires. The policy should provide a \$1 million maximum coverage for any single claim per year and \$3 million per year aggregate coverage. This insurance covers students only during school-related experiences. All students must submit proof of insurance along with their clinical compliance prior to starting clinical rotations.

DRUG SCREENING POLICY

In compliance with both federal and Illinois law, the use, possession, and distribution of alcohol or illegal drugs, including marijuana which remains illegal under federal law, or the misuse of prescription drugs, on Olivet's campus (or other Olivet property) or as any part of its activities, including in the classroom, Practicum/Project, or laboratory setting, is strictly prohibited.

Nursing students must have a cleared drug screen 2-4 weeks prior to the start of practicum; this drug screen includes a screen for marijuana (THC). Drug testing is done at the student's expense. If the drug screen is positive, the student will be withdrawn from **all current courses with the opportunity to reapply. If withdrawn, follow the Reapplication for Entry after Positive Drug Screen process below.**

If the drug screen is positive, the Program Director will withdraw the student from all current courses in the program with the opportunity to reapply. The Program Director will report the results to the Illinois Department of Financial & Professional Regulation, and/or the state from which that student's RN license was obtained.

“FOR CAUSE” DRUG SCREENING

- If faculty or preceptor observes a student behaving in a manner that is consistent with the use or misuse of alcohol, illegal drugs, or drugs which impair judgment, affecting either the classroom, clinical/practicum, or laboratory setting, the student will be removed from the educational setting and required to submit to an appropriate screening immediately.
- If the behavior is noted in the clinical/practicum setting, the student will be removed from patient care. The student will have to submit to the agencies’ and/or program’s drug screening and results will be shared with the MSN Committee and Associate Dean of Nursing.
- If the behavior is noted on campus in either the classroom or laboratory setting the university’s campus policy will be followed.
- If the result of the drug screening is negative, the student shall meet with the Program Director to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation if warranted, the Program Director will make a decision regarding return to the clinical/practicum, classroom, and/or laboratory setting.
- The student will pay the costs associated with the “for cause” drug screening.
- A student’s failure to comply with any aspect of the “for cause” Drug Screening Requirement will result in the student’s withdrawal from the program without option for readmission.

REAPPLICATION FOR ENTRY AFTER POSITIVE DRUG SCREEN

Positive drug screen results prohibit students from practicing in the clinical environment for six months from the drug screen date. The student may reapply after six months by submitting a letter requesting consideration for readmission into the program to the Program Director.

With the letter of request the student must submit the following:

- Drug screen results to CastleBranch.
- Documentation from a therapist specializing in addiction behaviors indicating a status of recovery and rehabilitation related to the substance used or abused.

CRIMINAL BACKGROUND CHECKS

All students are required to obtain a criminal background check. Students should go to the following internet site and complete the application to begin the criminal background check: www.castlebranch.com. All completed forms are to be submitted through CastleBranch. Please refer to the appropriate specialty track practicum packet for specific information.

Clinical/Practicum sites will be notified of students with flagged criminal backgrounds. It is at the discretion of the clinical/practicum sites as to how to proceed with clinical/practicum placements. Students are to contact the State Board of Nursing upon applying for an APRN licensure to determine eligibility.

ACADEMIC SUPPORT SERVICES

DISABILITY SUPPORT SERVICES

It is the policy of Olivet Nazarene University to accommodate students with disabilities in accordance with federal and state laws. Students with documented disabilities can register for accommodations at aim.olivet.edu. Please direct any questions about disability services to Accessibility and Disability Resources at ADR@olivet.edu. NOTE: Students with approved ADR documentation must still work with the professor to coordinate academic accommodations appropriate for each course.

BENNER LIBRARY

Access Benner Library's home page at <http://library.olivet.edu> for the most current information about the library's resources and services, including specific information for off-campus students.

