

MUSKINGUM

U N I V E R S I T Y



Master of Science in Nursing Student Handbook

For Students Enrolled in Nursing Fall 2026

Electronic version:

<https://www.muskingum.edu/gal/student-resources/nursing>

Acknowledgements

Nursing Education at the Graduate level requires a different standard of application and a different scope of policies and procedures than is expected of other students on campus. This is necessary given the nature of our professional discipline and the need to safeguard both students and the public. This handbook contains the policies and procedures that are unique to the professional discipline of Nursing and the Department of Nursing.

This handbook supplements the general policies and procedures in the current Muskingum University Graduate Student Handbook and the *Muskingum University Graduate Course Catalog*. **The handbook has been revised and updated for graduate nursing students, effective Fall Semester 2026.**

Disclaimer: All information in this handbook is subject to change. The Department of Nursing reserves the right to make and implement changes to the policies as needed to meet the requirements of the clinical agencies we utilize. Students will be notified in accordance with the notification policy herein. If you have any questions, please contact your advisor.

***Signing this page indicates that I have read the information contained in the handbook and agree to be responsible for the contents of this document.** A complete copy of the *MSN Student Handbook* is available to me at <https://www.muskingum.edu/qal/student-resources/nursing>.

If at any point I have a concern about the current nature of the document, I will be responsible for downloading and/or referring to the *MSN Student Handbook*.

Print Student Name

Student Signature*

Date

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Muskingum University Masters of Nursing Leadership and Education Introduction

Welcome to the MSN Leadership and Education Program

Welcome to the Muskingum University Master of Science in Nursing (MSN) Leadership and Education Program!

We are delighted that you have chosen to join our community of nursing professionals who are committed to advancing healthcare through leadership, education, and excellence in practice. Your acceptance into this combined track reflects your dedication to professional growth and your potential to make a meaningful impact on patients, healthcare organizations, and future generations of nurses.

As you begin this exciting journey, you will have the opportunity to develop the knowledge, skills, and confidence needed to excel as both a nurse leader and educator. Through coursework, clinical experiences, and collaboration with faculty and peers, you will explore innovative approaches to healthcare leadership, curriculum development, teaching strategies, evidence-based practice, and organizational change.

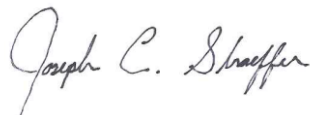
We recognize that pursuing graduate education while balancing professional and personal responsibilities can be challenging. Please know that our faculty and staff are committed to supporting you throughout your academic experience. We encourage you to engage actively in your courses, connect with your classmates, and take advantage of the resources available to help you succeed.

This program is designed not only to enhance your expertise but also to empower you to inspire others, lead positive change, and contribute to the advancement of the nursing profession. We are excited to partner with you as you work toward achieving your educational and career goals.

Once again, welcome to the MSN in Leadership and Education Program. We look forward to getting to know you and celebrating your accomplishments along the way.

Wishing you a successful and rewarding academic journey.

Sincerely,

A handwritten signature in cursive script that reads "Joseph C. Shaeffer".

Joseph C. Shaeffer DNP, RN
Director & Chair of Nursing programs
Muskingum University

Chapter 1. Nursing Program Description

Muskingum University Mission Statement

Muskingum University prepares a continuum of learners to think critically, excel professionally, grow personally, and contribute ethically to our changing world.

Muskingum University Value Statements

We create opportunity

We provide a strong return on learners' investments through high-quality instruction, wholistic programming, personalized support services, applied learning, and in-demand credentials that prepare all learners to thrive and make an impact.

We cultivate innovation

We deliver a comprehensive and dynamic educational program ensuring all learners are innovators, creative problem solvers, and confident risk takers with a strong sense of responsibility for our global future.

We build community

We develop an inclusive and vibrant community where every individual is respected, diverse perspectives are embraced, connections are fostered, and all learners are prepared to make meaningful contributions to society.

We provide access

We provide access to an affordable and exceptional educational experience for all learners so they can pursue their passions while positively impacting their social and economic well-being.

MSN Mission Statement

The Master of Science in Nursing (MSN) program at Muskingum University prepares professional nurses to assume advanced roles as leaders and educators in diverse healthcare and academic settings. Grounded in the liberal arts tradition and committed to service, the program develops graduates who integrate evidence-based practice, ethical leadership, and innovative teaching strategies to improve patient outcomes, advance nursing education, and strengthen healthcare systems.

Purpose

The purpose of the Muskingum University Nursing Department is to prepare graduates at both the baccalaureate and master's levels with advanced intellectual skills, ethical sensitivity, and practice-focused competencies. The department is dedicated to educating compassionate, innovative nurse leaders who can shape the future of healthcare, improve patient outcomes, and advance the profession in dynamic environments.

Program Philosophy

The mission and purpose of the Department of Nursing are congruent with and supportive of the mission and educational purposes of Muskingum University. The faculty share the belief that Muskingum University: "Prepares a continuum of learners to think critically, excel professionally, grow personally, and contribute ethically to our changing world." This mission supports the values of Muskingum University and the Nursing Department by creating opportunities, cultivating innovation, building community, and providing access to an exceptional educational experience for all learners.

The Muskingum University Department of Nursing services a rural area of East Central Ohio with a community representing a diverse cultural background. The rural context of the University provides a setting for explaining the application of knowledge to professional nursing practice. The faculty believes that the concepts of human, environment, health, nursing, and nursing education are central to the development of baccalaureate nursing programs. These concepts serve as a foundation for the curriculum design and selection of instructional methods and practices.

Each human is a unique being of worth and dignity, holistic in nature, and whose body, mind, and spirit develop throughout the lifespan. Each human is motivated by a set of perceptions, values, and beliefs. Humans have the power to be self-directive, to adapt or change behavior, to strive toward a healthy lifestyle, and to seek personal fulfillment for their lives. Humans consist of individuals, families, groups, organizations, communities, and global populations.

The environment consists of biophysical and sociocultural factors that impact the health of humans. There is constant interaction between humans and the environment. Humans should view the environment as an integral part of health relationship between the environment and health for individuals, families, groups, organizations, communities, and global populations. Humans can positively alter the environment to affect the health of themselves and others by promoting, maintaining, or changing the environment.

Health and illness are processes along a continuum that reflect the interaction between physiological, psychosocial, and spiritual aspects of human life. Both processes depend upon lifestyle, environmental and genetic factors which create major determinants of illness, disease, disabilities, and death. Humans' potential and resources influence their abilities to cope with

changes occurring along the health-illness continuum. Optimal health is the functioning of the human at maximum potential in an integrated way within the environment. Health promotion are activities which emphasize maximizing health, such as client teaching, behavioral change, family dynamics and holistic assessment.

The basis of professional nursing is in liberal arts education and integrates knowledge from nursing, the arts, sciences, and the humanities. Within the liberal arts setting, professional nurses learn to use oral and written communication and information technology to communicate effectively. Nursing focuses on the promotion of health, prevention of disease and disability and provision of care for those who are ill or in the process of dying. The method of scientific inquiry is used with the nursing process framework to assess, diagnose, plan, implement and evaluate client responses. Critical thinking is the basis for the nurse's application and use of knowledge and experiences to make clinical judgements. Nurses evaluate and apply evidence-based research findings in order to provide safe, high-quality care.

Professional nurses must be able to practice teamwork and collaboration and also work autonomously within ever-changing, complex healthcare delivery systems that require effective leadership, professionalism, communication, and technological skills to work productively with inter-professional staff in a variety of healthcare settings. Professional nurses also practice healthcare delivery systems that focus on cultural, historical, economic, legal, organizational, environmental, educational, and political perspectives to provide high-quality care. Cultural competence is the process in which the nurse seeks to work effectively within the cultural context of the individual, family, or community. Cultural competence is defined in terms of cultural awareness, cultural knowledge, cultural skill, and cultural encounters.

Based on nursing history and practices, caring is a process of nurturing activities and values that are essential to the practice of nursing. The University and the Department of Nursing seek to promote a positive influence on the health of the community through a person-centered caring process.

Nursing education is an interactive teaching-learning process within an environment conducive to the development of collegial relationships. Education is a dynamic process that directs and facilitates learning. Teaching is the ability to structure content and processes for student learning. Learning is an active, life-long process of acquiring knowledge and skills that brings about actual or potential changes in behavior. Learning is facilitated when activities are goal-directed, purposeful, and meaningful for the learner. The faculty guides, directs, facilitates, and evaluates learning while promoting critical thinking, active participation, and independent thinking by students.

In the twenty-first century, the professional nurse must have knowledge and skills that prepare one for a long-term career in a changing practice environment which addresses the needs of individuals across the lifespan, including culturally diverse, vulnerable, and underserved populations. With knowledge that is complex and changing, baccalaureate professional nurses cannot possess all the knowledge necessary to provide high quality nursing practice. Therefore, baccalaureate professional nurses need to promote self-evaluation and life-long learning.

Philosophy Statement Key Concept Definitions**Person-Centered Care**

Recognize the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for client's preferences, values, and needs (Ohio Nurse Competency Model, 2013).

Teamwork and Collaboration; Communication

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making, to achieve quality client care and positive health outcomes, and to enhance client satisfaction (Ohio Nurse Competency Model, 2013).

Evidence-Based Practice

Integrate best current evidence with clinical expertise and client/family preferences and values for delivery of optimal health care (Ohio Nurse Competency Model, 2013).

Quality improvement; Safety

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems thus minimizing the risk of harm to clients and providers through both system effectiveness and individual performance (Ohio Nurse Competency Model, 2013).

Informatics and Technology

Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making (Ohio Nurse Competency Model, 2013).

Leadership & Professionalism

Influences the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals; and demonstrates accountability for the delivery of standard-based nursing care consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles (Ohio Nurse Competency Model, 2013).

Systems-Based Practice

Demonstrate an awareness of and responsiveness to the larger context of the health care system and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value (Ohio Nurse Competency Model, 2013).

Health Promotion

Activities which emphasize maximizing health, such as holistic assessment, individualized client and family teaching, behavioral change, and

identification of resources (Adapted from The Essentials of Baccalaureate Education for Professional Nursing Practice, 2021).

Life-long Learning

The engagement of health professionals in learning activities to gain the competencies needed to provide care for diverse populations across the lifespan throughout their career (Adapted from IOM Nurse of the Future, 2010).

Program Educational Objectives

Graduates of the MSN in Leadership and Education who successfully complete the program will have satisfied the objectives identified below:

- Lead healthcare teams and organizations to improve quality and safety outcomes
- Design, implement, and evaluate nursing education programs across settings
- Integrate evidence-based practice into leadership and teaching roles
- Collaborate across disciplines to enhance patient care and learning environments
- Advocate for health policy and educational advancement
- Utilize technology and informatics in healthcare and education
- Demonstrate ethical, culturally responsive, and professional leadership
- Mentor and develop the nursing workforce
- Apply quality improvement strategies to clinical and academic outcomes
- Lead organizational and educational change initiatives

Chapter 2. Nursing Organizational Structure

The Department of Nursing is one of eight departments that make up the Natural/Applied and Health Sciences Division at Muskingum University. With three undergraduate tracks to the BSN: one designed for prelicensure traditional undergraduate students, one for prelicensure accelerated BSN students and one for post-licensure RN-BSN and there is one track to the MSN for post-licensure graduate student's reporting structure that supports the needs of the Department. Figure 1 follows and represents the reporting structure for the Department of Nursing.

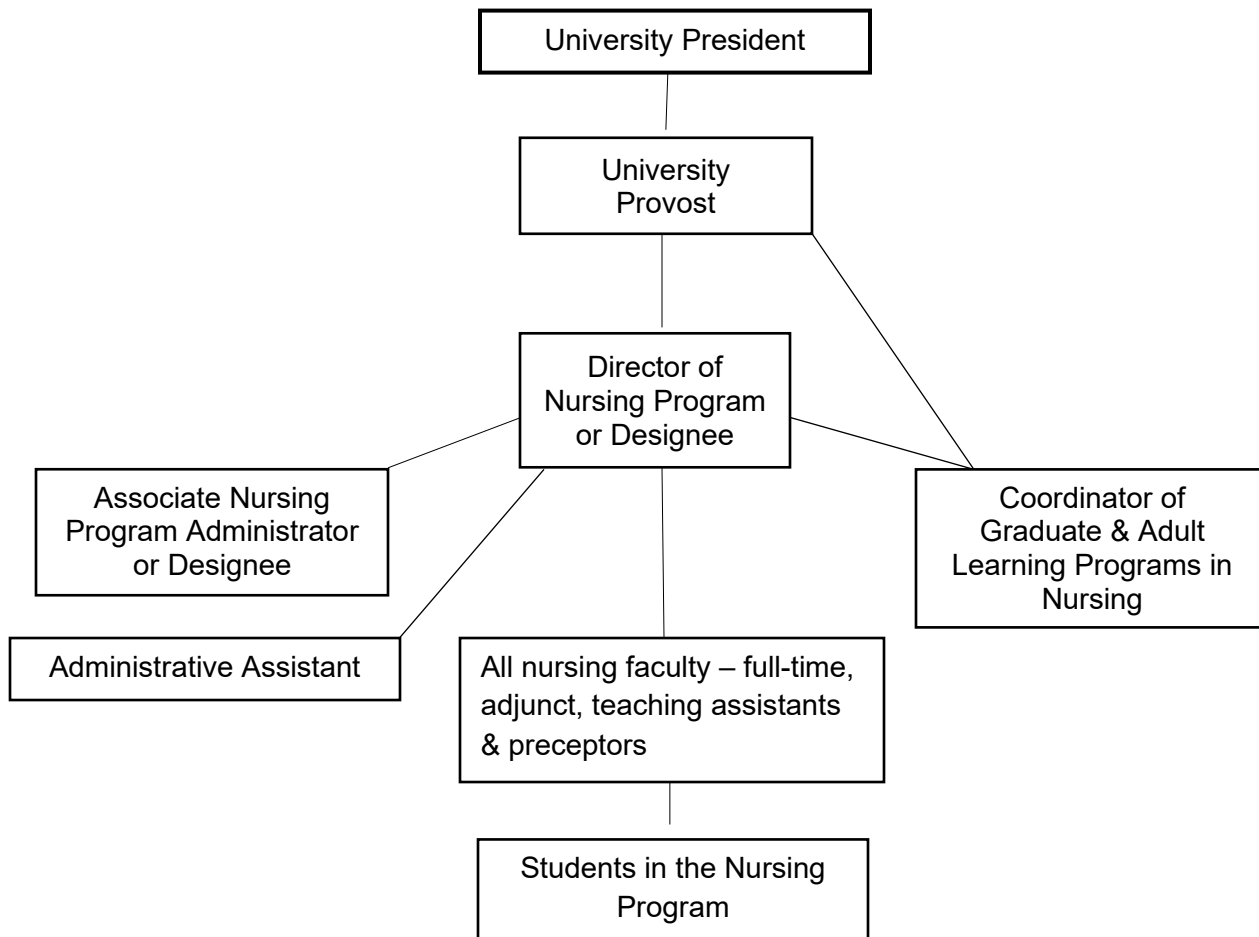


Figure 1. Reporting Structure for the Department Nursing

Offices

The administrative offices for the Department of Nursing are situated on the second floor of the Boyd Science Center. The office of the Director of Nursing Programs is room 222, while the Assistant Nursing Program Administrator's office is room 227. Room 221 houses the department's Administrative Assistant, where physical copies of student records for academic

advising and clinical placement requirements are stored when not kept electronically. Additionally, full-time faculty mailboxes are in this office, and their offices are also on the second floor of the Boyd Science Center

Student Governance

The Department of Nursing has an internal governance structure in addition to the governance structure of Muskingum University. Internal to the Department, graduate students are invited to actively participate in governance activities. Each student track will participate in a format that is appropriate to that track.

Department of Nursing Committees

- *Admission/Progression/Graduation Committee.* The functions of this committee are to identify problems encountered in implementing admission policies, periodically reviewing admission policies in coordination with the Muskingum Admissions office, as well as being available to address student questions and concerns related to admission and progression status, provide admission counseling and track progression toward completion.
- *Curriculum Committee.* The functions of this committee are to review and evaluate course outlines, proposed curriculum changes, grading and evaluation policies, and clinical expectations of each course.
- *Faculty/Student Activities Committee.* This committee facilitates student/faculty interactions, guides the development and planning of non-curricular student activities, and serves as a communication link between students and faculty.
- *University Committees.* All students are encouraged to take an active role in campus life. Serving on a campus committee is one way to demonstrate involvement on campus.

Student Representatives

MSN Completion Post-licensure Track

No class officers will be selected for this track. All MSN students are solicited for feedback regarding matters discussed within the Department of Nursing that pertain to their degree completion process. This is done through the University email system.

Chapter 3. Nursing Program Policies and Expectations

Admission to MSN program

Admission of currently licensed registered nurses to the MSN degree completion program is managed by Graduate and Adult Learning (GAL), the unit responsible for the Muskingum Adult Degree Completion Program (MAP), as outlined in the graduate catalog at <https://catalog.muskingum.edu/index.php>.

The program requirements of students who have applied and been admitted to a degree or licensure program will be governed by the Graduate Catalog in effect at the time of application. Curriculum changes to meet licensure requirements supersede provisions in the catalog of entry. The program requirements of students who take more than nine semester hours of credit in any program, but who have not been admitted, will be governed by the Graduate Catalog in effect at the time of their first enrollment. The University reserves the right to change, without notice, the rules, policies, fees, curricula, courses, and other matters.

Admission Requirements

Registered Nurse students are accepted to Muskingum University and the MSN Program based upon meeting the criteria as noted in *Table 3a*. The Application for Admission to the Nursing Program (MSN program) is located online, <https://www.muskingum.edu/gal/master-science-nursing/admission>. Additional information is located in the Muskingum Adult Program Graduate Catalog.

Table 3a:

To be considered for admission to Muskingum's MSN program track.

Admission Requirement	Details
Current RN License	Must hold a current, active, unencumbered license to practice as a Registered Nurse (RN).
BSN Degree	Must hold a Bachelor of Science in Nursing (BSN) degree from a nationally accredited college or university (AACN, CCNE, or NLN-CNEA).
BSN Degree Exception	Applicants who hold a BSN but do not fully meet admission requirements may be granted provisional admission .
Submission Requirements	Applicant must submit all pertinent university or college official transcripts for review
Minimum GPA	Must have earned a cumulative GPA of 3.0 or higher in the BSN degree program.
GPA Exception	Applicants from accredited BSN programs that do not provide a cumulative GPA, or whose GPA is below 3.0, may be granted provisional admission .
Graduate Admission Requirements	Must meet all requirements for admission to Muskingum University's graduate programs.

Planning Meeting	Must complete a planning meeting with the Director of Nursing or assigned designee
Special Notes	To enroll in the MSN program, a student must reside in a state that authorizes Muskingum University to offer this program through distance learning to its residents To register for classes in a session, a new student must be accepted and pay their deposit in Slate (Advisors have the authority to waive deposit) by the Wednesday prior to the start of a session in which they are registering for classes.

Provisional Admission

Applicants who hold a BSN but do not fully meet admission requirements or are from accredited BSN programs that do not provide a cumulative GPA, or whose GPA is below 3.0 may be granted **provisional admission**. After successfully completing **12 semester credit hours** in Muskingum University's MSN program with a grade of **B or higher**, the student will be granted **unconditional admission status**.

Enrollment in Graduate Courses: Non-degree Status Students

There are two categories of non-degree status students:

- Students enrolled in the traditional program at the Senior level status, 3.5 GPA or higher, and approval of the Director of Nursing or Designee.
- BSN graduates who are interested in enriching their professional practice with Graduate courses. These students can take up to 9 credits, which will count toward the MSN if they choose to apply for graduate study.

Non-degree status student policy is found in the Graduate Catalog,
<https://catalog.muskingum.edu/content.php?catoid=12&navoid=532#student-active-status-policy>

Those non-degree-seeking students who wish to take a graduate course must meet with the Director of Nursing or designee to receive approval for course registration.

Student Readmission

The foundation of this policy comes from the *Muskingum University Graduate Catalog*. Students who have either withdrawn or been dismissed from the University and desire to re-enter must apply for re-admission through the established channels. Please contact the Admissions Department to obtain information regarding re-admission to the University. Academic coursework taken since departure from Muskingum is considered in the readmission decision. The request to re-admit to the MSN Nursing track must be approved by the Director of the Department of Nursing or designee. The *MSN Readmission/Re-Entry Petition* can be found in the Appendices (see *Appendix B*).

In the event the request for readmission comes after dismissal from the Department of Nursing for “cause” including failure to meet progression requirements, academic dishonesty, drug policy violation, change in criminal background check, or failure to meet clinical practice standards, the

applicant must petition the “Admission/Progression/Graduation Committee” of the Department of Nursing for recommendation of readmission and placement in the appropriate program track. Ohio Administrative Code-4723-5-12 (A) (2) requires “the readmitted student meet the curriculum requirements effective at the time of readmission.” *The MSN student, if readmitted, must successfully complete the **specific NURS course** in which they were previously unsuccessful **before enrolling in any additional NURS courses**.*

Applications for readmission of a student dismissed for academic reasons will be considered only after a minimum of one semester following dismissal and will be subject to program requirements in effect at the time of reinstatement, at the start of the session in which they register a session in which they are registering for classes.