The Library Nursing Orientation directs the student into three exercises, which will assist the student in learning about Benner Library and obtaining needed sources. This orientation can be found on the Nursing Subject Guide, see <http://library.olivet.edu> → Subject Guides → Nursing → Tutorials. The Benner Library also has tutorials related to Technology help for Microsoft Word, Excel, Outlook, typing skills, Adobe and Apple products, and how to recognize and avoid plagiarism.

The Benner Library makes numerous resources available for nursing students. In addition to a full complement of nursing books, Benner provides a substantial number of nursing periodicals, both in print and in electronic format. Nursing students have access to several health-related online article databases, which include *CINAHL*, *Medline*, and *Health Source: Nursing, PsycInfo*, *PsycArticles*, and *ERIC*. Should other library resources be needed, Olivet students can request materials from any other library in CARLI, a consortium of 76 Illinois academic libraries. Articles not available in full text may be ordered through Benner's Interlibrary Loan service. For additional assistance, contact the Interlibrary Loan Department at (815) 928-5439 or the Reference Desk at (815) 939-5355, or ill@olivet.edu.

Benner Library designates a librarian for nursing students. This librarian can assist in finding needed references/sources. Contact the librarian via email, ONULibrary@olivet.edu, or phone, 815-928-5418.

APA GUIDANCE

Olivet Nazarene University requires that all written work of students adheres to 7th edition APA formatting. For help with APA, see: <http://library.olivet.edu> → Help → APA. The *APA Style guide to Electronic Resources* is clickable, taking one directly to the correct reference for any given resource.

For more information on how to recognize and avoid plagiarism see: library.olivet.edu > Help > Avoid Plagiarism under Citation Help. Additional APA resources such as APA Style Formatting Guidelines, Tutorials and Webinars, Handouts and Guides, and Sample Papers are available through <https://apastyle.apa.org/>.

- APA Template
 - The MSN/FNP program requires students to use the ONU APA 7 Student Paper (Title page/Template) for all written submissions. The certification of authorship must be digitally signed on the title page of all written work.

Title pages are not required on discussion posts. To access the template, please visit the [Benner Library APA resource page](#).

- [APA Checklist](#)
 - Students are required to use this APA checklist as a guide in writing and evaluating assignments. Faculty will use this APA Checklist as a guide and reference in grading and providing feedback.
 - When grading APA format within the rubric, faculty will provide the student with the heading and section number on the APA Checklist related to the APA error(s) identified within the assignment submission. Students are expected to review and incorporate this feedback for future assignment submissions.

TURNITIN TUTORIALS

- [Click here](#) for tutorials from Turnitin.
- [Click here](#) for a Plagiarism Checker Guide from Scribbr

GRADUATE EDUCATION RESOURCES

Student Video Tutorials are available to assist students in use of Canvas, Microsoft Office (Outlook-Olivet's email system, Microsoft Word and Excel, Skype, OneDrive (saving documents), and Kaltura (creating videos, screen captures, etc.)). To access these resources, follow these steps:

my.olivet.edu > open Menu on the left-hand part of the screen > Choose Olivet Resources > Technology Training Materials > Student Video Tutorials can be found under the main screen.

Students also have access to additional resources (APA Formatting Resources, Canvas Tutorials, Turnitin Plagiarism Checker) in each Canvas course in the Getting Started Module, under the Discover heading and Tutor.com, which can be found on the left-hand side of your Canvas screen.

UpToDate®

UpToDate®, an evidence-based, physician-authored clinical decision support resource, is available to all faculty and students at Olivet Nazarene University for FREE. Please note that this is a clinical resource and should not be used to study for exams. Short video tutorials to help the student get started with UpToDate can be found on the UpToDate website at www.uptodate.com/home/help-demo.