Policy for Awarding Transfer Credit to Meet Admission Requirements

The University’s policy on advanced standing is published in the *Muskingum University Graduate Course Catalog*. As a professional program, Nursing has additional requirements to those in general for the University. This opportunity is for the MSN student who started their program at another college or university’s accredited MSN in Leadership and/or Education tracks nursing program, but wants to be considered for admission into the nursing curriculum without repeating similar nursing coursework from another program. These students must complete a *GAL Application for Admission to Muskingum University, Appendix A* or found online <https://www.muskingum.edu/gal/master-science-nursing/admission>.

Candidates are selected based on the following criteria found in *table 3b*, and seats available in a cohort of students. University policy limits transfer credit to a maximum of nine semester hours of credit.

Table 3b

Requirement	Description
Accredited Nursing Program	The original graduate-level nursing program must <i>have held</i> CCNE, ACEN, or NLN-CNEA accreditation during the applicant’s enrollment. Applicants seeking to transfer credit from a non-accredited program may be provisionally admitted, provided all other admission requirements are met.
Minimum GPA	Applicants must have a minimum weighted GPA of 3.0 on a 4.0 scale from all previous college coursework.
Course Grade Requirement	Applicant must submit all pertinent university or college official transcripts for review. Courses submitted for transfer credit must have been completed with a grade of B or higher and must have been completed within the past five years .
Course Syllabi Submission	Applicants must submit syllabi for all courses completed at another institution to the Director of Nursing and/or designee for evaluation as part of the application process.
Additional Evaluation	The Department of Nursing may require additional documentation or assessments on an individual basis to determine competency and eligibility for advanced standing.
Interview Requirement	A personal interview with the Director of Nursing Programs and/or designee is required after all application materials and supporting documentation have been received.

Nursing students who elect to take courses at another college or university and transfer them to Muskingum University (MU) to meet requirements for the MSN Nursing program **must meet with their academic advisor and complete a Muskingum University Transfer Credit Petition prior to registering for the course.** Students who do not complete the transfer credit petition cannot be assured that the course taken and transferred will meet the nursing program's progression requirement.

Policy for Awarding Transfer Credit for Military Education or Skills Training

For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the Muskingum University Director of the Nursing Programs and/or designee will review the military education and skills training that may be applicable to the MSN program. If the military education and/or skills are substantially equivalent to the nursing course content transfer credit will be awarded. Transfer credit will be awarded on a course-by-course basis. The transfer credit will be noted on the student's official Muskingum University transcript. If the course is not substantially equivalent to award nursing course credit it may be used as transferable elective credit at Muskingum University.

Student Progression

All students enrolled in the Master of Science in Nursing (MSN) program must meet all requirements of the curriculum plan. A student in the program may attempt only one nursing course (NURS) twice.

- An attempt is defined as being enrolled in an 8-week course beyond the Friday of the first week by 11:59pm.
- A grade of "B- "or lower or a "W" (withdrawal) for other than approved extenuating circumstances of any nursing course will constitute an attempt. MSN students enrolled in Muskingum Graduate Adult Learning (GAL)
- Students may withdraw from a course up to 75% of its completion.
 - In an 8-week course, a student can withdraw and receive a grade of "W" on their transcript until 11:59 PM on Friday of Week 6. After this deadline, students are no longer permitted to withdraw, and any grade assigned by the instructor will be recorded on the transcript.

A student who earns a grade below "B" in two NURS courses in the program curriculum will be dismissed from the Nursing Program.

A minimum grade of "B" is required in all Nursing courses as well as the **EDUC** and **MOLP** courses listed in the curriculum plan. If a grade lower than a "B" is earned, this course must be repeated in order to enroll in subsequent MSN program courses. In accordance with the MSN curriculum plan. A "B- ", or less, in any of the courses noted in the curriculum plan is viewed as unsatisfactory and must be repeated before the student can progress further in the MSN program. Students who are unable to successfully complete the required courses due to other extenuating circumstances will not be permitted to progress in the program.

Please refer to the Muskingum University graduate catalog for further information regarding university policies regarding course withdrawal.

<https://catalog.muskingum.edu/content.php?catoid=9&navoid=446#course-withdrawal>

Degree (Completion) Requirements

- all requirements in the major
- earn a final grade of B or higher in all courses
- satisfy the degree requirements of Muskingum University as defined in the Muskingum University Graduate Course Catalog or the Muskingum Graduate and Adult Learners (GAL) Graduate Student Handbook
- the “Application to Graduate Muskingum University” (Graduate); the Muskingum Graduate and Adult Learners (GAL) “Application to Graduate.”

Required Core Courses for the MSN Degree

These include the following courses or their equivalent as published in the *Muskingum University Graduate Course Catalog* for the year the student was admitted to Nursing.

ADULT EDUCATION COURSES — 9 CREDITS

EDUC-574- Foundations of Adult Learning (3)

EDUC-575- Instructional Strategies for Adult Learners (3)

EDUC-576- Designing Programs for Adult Education (3)

ORGANIZATIONAL LEADERSHIP COURSES — 9 CREDITS

MOLP-781- Leadership Literacy: Applying Theory to Practice (3)

MOLP-784- Ethics, Law, & Professional Practice (3)

MOLP-786- Systems, & Design Thinking (3)

Required Nursing Courses in the MSN (17 credits)

NURS-701- Research & Evidence-Based Nursing Practice (3)

NURS-702- Advanced Pathophysiology, Pharmacology, & Physical Assessment (3)

NURS-703- Healthcare Issues & Trends in Communities, Families, & Individuals (3)

NURS-704- Healthcare Management Information Systems (2)

NURS-705- Healthcare Economics & Finance (2)

NURS-706- Nursing Education Internship (2) (capstone course)

NURS-707- Nursing Leadership Internship (2) (capstone course)

Table 3c.1 MSN Sample Full-Time Curriculum Plan

	Fall I	Fall II	Spring I	Spring II
Year 1	EDUC 574 Foundations of Adult Learning (3) NURS 701 Research & Evidence-Based Nursing Practice (3)	NURS 702 Advanced Pathophysiology, Pharmacology, & Physical Assessment (3) NURS 705 Healthcare Economics & Finance (2)	EDUC 575 Instructional Strategies for Adult Learners (3) NURS 703 Healthcare Issues & Trends in Communities, Families, & Individuals (3)	EDUC 576 Designing Programs for Adult Education (3) MOLP 784 Ethics, Law, & Professional Practice (3)
Year 2	MOLP 781 Leadership Literacy: Applying Theory to Practice (3) NURS 704 Healthcare Management Information Systems (2)	MOLP 786 Systems, & Design Thinking (3)	NURS 706 Nursing Education Internship (2) (capstone course)	NURS 707 Nursing Leadership Internship (2) (capstone course)

Table 3c.2 MSN Sample Part-Time Curriculum Plan

	Fall I	Fall II	Spring I	Spring II
Year 1	EDUC 574 Foundations of Adult Learning (3) NURS 701 Research & Evidence-Based Nursing Practice (3)	NURS 702 Advanced Pathophysiology, Pharmacology, & Physical Assessment (3)	EDUC 575 Instructional Strategies for Adult Learners (3)	EDUC 576 Designing Programs for Adult Education (3)
Year 2	NURS 704 Healthcare Management Information Systems (2)	NURS 705 Healthcare Economics & Finance (2)	NURS 703 Healthcare Issues & Trends in Communities, Families, & Individuals (3)	MOLP 784 Ethics, Law, & Professional Practice (3)
Year 3	MOLP 781 Leadership Literacy: Applying Theory to Practice (3)	MOLP 786 Systems, & Design Thinking (3)	NURS 706 Nursing Education Internship (2) (capstone course)	NURS 707 Nursing Leadership Internship (2) (capstone course)

Adult Education Course Descriptions

EDUC 574 - Foundations of Adult Learning & Development Across Contexts- (3)

Explores foundational and contemporary theories of adult learning and development. Students apply these theories to diverse professional settings, including education, healthcare, corporate training, and coaching. Topics include motivation, cognition, identity, and the implications of adult developmental stages for instructional design.

EDUC 575 - Instructional Strategies for Adult Learners- (3)

Focuses on creating inclusive, learner-centered instructional experiences for adult learners. Emphasizes accessibility, cultural responsiveness, and alignment of learning objectives with assessments. Students will develop instructional plans tailored to diverse adult populations, including working professionals and non-traditional learners.

EDUC 576 - Designing Programs for Adult Education- (3)

This course explores the principles, practices, and processes involved in developing effective educational programs for adult learners. Emphasizing learner-centered design, the course examines the unique characteristics, motivations, and needs of adult learners in diverse contexts. Students will engage with theories of adult learning, needs assessment strategies, curriculum development models, and evaluation techniques. Students will create inclusive, relevant, and outcomes-based programs that support lifelong learning and professional development across contexts.

Organizational Leadership Course Descriptions

MOLP 781 - Leadership Literacy: Applying Theory to Practice (3)

This course is grounded in theories and models of Organizational Leadership. This course examines the various components of the leadership process, including leaders, followers, goals, contexts, and cultural values and norms. The course also explores the dynamic relationship between leaders and followers, the means used by leaders and followers to achieve their goals, and the ethical implications of those means and the goals themselves. Focus is placed on how the concepts explored in class translate to application, as well as the importance of continuing to develop one's understanding and practice of leadership throughout one's lifetime. Pre-requisites: None

MOLP 784 - Ethical Leadership and Policy Development (3)

This course presents ethical leadership as the process of using ethical theories to make sound decisions, as well as using one's position of leadership to bring about positive organizational change. The course examines the ways different theories and models of ethics influence the various components of the leadership process including leaders, followers, goals, contexts, and cultural values and norms as well as the interplay among these components. The course also examines the ethical implications of popular approaches to leadership. The course is designed to enable learners to articulate their own code of ethics and apply this code to their approach to leadership. In addition, the course will assist in building the learner's thinking capacity to use ethical theories and models to make sound ethical decisions and develop policies for an organization. Pre-requisites: None

MOLP 786 - Systems Thinking (3)

This course focuses on making decisions in today's world, a world increasing in complexity, with broad changes and uncertainties. These changes and uncertainties create the need for approaches that allow those in positions of leadership to discern the real dimensions of wicked

problems and the causes that create them as well as putting together the parts to make decisions within and selecting the best actions for an organization. Using systems thinking, students will investigate the factors and interactions that contribute to or could contribute to possible outcomes. The course will help develop and hone skills necessary to analyze complex problems, formulate well-reasoned arguments, and consider alternative points of view. It will help assess innovative business models, identify crucial issues, develop and present well-reasoned positions, and evaluate evidence. Pre-requisites: None

Nursing Course Descriptions

NURS 701 — Research & Evidence-Based Nursing Practice (3 cr)

This graduate-level course develops the students' writing skills from fundamentals to beyond the basic concepts of evidence-based practice and nursing research. It introduces intermediate research methods and applied statistics that support evidence-based practice scholarship in nursing. The course includes literature search methods, critiques, and synthesis of evidence related to clinical nursing problems. Selected nursing theories are reviewed with a focus on providing a framework for nursing research. Students will develop research questions, evaluate research methods and designs, and search for evidence-based literature to investigate clinical practice and other nursing-related issues.

NURS 702 — Advanced Pathophysiology, Pharmacology & Physical Assessment (3)

This course develops the knowledge of human pathophysiology, physical assessment, and pharmacology, with consideration given to diverse populations across the lifespan. These are essential concepts in experiential nursing education. Learners will explore teaching strategies that are essential for teaching in the clinical environment and enhance critical thinking. Treatment and health-promotion practices are also presented in accordance with evidence-based nursing practice. Students will utilize cognitive, affective, and psychomotor skills to advance their understanding of the experiential learning environment and employ these skills in their specialty practice areas. Leadership roles that use these teaching strategies within healthcare are explored.

NURS 703 — Healthcare Issues & Trends in Communities, Families & Individuals (3)

This graduate-level course provides a comprehensive exploration of current and emerging healthcare issues and trends impacting communities, families, and individuals. Drawing on theoretical and evidence-based knowledge, students will critically analyze the dynamic nature of healthcare delivery, finance, policy, and practice. Emphasis is placed on the master's prepared nurse's role as a leader, advocate, and agent of change in promoting health equity, quality, and safety. The online format will leverage interactive lectures, asynchronous discussions, and multimedia resources to foster a collaborative and engaging learning environment.

NURS 704 — Healthcare Management Information Systems (2)

This course examines the interconnections between health policy and informatics, focusing on their roles within the healthcare landscape. Students will analyze the healthcare system and the policies that influence decision-making at various levels. The curriculum enhances understanding of professional responsibilities within this ecosystem and examines technologies and health information systems for effective record-keeping and communication. Students will develop essential information literacy skills for navigating evidence in the Master of Nursing (MSN) program, preparing them to contribute to policy development and informatics strategies that improve health outcomes.

NURS 705 — Healthcare Economics & Finance (2)

This course offers an in-depth exploration of the U.S. healthcare finance system. Students will engage with the essential components of healthcare finance, gaining insights into financial data analysis, systems integration, and operational processes. Through a combination of theoretical frameworks and practical applications, learners will identify opportunities to improve performance to enhance revenue growth while reducing expenditures. The course will equip students with the analytical skills necessary to navigate the complexities of healthcare finance and contribute effectively to advancing sustainable financial practices within healthcare organizations.

NURS 706 — Nursing Education Internship (Capstone) (2)

This is the graduate capstone experience of the MSN Leadership and Education program with a focus on nursing education in a health care organization or college/university under the direction of a master's or doctoral-prepared nurse educator. Students will complete 150 hours of internship experience and undertake an evidence-based, substantive change project that contributes to a positive performance improvement outcome within the organization. Pre-requisite – Must complete the didactic courses required in the curriculum before enrolling in this course. (Pre-requisite NURS 701, 702, 703, 704, 705)

NURS 707 — Nursing Leadership Internship (Capstone) (2)

This is the graduate capstone experience of the MSN Leadership and Education program with a focus on nursing leadership in a health care organization under the direction of a master's or doctoral-prepared nurse leader. Students will complete 150 hours of internship experience and undertake an evidence-based, substantive change project that contributes to a positive performance improvement outcome within the organization. Pre-requisite – Must complete the didactic courses required in the curriculum before enrolling in this course. (Pre-requisite NURS 701, 702, 703, 704, 705, 706)

Program Fees/Expenses and Refund Information

Muskingum University establishes the tuition structure for all students. The Department of Nursing works with the University business office to establish any additional fees specific to the nursing program. Please refer to the University financial aid office website for tuition cost, and program refunds at:

<https://www.muskingum.edu/administration/student-accounts/cost>

Attendance Policy

In accordance with University standards the Department of Nursing operates on the principle that learning is advanced by attendance and active participation of all learning activities.

Students are expected to actively engage in learning, participating in both online (synchronous or asynchronous) and face-to-face classes (if applicable) and completing work on time. Faculty should be notified of the reason for any absence.

Students will not be denied the opportunity to make up coursework missed because of a bona fide medical, personal, or family emergency, or when timely notice is received, and the absence is excused. Students must communicate in a timely manner to the lead faculty at least a week in advance for planned absences and as soon as possible for emergencies. Please refer to the University policy at <https://catalog.muskingum.edu/index.php>

Dismissal from Nursing

A Nursing major may only repeat one nursing course without being dismissed from the Nursing program. There are additional references to the potential of dismissal from Nursing throughout this handbook. A student who has been dismissed from the program should contact their advisor for assistance with this process.

Should the student enrolled at MU wish to petition for readmission to Nursing, this may be done using the following process:

1. Wait one year from the time of dismissal
2. Submit a Readmission/Re-Entry petition with a cover letter to the Director of the Department of Nursing addressing the issues that led to dismissal and what evidence the student has to support that the appropriate change has occurred and how he/she plans to be successful in completing the program should readmission occur.
3. The Director will take the petition to the appropriate Department of Nursing governance committee for action at their next scheduled meeting time.

The Director or designee will notify the student in writing of the committee's decision/outcome.

Student Guidance and Counseling Services Availability

Muskingum University is committed to fostering a supportive and inclusive learning environment that promotes the well-being of all students. Graduate education can be both rewarding and challenging, and students may experience personal, academic, professional, or emotional stress throughout their educational journey. Maintaining positive mental health is an important component of academic success, professional development, and overall wellness. Students are encouraged to seek assistance whenever they feel overwhelmed, anxious, depressed, stressed, or in need of support. Seeking help is a sign of strength and professionalism. Early intervention and support can help students effectively manage challenges and maintain their academic and personal goals.

A variety of mental health resources are available nationwide, including:

- **988 Suicide & Crisis Lifeline**
Call or text **988** anytime, 24 hours a day, 7 days a week, for confidential support during emotional distress, mental health crises, or suicidal thoughts.
- **Crisis Text Line**
Text **HOME** to **741741** to connect with a trained crisis counselor at any time.
- **Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline**
Call **1-800-662-HELP (4357)** for free, confidential information and referrals for mental health and substance use services.
- **Veterans Crisis Line**
Dial **988** and **press 1**, text **838255**, or chat online for confidential support specifically for veterans, service members, and their families.
- **National Alliance on Mental Illness (NAMI)**
Visit **www.nami.org** for mental health education, support groups, advocacy resources, and information for individuals and families.

Academic Advising

Following admission to the MSN program each student is advised by the Director of Nursing and/or designee. An audit worksheet is used as a guide to assist students with tracking their

progress toward their degree completion. The Muskingum Adult Program *Course Audit Worksheet* can be found in *Appendix C*.

Academic Record Management Policy

It is the policy of the MSN program that records regarding student admission, enrollment, academic achievement, and transcripts will be maintained and kept in a secure setting consistent with Family Educational Rights and Privacy Act regulations. Grades and credits for courses will be recorded on the students' transcripts and permanently maintained by the Registrar's office. Faculty will comply with policies of the institution for submission of grades and documentation.

Procedure:

All official records for MSN students, including transcripts and all information pertaining to grades and course credits, are maintained by the Registrar's office per the University's record retention policy.

Access to the information is provided via the University approved electronic records system. Faculty will comply with instructions and password protection for the use of all record systems of the University.

A working file for each student will be maintained in the Nursing department in a locked filing cabinet or secure password-protected electronic record system. Access to the key for the filing cabinet and password protected electronic records system is limited to full-time MSN faculty and the administrative assistant. Working files will be maintained for three years. One year following the student's graduation or their cohorts' expected graduation date, whichever is latest, all official records will be moved to the Registrar's office.

The Registrar's office will maintain the students' official records for a minimum of 10 years. After 10 years, the student records, physical and electronic, will be destroyed.

Process for Filing Grievances and Appeals (formal complaints)

A formal complaint is defined as a written communication either by email or letter that is signed and addressed to the Department of Nursing (DON) Chair and expresses dissatisfaction with any function or responsibility of the DON.

The purpose of the policy is to provide a mechanism to demonstrate attention to credible complaints. The more important purpose is to use the data to identify patterns of behavior or experiences that could indicate action needed in such areas as personnel, process, or curriculum. The Director of Nursing Departments and/or Designee is responsible for the following:

1. Contacting the complainant to determine potential resolution or clarification of facts
2. Determining the appropriate routing and follow-up for any formal complaint
3. Reporting to the Nursing Faculty Organization on the nature and scope of any and all formal complaints
4. Reporting to the appropriate Vice President or Provost
5. Maintaining a record of formal complaints with any and all follow-up records for a period of 3 years, or for the duration of enrollment if a student is involved.

6. Timeliness is important. Students who decide to appeal a grade earned in a nursing course must do so in writing within two weeks after the semester in which the grade was earned and appealed in order to facilitate student progression should the appeal be overturned.

This process is not intended to replace the existing Muskingum University grievance or appeals process for students or faculty.

Statute of Limitations

Graduate students must complete a degree within the time period required by the program or mandated by licensure. If no such requirement or mandate exists, the student is required to complete a degree within eight years following the first term of enrollment regardless of full- time or part-time status. Students who do not complete the degree within the statute of limitations may seek reinstatement by:

- Writing a letter requesting reinstatement
- Completing a new application form
- Paying the matriculation fee
- Interviewing with the Program Director

Students seeking reinstatement must meet the admissions standards and graduation requirements in place at the time of reinstatement.

Student Active Status Policy

Muskingum University will update student records three times per year to determine which degree seeking students are actively pursuing their program.

- January 31
- June 30
- September 30

To be considered actively pursuing a program, a student must be currently enrolled, registered for a future course, or have been enrolled in one of the two preceding sessions. Sessions considered are fall, spring, and summer. For example, on January 31st, a student must either be currently enrolled in a course, registered for a future course, or have taken a course in the immediately preceding fall or summer session.

When a student's program is inactive, they are no longer enrolled at Muskingum University, no longer have an active email account associated with the university, and no longer have access to any student systems or campus facility. If a student's program is inactive and they wish to re-enroll, they must contact the Registrar's Office. If a student is inactive for more than 5 years, they must re-apply to the university. Students can work directly with Admissions for assistance on re-enrollment.

Capstone Performance Evaluation Nursing Courses

Students must achieve a "satisfactory" performance on all course objectives by the end of each capstone course. Students who do not meet this standard will receive an "unsatisfactory" and not pass the course.

Students should be informed throughout the course about their progress for the capstone objective. Consistent performance improvement is important and expected. At any point during the capstone course a student's performance demonstrates that either the student, or client's safety is at risk, the student will be removed from the clinical setting and may be removed from

the course. Agencies also have the right, at their discretion, to not permit the return of an individual. In the event that a student is having difficulty meeting one or more of the capstone course objectives the faculty member in conjunction with the teaching assistant (if used) is expected to meet with the student and document the performance concern using the *Personal Accountability and Responsibility Performance Report* form (Appendix D). The lead faculty completes the faculty section of the form, and the student completes the “student response” section. The report is filed in the student’s clinical evaluation file. In situations where a teaching assistant (TA) is providing clinical supervision, both the TA and the lead faculty must sign all documentation.