UpToDate® includes:

- Evidence-based medical content that is researched, created, and continually updated by over 6,300 leading physicians
- Summaries and treatment recommendations for over 10,500 topics in 23 specialties
- “Practice Changing UpDates” highlighting critical research
- “What’s New” summaries of important new findings by specialty
- Over 425,000 references, with links to PubMed and the full-text articles where our subscriptions permit
- Medical calculators
- Patient information covering over 1,500 topics
- A select drug database of more than 5,600 unique drug entries

- In partnership with Lexicomp® including adult, pediatric, and international drugs and a drug interactions tool that provides graded adverse reaction information between drug-to-drug and drug-to-herb interactions.

FAITH INTEGRATION

As a faith-based institution, students can expect to see faith integrated throughout the curriculum and within each course. This may come in various forms such as devotions, devotional thoughts, or prayers from faculty in the course announcements section, Biblical principles within the weekly overviews, or through encouraging bible verses connected to the weekly content. For more information on Faith Integration see: [Olivet Faith Integration](#). Chapel recordings from campus are available at: [Olivet Chapel](#).

HEALTH AND WELL-BEING

At Olivet Nazarene University we recognize that the demands of graduate school can be experienced as an added pressure and this may evoke a heightened sensitivity to stressors. When this occurs, students are encouraged to access their available resources such as mental health providers, primary care providers, employee assistance programs, and the clergy. Your health and well-being are important to us. If you require a Leave of Absence for health reasons (physical or emotional), you should contact the Online Advising Team at onlineadvising@olivet.edu or call 877-465-4838.

ADDITIONAL POLICIES AND INFORMATION

Please consult the Catalog for more GCS policies, such as General Policies-GCS, Academic Regulations, Financial Information, and other student policies, which can be accessed at catalog.olivet.edu.

CERTIFICATION EXAMS

- **FNP/Post-Graduate APRN Tracks:** Students who successfully complete the FNP program may obtain national certification through the American Academy of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC). The national FNP certification examination is an entry-level competency-based examination that tests clinical knowledge in family/individual across the life span (prenatal, pediatric, adolescent, adult, elderly, and frail elderly primary care). FNP students are encouraged to attend an FNP Review Course before taking their FNP certification exam.
- **Education Track:** Students in the Education track are encouraged to seek certification as a Certified Nurse Educator (CNE) from the National League for Nursing. For more information, please visit <https://www.nln.org/awards-recognition/certification-for-nurse-educators-overview>.

SHARED GOVERNANCE AND STUDENT ORGANIZATIONS

- **Sigma Theta Tau:** Sigma Theta Tau International is a worldwide honor society for nurses established in 1922. Sigma's mission is to advance world health and celebrate nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing. Kappa Sigma is the local chapter of Olivet Nazarene University. Kappa Sigma invites MSN students with a grade point average of at least 3.5, who demonstrate superior academic achievement, academic integrity, and professional leadership potential. Invitations are extended from the chapter faculty counselors in the spring. Twenty-five percent of courses must be completed before MSN students are eligible.

If a student chooses to join the student may purchase their cords or stole from the [Sigma Marketplace](#), which may be worn at commencement. Olivet does not have a separate graduate nursing honors recognition during graduation.

- **AACN's Graduate Nurses Association:** Join the American Association of Colleges of Nursing's (AACN) Graduate Nursing Student Academy (GNSA). The GNSA is completely free to students and provides students with tools and resources needed to be successful in the MSN Program. Students are encouraged to take advantage of this opportunity. Go to www.aacnnursing.org/gnsa to join.

Email Etiquette



SUBJECT LINE **1-3 Words at most!** *Purpose of your email.*

GREETING Always include a greeting. Use titles for faculty/administration (Dr., Professor, etc.). Avoid using instructor's first name unless you have been told it is okay.

BODY OF EMAIL **Situation/Problem, Background, Action, Expected Outcome**
 Include an introduction and context of the situation or request. If you have a problem - how you've addressed/corrected. Bring a solution(s)!
 Include any prior investigative work.

CLOSING SALUTATION

Thanks
FOR EVERYTHING

Thank you!