At the conclusion of each capstone course the lead faculty, teaching assistant (if used) and student will sign and date the capstone evaluation. Students may review their capstone files upon request.

Post Licensure MSN Program

Documentation of Capstone project of enrolled students in Nursing 706 (Nursing Education Internship) and Nursing 707 (Nursing Leadership Internship) is required for MSN students.

1. All students enrolled in the MSN program maintain their current RN licensure in good standing through enrollment in the nursing program.
2. Clinical experiences in NURS 706 and 707 directly support the development, implementation, and evaluation of a clinical-based project that is mutually acceptable to both the agency and the faculty member teaching the course.
3. The performance of the student is evaluated as Satisfactory or Unsatisfactory based on the criteria established for each capstone course (see clinical evaluation form for NURS 706 and NURS 707 on the following pages).
4. The faculty may assign a letter grade to the project implementation that reflects the quality of the presentation. This letter grade evaluates the quality of the student’s work. For example, a presentation to a select group of patients or nursing staff responsible for the care of a targeted population. Faculty will develop a grading rubric for evaluation of the letter grade associated with this portion of the course evaluation.
5. In order to receive a passing grade (“B” or better), the student must achieve a Satisfactory rating in all of the capstone evaluation components listed. Preceptors (if used) will have input into the clinical evaluation process. It is the faculty members’ responsibility to assign the S/U grade for clinical performance.

Precepted-Learning

Precepted-Learning Experience Policy

Preceptors are valuable assets to Muskingum University's Department of Nursing. As clinical experts, preceptors facilitate the student's learning experience by acclimating them to the clinical environment and the role of professional nursing within the clinical agency. Preceptors are defined according to the Ohio Administrative Code (OAC 4723-5-1) as licensed nurses who provide supervision of a nursing student's clinical experience at the clinical agency in which the preceptor is employed. Preceptors implement the clinical education plan under direct supervision of a faculty member who participates in the course in which the student is enrolled.

Preceptors may supervise no more than two students at any one time (OAC 4723-5-20-G). As a role model and resource person, the clinical preceptor facilitates the student's educational experience by assisting them in the development and application of clinical skills and knowledge, increased self-confidence, and the ability to assume greater responsibilities for client care within the agency.

Preceptors used in the Muskingum University Nursing Program must meet the requirements of OAC 43723-5-10-(5) (a)(b)(c)(d)

- Completion of an approved registered nursing education program in jurisdiction as defined in paragraph (S) of rule 4723-5-01 of the Administrative Code.
- Experience registered nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student demonstrated expertise in the clinical area of supervision
- A master's degree in nursing is required
- Current, valid licensure as a registered nurse in the jurisdiction or country where the supervision of a nursing student's clinical experience occurs
- **All preceptor qualification forms, and license verifications will be kept for five (5) years.**

Faculty who uses preceptors in clinical courses are responsible for orienting the preceptor to the program, planning clinical education experiences with preceptors, directly supervising the precepted experience and evaluating the outcomes for both preceptors and students.

Thorough documentation of preceptors used by faculty and evaluation of the experience will assist in subsequent course planning and in course evaluation. The preceptor experience will be documented according to the following policy:

1. DON will maintain documentation of preceptor qualifications, orientation, and evaluation in a preceptor notebook or electronic file in the Nursing Department

2.. Documentation will include:

- a. The completed preceptor data form found on the Ohio Board of Nursing (OBN) website (*Appendix G*) or the MU Preceptor Agreement Form (*Appendix H*)
- b. The verification of the license of the preceptor
- c. Affiliation Agreement Request Form (MSN), *Appendix I* if required by the precepting organization.
- d. Student course evaluation of the clinical site and student evaluation of the preceptor (see course evaluation)
- e. Preceptor Evaluation of the Student
- f. Copy of the course syllabus in which a preceptor was utilized
- g. Copy of the Precepted-Learning Experience policy

Student Conduct Policy-Online and Clinical Learning

All nursing students must meet the course, and when required, capstone objectives outlined in each course. Demonstration of accountability across the nursing curriculum is also expected as noted in the following performance requirements.

Students are expected to demonstrate accountability by:

1. Preparing for learning by completing all readings and other assignments.
2. Reviewing and applying, when appropriate, knowledge and skills acquired in previous courses
3. Arranging with faculty to make up any material or experiences missed because of absence
4. Meeting deadline dates for submission of papers and taking examinations on dates and times scheduled in course calendar
5. Arranging ahead of time for an extension for paper submissions or rescheduling of examinations when there are extenuating circumstances. Note: Poor time management or more than one assignment due on the same date are not considered extenuating circumstances
6. Evaluating own learning progress throughout the course(s) or semester
7. Assuming responsibility for discussing with faculty concerns about learning experiences and own learning needs
8. Completing and signing the evaluation forms for faculty and course evaluation at the end of the semester.

Assignments Policy**Policy:**

Due to the design and rigor of the MSN program's curriculum, all course assignments and learning experiences must be completed, as each is designed to achieve the course learning objectives. Students are required to complete all assignments and experiences to advance through the curriculum.

Procedure:

Learners are responsible for all missed or incomplete work. It is the responsibility of the student to maintain open communication with the instructor regarding questions and concerns about a course, including all discussions and assignments. Requests for extensions should be submitted at least 48 hours before the due date. Instructors will use professional judgment to determine whether to accept a late assignment.

Student Conduct-Clinical Setting

For capstone learning experiences students are expected to demonstrate accountability by:

1. Attending and participating in all scheduled capstone experiences
2. Making prior arrangements with faculty for an anticipated absence
3. When reporting to a clinical area in person, wearing appropriate attire with appropriate equipment.
4. Assuming responsibility for discussing capstone learning needs and opportunities
5. Evaluating their own capstone learning experiences, progress, and performance, during the semester, and the program

6. Participating in capstone evaluation conferences with the instructor by reading, commenting, if appropriate, and signing clinical evaluation forms
7. Maintaining their own physical and mental health status at a level which ensures safe functioning in the clinical areas

In addition to the above conduct expectations set forth by the program, the student's conduct shall be in accordance with rules set forth by the Ohio Board of Nursing, Rule 4723-5-12(C), and Ohio Administrative Code (OAC) effective February 1, 2022. The following student conduct policy language that is placed in *italics* is verbatim. This Rule can be found at <http://codes.ohio.gov/oac/4723-5-12>

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

- (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;*
- (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.*

(10) A student shall not misappropriate a patient's property or:

- (a) Engage in behavior to seek or obtain personal gain at the patient's expense;*
- (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;*
- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or*
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.*

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;*
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;*
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;*
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.*

. For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section [2907. 01](#) of the Revised Code;*
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.*

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729. 01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795. 01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable

patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

Personal Accountability and Responsibility Policy and Procedures

Students enrolled in professional nursing courses in the Department of Nursing are expected to make progress toward completion of courses and meet program objectives. The faculty of the Department of Nursing subscribe to definitions and applications of personal and professional accountability and responsibility stated in the *Essentials for Nursing Education for Professional Nursing Practice* (AACN, 2027) and the *Code of Ethics for Nurses* (ANA, 2025). In addition, the Ohio Administrative Code 4723-5-12C (1-26) identifies specific behaviors that are inappropriate by students enrolled in nursing programs.

The Lead faculty or Teaching Assistant may initiate written documentation of behavior(s) that is (are) inappropriate and need to change in order to be successful in completing a nursing course and/or be retained in the nursing program for which the student is currently enrolled.

Examples of behavior that faculty may determine as inappropriate include but are not limited to the following:

- Failure to notify the faculty of absence
- Not being prepared for clinical practice
- Not being prepared for course activities
- Falsification of documentation
- Academic misconduct or failure
- Acting in a disruptive manner
- Failure to comply with policies and procedures of the Department of Nursing, the Clinical Agency, or those described in the Muskingum University Graduate Catalog.

Procedure:

1. The lead faculty or clinical instructor initiates the "Personal Accountability and Responsibility Performance Report" *Appendix D*.
2. The lead faculty member and/or Teaching Assistant meets with the student, reviews the concern, and provides instruction for the student to complete their section of the form.
3. The student completes the student portion and returns the form to the lead faculty member.
4. A copy of the form is attached to the clinical evaluation instrument if the event is related to clinical performance. If the concern is related to the student's classroom or laboratory performance, the copy is placed in the student's advising file. The Nursing Program director and/or designee is notified and may follow up with the student or faculty member if needed. If the behavior is corrected with no further recurrence, no action may be required beyond the course in which the behavior occurred. If the behavior is repetitive, the student may receive additional sanctions as appropriate.

Procedure for Notifying Students of Changes in Program Policy

Policy changes are communicated to students at the start of each fall semester. Students are required to read the Nursing Student Handbook, sign, and date the Acknowledgment document located at the front of the handbook. Mid-year policy changes when they occur (e.g., Ohio Board of Nursing rule changes) are communicated electronically to all current nursing students at the time they occur.

Further, the program will not implement changes to policies for student progression or requirements for program completion, for students enrolled in the program at the time the changes are adopted, to comply with Rule 4723-5-12 (B), OAC.

Unusual Incidents Reporting

An “Unusual Incident” is any event that poses a potential risk of harm involving a nursing student or faculty member in the clinical setting. If in a clinical practice setting, the agency’s policy and procedure must be followed in addition to completion of the *Unusual Incidents* form (*Appendix J*). This form is to be completed at the time of the incident, signed by both the student and the supervising nursing faculty member. If the student is with a preceptor when the incident occurs, the faculty member of record will be responsible for initiating this process and countersigning with the preceptor on the form. The completed original form is to be submitted to the Director of Nursing Department and/or designee for record retention.

ADA and Student Accessibility Services

Muskingum University aims to create a learning environment that is accessible for all students. In accordance with the Americans with Disabilities Act, any student with a need for accommodations based on a temporary or long-term disability is encouraged to contact Student Accessibility Services to determine the reasonable accommodations that may be available. Students requesting accommodations will need to schedule a meeting with Student Accessibility Services and provide documentation supporting the need for the requested accommodations. Accommodations are not retroactive; therefore, students should contact Student Accessibility Services as soon as possible when accommodations are needed. Student Accessibility Services is located in Walter Hall, Office 26 and can be reached by phone at 740-826-8280 or by email at accessibility@muskingum.edu. Additional information about services and supports can be found at www.muskingum.edu/accessibility.

The MU policies related to disability are located in the appropriate student handbooks. In addition, students who wish to be enrolled in the MSN program must be able to demonstrate performance capabilities necessary to function as a registered nurse. Performance capabilities are used to provide an objective means upon which informed decisions can be made regarding whether students can meet the following requirements:

1. Auditory abilities with or without auditory aids sufficient to understand the normal speaking voice in monitoring and assessing health needs.
2. Visual abilities with or without corrective lens sufficient for observation and physical assessment necessary in nursing care.
3. Tactical abilities sufficient for performing physical assessments.
4. Physical abilities to move from room to room and perform skills of pulling, pushing, lifting, and kneeling.
5. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
6. Communication abilities sufficient to interact with others in oral and written form.

7. Critical thinking ability sufficient to make safe clinical judgments.
8. Interpersonal abilities sufficient to interact with individuals and groups from a variety of social, cultural, and emotional backgrounds.

Muskingum University will make reasonable accommodations to assist a student with a disability to progress in the program.

Title IX

Muskingum University is committed to maintaining a diverse community that respects human dignity through positive action and ethical sensitivity. The University shall foster an atmosphere of mutual respect and appreciation of differences and seeks to maintain an environment free of conduct that unreasonably interferes with the academic and professional experience of any member of the University community. Gender-based and sexual misconduct on the University's campus or in other settings related to the University's educational or employment activities is a form of sex discrimination that is unlawful, unethical, and prohibited by the University. Under the Gender-Based and Sexual Misconduct Policy, the University will promptly respond to reports of gender-based and sexual misconduct and, where it is determined that such misconduct has occurred, will take measures to eliminate the conduct, prevent its recurrence, and address its effects. To make a report, please contact the Title IX Coordinator, Holly Gleason, at 740-826-8116 or hgleason@muskingum.edu. To see the full policy, including other ways to report misconduct, visit <https://www.muskingum.edu/titleix>.

Writing Policy for Students

The faculty of the Department of Nursing believes that the ability to write well is an integral component of graduate level education. Congruent with this belief, the faculty expects students to continue to improve their ability to write, both formally and informally, throughout their graduate education.

The faculty believe it is the students' responsibility to learn to conform to the rules of spelling, grammar, syntax, neatness, and legibility. The faculty will monitor student progress in these areas in each course. Students having difficulty in any of these areas are expected to take personal responsibility to correct their deficiencies.

The Department of Nursing requires that all papers written for nursing courses conform to the writing style shown in the most recent edition of the Publication Manual of the American Psychological Association (APA manual).

Faculty members reserve the right to return papers to be redone and/or to lower course grades if proper writing or formal paper APA guidelines are not followed. Writing deficiencies are noted on student evaluations.

Academic Dishonesty Policy

Academic dishonesty is considered evidence of lack of moral character and may be grounds for dismissal from the Muskingum University Nursing Program. All forms of dishonesty and misconduct including, but not limited to the following are prohibited:

- Cheating on examinations or plagiarism. Plagiarism is defined by Muskingum University as "the verbal, written, graphic, or three-dimensional presentation of borrowed material without citing the source."
- Forgery, alteration, tampering or unauthorized use of any University document, record,

instrument of identification, or method of communication (e.g., use of another's ID, PIN number, or email address)

- Transferring, lending, or borrowing University identification
- Failing to provide identification or furnishing false information to authorized University officials, offices, or judicial boards (including, but not limited to, being party to falsification; giving or providing false statements, written or oral; providing false information during any University investigation or proceeding, or to any University official)

For a first offense, the minimum penalty for cheating and/or plagiarism is a "0" on the assignment, paper, or examination. The maximum penalty for a first offense, depending on the circumstances, can result in a failing grade for the course. The faculty member will submit a written report of the offense to the Director of Nursing, along with a recommendation. The Director of Nursing will confer with the University Provost or Designee. If the student is found guilty of a second occurrence of academic dishonesty, he/she may be suspended or expelled from the University. Plagiarized work is filed in the office of the Provost. A grade given for academic dishonesty shall supersede any withdrawal.

Appropriate Use of Artificial Intelligence (AI)

To ensure responsible, ethical, and effective use of AI tools (e.g., ChatGPT, Grammarly, etc.) in the nursing program, students must follow the guidelines below. This structure outlines which uses are permitted, which require caution or approval, and which are prohibited. Examples are listed but are not all inclusive. If you are unsure, please ask your instructor.

Green Light – Acceptable Use

These activities are considered appropriate for academic support, studying, and content review. No special permission is required. When utilized to assist in assignment structure and formatting, the learner is expected to verify any AI generated support that is used. These uses support learning and maintain academic integrity.

- Using AI to review or summarize lecture notes, textbooks, or articles after reading them.
- Creating flashcards, quizzes, or study guides for personal study
- Generating practice questions or hypothetical scenarios for self-assessment
- Formatting references and citations (e.g., APA style)
- Resources used to verify grammar and/or spelling
- Verifying the reading level of patient education resources
- Drafting emails to instructors or peers in a respectful and professional manner
- Creating study schedules or time-management plans

Yellow Light – Use with Caution

These activities may be acceptable but may require instructor guidance or approval. Students are responsible for using critical thinking and verifying AI-generated content with EB resources. These uses should not replace your own judgment, research, or writing, and must follow course and academic honesty policies.

- Brainstorming ideas or outlines for assignments (Note: Copying generated content is considered red light use and plagiarism. This is not acceptable)
- Asking AI to explain medical or nursing concepts

- Editing or rephrasing drafts of written work (must maintain original ideas and voice)
- Asking AI to recommend resources (students must verify all sources)

Red Light – Prohibited Use

These actions are strictly forbidden and may result in academic misconduct, disciplinary action, or dismissal from the program. AI can be a valuable learning aid — but it must never replace your clinical reasoning, ethical standards, or academic honesty. When in doubt, consult your instructor or program coordinator before using AI tools in coursework or clinical preparation.

- Submitting **any** AI-generated content (in whole or part) as original student work which includes but not limited to discussion posts, essays, papers, reflections, concept maps, case studies, or any other assignments.
- Using AI to complete quizzes, exams, or assignments.
- Fabricating patient data, references, citations, or documentation using AI
- Using AI in place of critical clinical reasoning or decision-making
- Failing to disclose AI use when required by the instructor or institution

Drug Testing Policy

The Muskingum University Department of Nursing (DON) drug testing policy was established to meet contractual requirements established by clinical facilities used by the DON for clinical placements for students. The DON also takes a strong stance against the impaired practice of nursing, which may result in harm to clients.

Definitions:

- Chain of Custody refers to the ability to guarantee the identity and integrity of the specimen from collection through analysis and reporting of the test results.
- Chemical Dependency refers to an illness that is treatable, chronic, and may be terminal if not treated. Chemical dependency has recognizable signs and symptoms characterized by physical and/or psychological dependence on mood-altering drugs including alcohol.
- Chemical Substance Abuse is the personal use of any chemical substance—alcohol, non-prescribed drugs, over-the-counter drugs, illegal drugs, and/or prescribed medications used in a manner for which they are not intended—that produces impairment in judgment.
- Drug testing is analysis of urine, blood, hair, or breath that allows a determination to be made that non-prescribed drugs are being used by the person being tested. Students on prescription medications can identify the drug to the laboratory *before* the urine analysis is done. The form “Declaration of Legal Use of Prescribed Medication” providing information about prescription medications is included in the appendices (*Appendix E*).
- For Cause indicates that the person being evaluated has demonstrated behavior consistent with chemical substance abuse.
- Impaired Nursing Practice is practice in which the nurse’s ability to care for clients is diminished because of the misuse of chemicals which leads to impaired decision making, critical thinking and clinical judgments.

- Random testing refers to drug testing in which random participants are tested without significant advance notification.
- Self-reporting is acknowledgement by a person that they have been taking non-prescribed drugs prior to discovery by a formal drug test.
- Treatment is a term to cover the steps that are necessary to provide a student with feedback about the impaired behavior, including referring the student for assessment and treatment and providing for follow-up monitoring.

Required Testing: MSN students are exempt from this requirement unless required to do so by the clinical agency in which they are completing their preceptor clinical project.

Testing will occur prior to beginning the first nursing clinical course. Students who refuse drug testing will be dismissed from the nursing program.

“For cause” testing may be required if the Chair of the Nursing Program or designee, in consultation with faculty and professional staff from the practice setting determines that the behavior of a student warrants a drug test due to inappropriate behavior or signs that suggest substance abuse, including alcohol. The Director of the Nursing Program, or designee, may discuss this matter with nursing faculty to assess the totality of the circumstances.

Muskingum University is an academic institution and as such, the provision of assessment and treatment is beyond the scope of the mission of the University.

Refusal to be tested for Cause: A student who reports to the Nursing Skills Laboratory or the clinical area that refuses to submit to drug testing within four hours of the request may be dismissed from Nursing.

Self-Reporting of Chemical Dependency: A student who voluntarily self-reports a chemical dependency problem will be counseled by the appropriate resource person as facilitated by consultation with the Chair of the Department of Nursing or designee.

The Ohio Board of Nursing: The student will be advised with regards to available peer assistance programs and referred to applicable Ohio Board of Nursing statute and administrative rules. The student will be expected to seek assessment, follow through with treatment recommendations, and sign and comply with the “Contract to Return to Clinical Nursing”

Procedure for Drug Testing

Testing Protocol

The DON will identify the specific laboratory, location, and hours for the student to complete testing.

The student must complete the *Drug Testing Student Certification, Release, and Authorization Form (Appendix F)* prior to testing and submit them to the Department of Nursing Administrative Assistant located in Boyd Science Center room 221. Failure to submit the forms in advance could result in the lab’s refusal to test.

1. All students in the Department of Nursing will be asked to sign a *Drug Testing Student Certification, Release, and Authorization Form (Appendix F)* before submitting to drug testing, and a *Declaration of Legal Use of Prescribed Medication*

form (Appendix) if applicable. These will be retained in a secured file in the Nursing office. This information will NOT be part of the student's academic advising file.

2. All specimens will be collected by a certified testing service.
3. The collection will be done according to standards set by the contracted laboratory.
4. The laboratory will follow a chain of custody procedures assuring the accuracy of the specimen's identity.
5. Results of the test will be sent to the Department of Nursing, usually within three working days from the time of testing.
6. Random and "for cause" testing will be done off-site at the testing center specified by the DON.
7. Individuals selected for testing will be responsible for transportation to and from the laboratory.

Scope of Drug Testing: All drug tests will be a monitored urine test and consist of a 10-panel with expanded opioids analysis, which detects:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Cannabinoids
- Methadone
- Methaqualone
- MDA analogues
- Opiates plus expanded Opiates- (codeine/morphine, hydrocodone/hydromorphone, oxycodone/oxymorphone)
- 6-Acetylmorphine
- Phencyclidine
- Propoxyphene

In extraordinary situations, the Director of Nursing may require different or additional testing.

Cost of Testing: For "cause" testing will be borne by the nursing student. Healthcare agencies requiring drug testing in accordance with the affiliation agreement will be covered by Muskingum University.

Confidentiality: A separate file for drug testing procedures and results will be maintained in a secure area in the Department of Nursing. If action is required subsequent to positive drug testing, the information regarding drug testing results or treatment information will be treated as confidential and disclosed only to specifically designated University personnel who have a legitimate need to know in order to perform the responsibilities of their positions.