Be Polite

Request not Demand

Be Concise

Consider your tone

Avoid red font

Avoid ALL CAPS

Avoid sarcasm

Avoid slang & abbreviations



TOP 5

Email Read Back

1. Did you identify yourself?
2. Is your email professional?
3. Is your email more like a letter vs. a text?
4. Were you respectful and polite?
5. Did you use correct spelling, grammar, punctuation?

TIPS TO REMEMBER



OLIVET

NAZARENE UNIVERSITY

Check your Olivet email often!
 Consider chain of command.
 If upset, allow a cool down time.
 Expressing concerns - use "I feel like" statements.
 Email is a reflection of you!
 Expect a 24-48 hour turnaround time.
 Use one email thread to the same person to avoid confusion.

PROGRAM DIRECTORY

Position Title	Name	Email	Phone #
FNP/PG-APRN Program Director	Dr. Kim Lynch	kllynch@olivet.edu	847.481.5913
MSN Program Director	Dr. Brooke Piper	blpiper@olivet.edu	847.481.5904
SON Clinical Coordinator	Jacki Blomquist	GraduateNursing@olivet.edu	815.928.5427
MSN/PG-APRN Program Support Coordinator	Rochelle Ruff	GraduateNursing@olivet.edu	
Online Advising Team		onlineadvising@olivet.edu	877.4.OLIVET (877.465.4838) Option 2
Benner Library Assistance/Research	Pam Greenlee	pgreenle@olivet.edu	815.928.5439
Additional Contact Information			
Canvas Support	Chat with Canvas Support		815.614.4357
CastleBranch Servicedesk.cu@castlebranch.com	<i>For requirements contact the SON Clinical Coordinator at</i> GraduateNursing@olivet.edu		888.914.7279
ProctorU <i>Immediate assistance is available through your account via Live Chat feature.</i>	https://go.proctoru.com/students/users/new?institution=1054		855.772.8678
Information Technology (IT) Help Desk	it@olivet.edu		815.939.5302
Registrar (e.g., commencement, transcripts)	registrar@olivet.edu		815.939.5201
ShadowHealth Account Support	https://support.shadowhealth.com/hc/en-us		800.860.3241
Student Financial Services	studentfinance@olivet.edu		815.939.5245

AMERICAN NURSES ASSOCIATION

2025 Code of Ethics for Nurses

“The Code of Ethics for Nurses (Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical practice and decision- making without dictating a specific framework or method. The Code is a nonnegotiable moral standard of nursing practice for all settings. ... The Code is revised and amended periodically through formal processes established by the American Nurses Association (ANA).” (ANA, 2025, Preface para 1)

“The revised 2025 Code of Ethics for Nurses (Code) kept what was current and changed what was necessary from the 2015 Code. The nine provisions of the 2015 Code have been retained and edited, with both additions and deletions. A tenth provision has been added to focus on ethical issues for nursing that are global in nature. ... The structure of this revision also retains interpretive statements for each provision that provide more specific guidance for practice, illuminate the current context of nursing, and situate nursing’s concerns in relation to health. Together, the provisions and interpretive statements constitute the Code of Ethics for Nurses”. (ANA, 2025, Introduction, para 6).

Provision 1	Nurses must practice with compassion and respect for the inherent dignity, worth, and unique attributes of every person. 1.1 Respect for Human Dignity 1.2 Relationships with Patients and recipients of Care 1.3 The Nature of Health 1.4 The Right to Self-Determination
Provision 2	The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population. 2.1 Primary Commitment to Recipients of Nursing Care 2.2 Conflicts of Interest and Conflicts of Commitment in Nursing 2.3 Professional Boundaries 2.4 Issues of Safety in the Nurse-Patient Relationship
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient. 3.1 Privacy and Confidentiality 3.2 Advocating for Persons Who Receive Nursing Care 3.3 Responsibility in Promoting a Culture of Safety
Provision 4	The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care. 4.1 Responsibility and Accountability for nursing Practice 4.2 Addressing Barriers to Exercising Nursing Practice Authority 4.3 Ethical Awareness, Discernment, and Judgment 4.4 Assignment and Delegation
Provision 5	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. 5.1 Personal Health and Safety 5.2 Wholeness of Character 5.3 Integrity 5.4 Professional Competence 5.5 Human Flourishing
Provision 6	The nurse, through continual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care. 6.1 The Environment and Virtue 6.2 The Environment and Ethical Obligation 6.3 Responsibility for the Healthcare Environment
Provision 7	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy. 7.1 Contributions through Knowledge Development, Research, and Scholarly Inquiry 7.2 Protection of Human Participants in Empirical Research 7.3 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards

	7.4 Contributions through Nursing, Health, and Social Policy Development 7.5 Considerations Related to Ethics, Technology, and Policy
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities. 8.1 Collaboration Imperative 8.2 Collaboration to Uphold Human Rights, Mitigate Health Disparities, and Achieve Health Equity 8.3 Partnership and Collaboration in Complex, Extreme, or Extraordinary Practice Settings
Provision 9	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. 9.1 Assertion of Nursing Values 9.2 Commitment to Society 9.3 Advancing the Nursing Vision of a Good and Healthy Society
Provision 10	Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing. 10.1 Global Nursing Community 10.2 Global Nursing Practice 10.3 Nursing Vision for Global Health 10.4 Global Nursing Solidarity 10.5 Global Nursing Health Diplomacy
American Nurses Association. (2025). <i>Code of ethics for nurses with interpretive statements</i> . Silver Spring, MD: American Nurses Publishing. https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/	

PRIVACY AND CONFIDENTIALITY

Students are required to comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and affiliated federal and state privacy laws while participating in online classrooms, clinical/practicum, or other educational activities. Protected Health Information (PHI), whether spoken, written, photographed, electronically stored, transmitted, or otherwise maintained, must remain confidential and may be accessed, used, or disclosed only as permitted for educational and patient care purposes.

Students shall:

- Maintain the confidentiality and privacy of all patient information.
- Access only information necessary to perform assigned educational or clinical responsibilities.
- Refrain from discussing patient information in public areas or with unauthorized individuals.
- Protect electronic and paper records from unauthorized access, use, or disclosure.
- Follow all clinical agency, institutional, and program policies regarding privacy, confidentiality, cybersecurity, and information security.
- Immediately report any suspected privacy breach, unauthorized disclosure, loss, theft, or inappropriate access of patient information to the appropriate faculty member and clinical supervisor.

Failure to comply with HIPAA requirements, institutional policies, or clinical agency confidentiality standards may result in disciplinary action by the nursing program, removal from the clinical setting, course failure, dismissal from the program, and/or legal penalties as provided by applicable law.

OLIVET NAZARENE UNIVERSITY
SCHOOL OF NURSING
Handbook Agreement

I, the undersigned, agree to the use of my course work and/or test scores, during my academic tenure at Olivet Nazarene University, for the purpose of evaluation and research, knowing the information will be presented as aggregated data. I understand my work/scores will not be able to be identified as mine in any published results, designed to enhance the overall quality of this and other nursing programs. As a graduate student, I understand the importance of participating in research designed to improve our MSN Program.

In addition, I have reviewed *Olivet Nazarene University MSN Nursing Student Handbook*, which is available on the Benner Library website. I accept responsibility for knowledge of the handbook contents and agree to abide by the standards and academic policies found herein. I accept responsibility for knowledge of the handbook contents of all new versions that might be distributed throughout my program.

I understand that it is advised that I complete the Olivet Online Orientation training prior to the start of my first course.

I understand I am responsible for monitoring and using my ONU email and keeping my contact information current with Olivet, as this is how the Nursing Faculty and Administration will communicate with me.

I understand the requirements for my declared track and its clinical/practicum are my responsibility, and to comply with the requirements outlined in my track's Student Clinical or Practicum Requirements Course.