Positive Drug Test

Following a positive drug screen, the student will immediately be withdrawn from clinical and nursing courses and be referred to the Director of Nursing to determine the student's status in the program. After reviewing the totality of the circumstances, the Director of Nursing has discretion to (1) immediately and permanently dismiss the student from the nursing program or, (2) require the student to withdraw from nursing courses and continue in non-nursing courses.

After a one-year period, students who were permitted to withdraw may request re-entry to the nursing program by submitting a written petition to the Director of Nursing. For example, if the student withdraws in October, they may petition to return at the beginning of the next fall semester.

Any student who is granted re-entry must sign and comply with a re-entry agreement developed by the Director of Nursing and approved by the Provost before the student will be permitted to register for classes in the Nursing program. At a minimum, the re-entry agreement will provide (1) for random drug testing, (2) that the student is responsible to pay for drug testing, transportation to treatment, etc., (3) that any positive drug screen or refusal to take a drug test will result in immediate and permanent dismissal from the nursing program, and (4) that the drug testing results will be forwarded to the Provost's Office for any additional, separate sanction.

The Director of the Nursing Program will consult with the Provost and has discretion to consult with members of the nursing faculty regarding any student's dismissal, withdrawal, leave of absence from the Nursing Program or any student's re-entry to the Nursing Program. The Director of the Nursing Program, or designee can discuss the impact on the student's license status. As a licensed RN, the student will be reported to the appropriate state board of nursing.

Self-Reporting of Chemical Dependency

A student who self-reports a chemical dependency problem may be asked to withdraw from nursing courses. The Director of Nursing or designee will connect the student with appropriate resources for assessment and treatment. The student may seek re-entry to the nursing program as stated above. The Director of the Nursing Program, or designee can discuss the impact on license status. As a licensed RN, the student will be reported to the appropriate state board of nursing.

Criminal Background Checks

Fingerprints and Criminal Background Checks:

***MSN students are exempt from this requirement unless required to do so by the clinical agency in which they are completing their capstone project.**

Ohio law requires all individuals providing health care to vulnerable populations to submit fingerprints and criminal background checks before contact is made with these populations.

The Bureau of Criminal Identification and Investigation (BCI&I) is responsible for processing the state of Ohio and Federal Bureau of Investigation (FBI) background checks based upon the requirements set forth in Ohio Revised Code Section 109.572.

All students must complete the BCI & I for Ohio. Those students who have lived outside of Ohio at any time in the last 5 years must also complete the FBI background check. This must be completed prior to the start of the first clinical course. If background checks have expired prior to clinical experiences, a new background check may be required. At this time, background checks are good for twelve months. In addition, BCI&I and FBI background checks will need to be completed prior to graduation (prelicensure tracks) in preparation for applying for licensure.

Conviction of (or plea of guilty or no contest to) a felony or misdemeanor may result in dismissal from the Department of Nursing. If you have questions, please contact the Chair of the Department of Nursing.

How to Obtain Fingerprints and Background Checks

Civilian Background Checks must be submitted electronically via WebCheck, National WebCheck. There is a cost for this service, and it varies by organization. The detail of this process is located at the following website:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck>

To locate an agency, go to the following website and search your county or zip code. For example, if you search Muskingum County, you will get more than one location.

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

You will need to go prepared with a valid driver's license and most likely a social security card. They may take a current passport. You are best served if you call ahead for an appointment and ask them what forms of identification they will accept.

Results must be sent to:

Muskingum University, Department of Nursing, 260 Stadium Drive, New Concord, Ohio 43762.

The code for the background check is **4723 09**

WebCheck is available at the Campus Police office (you must call ahead to make sure someone is available for you, 740-826-8155). The form for nursing students is located on the Campus police department website at <https://www.muskingum.edu/administration/campus-safety>. The fee/fees associated with this requirement will be charged to your student account in the business office.

Health Assessment and Immunization

The students are expected to maintain evidence of a current health assessment and immunization record if required by the clinical agency in which they are completing their capstone project.

The *Department of Nursing Health Assessment* form is located in *Appendix K*. Specific immunization requirements include the following:

Tetanus Immunization

Generally, a basic 4 dose series of Diphtheria/Pertussis/Tetanus (DTaP) is given during infancy with a Tdap usually given at 11-12 years of age. A Td or Tdap booster should be given every 10 years thereafter.

If primary series was completed but the individual did NOT receive Tdap at age 10 years or older: 1 dose Tdap should be given, then Td or Tdap every 10 years thereafter

If an individual is unvaccinated or has an incomplete primary vaccination series for tetanus, diphtheria, or pertussis: administer remaining doses of Tdap (1, 2, or 3 doses) to complete 3-dose primary series. 1 dose Tdap followed by 1 dose Td or Tdap at least 4 weeks later, and a third dose of Td or Tdap 6–12 months later (Tdap is preferred as first dose and can be substituted for any Td dose), then Td or Tdap every 10 years thereafter

Measles (Rubeola), Mumps, Rubella (MMR)

- a. Evidence of two vaccines must be provided.
- b. If proof of vaccination cannot be provided, serological tests for immunity is required
- c. If unvaccinated and/or no evidence of immunity, 2 dose vaccine series 4 weeks apart for protection against measles or mumps or at least 1 dose for protection against rubella is required.

Hepatitis B

This immunization is given in three doses during childhood vaccinations.

Those who cannot document previous vaccination or serological tests for immunity, should receive either a 2, 3, or 4-dose series based on the vaccine manufacturer's recommendations.

Varicella (Chicken Pox):

The student must provide evidence of 2 vaccines at least 4 weeks apart.

If unable to provide proof of vaccination, an IgG titer supporting immunity must be provided.

If no previous vaccination or evidence of immunity to varicella: 1 dose if previously received 1 dose varicella-containing vaccine; 2-dose series 4–8 weeks apart previously did not receive any varicella-containing vaccine, regardless of whether U. S. –born before 1980.

Tuberculosis (TB)

Students must have documentation of negative PPD or TB blood test, Interferon-gamma release assay (IGRA) specifically the QuantiFERON®-TB Gold Plus (QFT-Plus) every 12 months and record same at the Nursing office. If a clinical site requires PPD test, QuantiFERON®-TB Gold Plus (QFT-Plus) is considered an acceptable alternative.

If PPD is the preferred testing method, the initial PPD must be a 2-step test.

Students with positive PPD or TB blood tests need to obtain a chest x-ray and medical follow-up. If abnormalities are seen, active disease must be ruled out with sputum cultures. Active disease can be ruled out by a Negative chest x-ray and/or sputum culture; a complete asymptomatic review is required every 12 months with signature from your medical practitioner. The student may return to clinical practice once the Department of Nursing receives a letter from the healthcare provider on their letterhead and signed by the provider that indicates the appropriate intervention has been achieved and the student has no evidence of active disease.

Influenza

Students will be providing direct care to vulnerable populations and will be considered under the classification of “healthcare provider” related to the Center for Disease Control (CDC)

recommendations for immunization for influenza. This is a seasonal vaccine usually available in the fall of the year. Please be advised that clinical agencies require that all students and faculty provide evidence of current (annual) vaccination for influenza to be eligible to participate in clinical practice.

COVID-19:

There is no specific recommendation at this time for healthcare personnel (HCP). Please be advised that some clinical agencies require that all students and faculty provide evidence of vaccination for COVID-19 to be eligible to participate in clinical practice. The student may request a medical or religious exemption; the form is available in the Nursing office.

Note: These immunization requirements are based on the 2026 recommendations for Healthcare providers by [immunize.org](https://www.immunize.org) and information from the CDC (updated July 2, 2025). The guidelines provide protection from preventable or communicable diseases for students, their clients, and families. Students are responsible for the cost of all immunizations.

Once student begin vaccination series, they will be permitted to attend clinicals. For any variations in vaccination scheduling not addressed above, local health departments will be consulted.

CAUTION: *Students who are pregnant, have an impaired immune system or are caring for an immunosuppressed person, or have allergies should notify the Student Health Center or physician prior to receiving immunizations. A waiver can be signed based on medical recommendations. The completed waiver is to be submitted to the Department of Nursing and the clinical faculty need to be informed by the student. Clinical agencies retain the right to decline student placement if there is risk associated with lack of immunity evidence. This is for the protection of the student and/or the client.*

Liability Insurance

If performing direct patient care, graduate students are required to maintain professional liability insurance coverage throughout clinical courses. Students must submit documentation of renewal by providing a copy of the policy certificate. Students will not be allowed in the clinical areas with an outdated liability insurance policy and this absence is unexcused. Please note this insurance is NOT health insurance. Professional liability insurance protects the student against financial liability while in a clinical setting working with patients. Students are responsible for purchasing and maintaining their own liability insurance coverage.

Uniform Policy

- The faculty teaching the MSN clinical courses will determine the appropriate dress code for the practice setting in which the student is assigned. In general, MSN students are expected to always wear business-professional attire at all times they are in a practice setting representing the Muskingum University Department of Nursing. In addition, clinical agencies in which students have clinical placements have the right to establish uniform policies specific to their agencies.
- Professional business attire in selected clinical placements, with an optional lab coat.
- *Jewelry.* Jewelry worn with the lab coat is kept at a minimum and conservative in nature. The following jewelry selections are acceptable:

- *Watch.* Watches need to have a face with a sweep second hand and a plain band that can be cleaned. (Not a digital readout.)
 - *Piercings.* A single pair of small, plain gold or silver post style earrings that fit closely against the ear lobes. No hoops or dangles are allowed. No other visible piercings.
 - *Rings.* Wedding bands and engagement rings are acceptable. No large, raised mounts can be worn. All rings must be removed in clinical areas where frequent and vigorous hand-washing techniques are required.
 - *Professional Pins.* Pin(s) denoting membership in a professional nursing honorary or professional organization may be worn on the uniform. The graduation pin of the MSN student's basic program may be worn on the lab coat.
 - *Necklaces.* Necklaces must be worn inside the collar of the uniform. No chokers or necklaces with dangles are allowed.
- *Name/Photo Badge.* If required by the clinical agency, The Muskingum University student name tag needs to be worn at all times with uniform and lab coat during clinical experiences. This is a specialty item provided by the MU Department of Nursing at the beginning of the clinical courses if required.
 - *Hair.* Hair needs to be clean and neatly maintained at all times. Hair, if long, (below the nape of the neck) needs to be pulled up off of the collar and pulled back from the face. Rubber bands or plain barrettes may be used. No decorative ornaments, scarves, or ribbons may be worn in the hair with uniform or lab coat. No unnatural hair colors.
 - *Makeup.* Makeup, if applied, needs to be used moderately. No cologne/perfume may be worn.
 - *Nails.* Nails need to be clean, short, and well-trimmed. No artificial nails may be worn. Nail polish, if worn, needs to be clear or a pale neutral shade.
 - *Tattoos.* All tattoos above the wrist must be covered. Due to infection prevention concerns, all hand tattoos may remain uncovered and must be approved by the director of nursing. Hand tattoos that contain nudity, offensive words or symbols that could be considered slander to another race, religion or gender will not be permitted at the clinical site and could lead to dismissal from the program.

Travel to Clinical Settings

If applicable to the course and program, students are responsible for providing their own transportation to on-site clinical agencies. Students drive their own vehicle or arrange a carpool. It is essential that those who drive automobiles have appropriate insurance and travel at their own risk. Students are required to complete the Student Travel Waiver and Release Form.

Related Clinical Obligations

While students are in the clinical facility, they represent Muskingum University and the nursing profession. It is the responsibility of all students to review and become familiar with content of the Muskingum University Student Code of Conduct related to topics of rights and responsibilities, ethical conduct, harassment, and other issues related to student enrollment and participation in Muskingum University activities. Muskingum University students are expected to exhibit appropriate, responsible behavior at all times when associated with university activities. The Muskingum University Student Code of Conduct can be found

<https://www.muskingum.edu/campus-life/division-student-affairs/conductuct> | Muskingum University

It is the policy of the MSN program that faculty, staff, and students will appropriately use equipment and supplies for all educational activities that have implications for the health and safety of consumers, students, and faculty. These will include compliance with infection control and evacuation procedures.

Guidelines for Occupational Health

There are inherent risks and health hazards in all occupations and professions. The Nursing Code of Ethics requires that we care for all who need our services, regardless of their health situation. The Department of Nursing takes responsibility for the protection of its students and employees, through education, to assess and minimize exposure to health risks.

Faculty and students will be accountable for following established practices for reducing occupational health risks. Examples of occupational health risks include back strain, stress, exposure to communicable disease, or other injury. Faculty and students are encouraged to keep detailed personal health histories and build positive health habits for health promotion and disease prevention.

Guidelines for Care of Persons with Known Contagious Diseases

The Department of Nursing endorses the Professional Code of Ethics, which states that all persons in need of care will receive nursing care. The objectives for students and faculty in the Department of Nursing are:

- Protection of the rights and welfare of students, faculty, and clients.
- Continuation of the Department's mission to educate students comprehensively in the practice of nursing.
- Maintenance of the professional values and ethics of nursing to serve all persons needing care.

This principle will guide decision making with regard to students' cognitive, psychomotor, and affective learning experiences associated with contagious diseases. The Department will follow the Center for Disease Control (CDC) guidelines and apply current knowledge about disease processes such as AIDS, hepatitis, tuberculosis, influenza, COVID-19, and other contagious conditions.

Implementation of the policy: CDC guidelines will be followed in all NURS course and clinical components. CDC guidelines and agency policies are adhered to whenever there is contact with clients with known contagious diseases and in the routine care of all clients.

The following parameters apply in determining clinical assignments for persons with known contagious diseases:

- The professional judgment of the faculty indicates that the student possesses the necessary cognitive, psychomotor, and affective skills.
- The condition of the client is appropriate to the cognitive, psychomotor, and affective skills of the student.
- The faculty member's workload allows sufficient time for appropriate clinical supervision.

- It is the expectation of the faculty that students will care for clients with contagious diseases when assigned.
- Students have the right to discuss their clinical assignments with faculty.
- The clinical agency can prohibit students from caring for disease specific conditions.

Unique or at-risk aspects of a student's health status (e.g., immunity suppression) may preclude assignment to a client with a known contagious disease.

Social Media Use and Etiquette Policy

Social media is widely used by students, faculty, healthcare professionals, patients, and community members during their daily lives and professions. Social media can be useful to share information, explore practice issues, encourage healthy lifestyle choices, and interact with the public. These internet-based tools include blogs, podcasts, discussion forums, and social networks such as Facebook, Twitter, Snapchat, and Instagram. Keep in mind that all posts are public, and all posts may be seen by many others besides friends and networks. Muskingum University MSN students are expected to adhere to professional standards when using or participating in social media, specifically, respecting classmates, instructors, patients, preceptors, healthcare professionals, professional organizations/institutions, and academic organizations/institutions. Students are expected to protect the confidentiality, privacy, and security of patient identifiable information, protected health information, and organization. Students may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person, the University, MSN program, preceptor sites, instructors, preceptors, or other students.

Promotions and Publicity Policy

Muskingum University and its designees may take photographs and recordings, including, but not limited to, digital images, video recordings, live video, and audio recordings for use in educational and promotional materials, such as illustrations, bulletins, exhibitions, videos, reprints, press releases, reproductions, publications, advertisements, and social media posts, and in any medium now known or later developed without the prior consent of the student(s) depicted or recorded. Any student may deny their consent to release directory information, including the use of any photograph or recording in which the student is clearly identifiable. Any such request should be submitted in writing to the University Registrar by the second Friday after the start of the academic year. Requests received after such time will be effective within two weeks after the request being made and will apply to any educational or promotional materials created thereafter.

This policy may be found at the following web address:

<https://www.muskingum.edu/academics/nursing/about>

Chapter 4. Program Completion

Application for Graduation

This process is driven by the University's process. The student is responsible for following the application for graduation process outlined in the graduate catalog, <https://catalog.muskingum.edu/content.php?catoid=12&navoid=534> .

Please Note: National Council for State Authorization Reciprocity Agreements (NC-SARA) - Muskingum University offers the following programs that lead to licensure or certification: Nursing, Certified Public Accounting, General Engineering, Education, Occupational Therapy, and Athletic Training. These programs prepare students for licensure or certification based on the requirements set by the State of Ohio. Students who plan to seek licensure or certification in other states will need to contact that State Licensure Board for specific requirements.

MSN Alumni Survey

All graduates from the MU Master of Nursing program will receive a survey. Students will receive the survey at the conclusion of NURS 707. Graduates from the program are encouraged to complete the survey and provide program feedback. This information will be reviewed by the Nursing faculty, and trends (when evident) will be analyzed and addressed (*Appendix L*).

Appendices

Appendix A: GAL Application to Nursing Programs: MSN

Graduate and Adult Learning (GAL) Application to Master of Science in Nursing Any questions may be directed to the Coordinator of GAL Programs in Nursing Macey Carson, MSN, RN at 740-826-6168 or maceyc@muskingum.edu .

Name:

Legal First (Given)	Middle	Last (Family)	Suffix
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Preferred First	Other Last Names (i.e., Maiden)
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Addresses

Mailing Address:

Street Address	Street Address Line 2
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City	State	Postal Code	Country
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Email Address

Telephone Numbers (Include +country code)

Landline (optional)

Other Phone

(optional)

Mobile

(if entered, you consent to receive notifications)

Biographical Information

Sex ☐ Male ☐ Female ☐ Non-Binary ☐ Prefer not to answer

Birthdate

Citizenship Information

Primary

Citizenship

Dual Citizenship

Social Security

Number

Race/Ethnicity

Colleges and universities are asked by many groups, including the federal government, accrediting association, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you answer the following two questions. Responses are not used in the admission review process.

Are you Hispanic or Latino? **Yes** ☐ **No** ☐

Regardless of your answer to the prior question, please check *one or more* of the following groups in which you consider yourself to be a member:

- ☐ American or Alaskan Native ☐ Asian: ☐ Black or African American
☐ Hawaiian or Pacific Islander ☐ White

Which Program are you applying to?

Masters of Science in Nursing Leadership and Education ☐

CCNE Accreditation Notice – The master's degree program in nursing at Muskingum University is pursuing initial accreditation by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>). Applying for accreditation does not guarantee that accreditation will be granted.

Please verify that you meet the following admission requirements:

- | |
|--|
| ☐ I have a current, active, unencumbered nursing license to practice nursing. |
| ☐ I have not been convicted of or pled guilty to a felony. |
| ☐ By the time I start in the MSN program at Muskingum, I will have earned my BSN (Bachelor of Science in Nursing) degree. |

License #	State	Compact License ☐
-----------	-------	--

If you do not meet all requirements above, do not continue with this application.

Instead, we encourage you to apply to one of our other Nursing Programs:

- **ABSN** - Accelerated Bachelor's Degree in Nursing for students who have a bachelor's degree in another major but not an RN license
- **RN to BSN** - for students who already have their RN license but not a BSN
- **Traditional Nursing Degree** - for students who have neither their RN nor a bachelor's degree

My BSN degree is from a national accredited college or university (AACN, CCNE, or NLN-CCNA)

☐ Yes ☐ No

My BSN program cumulative GPA was equal to or greater than 3.0.

☐ Yes ☐ No

Academic History

Please include information about **all of the colleges and universities** you have previously attended. Include both undergraduate and graduate institutions.

If you are unsure of a start or end date, please enter an ***approximate*** date.

Institution	Start Date	End Date
	to	
	to	
	to	
	to	
	to	

Entry Term

When do you plan to begin classes at Muskingum? ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

Military Status: Are you currently a

Veteran ☐ Dependent of a Veteran ☐ Member of the Military ☐ None ☐

Have you ever been convicted of a felony?

Yes ☐ No ☐

Do you intend to apply for financial aid?

Yes ☐ No ☐

How did hear about Muskingum's graduate program?

- | | |
|---|---|
| ☐ Alumni | ☐ ACOTE/AOTA Website |
| ☐ Representative at my school/college fair | ☐ Website |
| ☐ Friend | ☐ Employer |
| ☐ Reputation | ☐ Social Media |
| ☐ Phone Call | ☐ Parent |
| ☐ Text | ☐ Coach |
| ☐ Message | ☐ Other |
| ☐ Email | |

I certify that the statement made in the application and all related forms are correct and complete. I understand that withholding information or giving false information may make me ineligible for admission or may later subject me to dismissal. I also understand the University reserves the right to withdraw an offer of admission if additional information subsequently comes to its attention which, if known at the time the offer was extended, might have changed the acceptance decision .

Signature: _____ Date: _____

Availability of Student Records: *Muskingum University abides by the Family Educational Rights and Privacy Act of 1974 as amended. All students have access to their education records on file with the College and have the right to challenge records they feel are inaccurate. Further information is available from the Registrar's Office.*

Sources of Consumer Information: *Graduate academic programs and policies (including costs, fees, refunds, financial aid and accreditation) are described in the Graduate Catalog. Additional information about graduate programs is available from the Office of Graduate and Continuing Studies, and from program directors. Muskingum University, as an educational institution, does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, handicap, physical challenge, disability, sexual orientation, socio-economic status and political affiliation.*

Muskingum University Annual Crime Statistics Disclosure: *This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Muskingum University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Campus Police or by accessing the following website: <https://ope.ed.gov/campussafety>.*

Questions? Call 740-826-8038.

Appendix B. MSN Readmission/Re-Entry Petition**MSN Readmission/Re-Entry Petition**

- ☐ Mr.
☐ Miss
☐ Mrs.
☐ Ms.

First Middle or Maiden Last

Home Address _____

Number and Street City State Zip

Mailing Address (if different) _____

Number and Street City State Zip

Phone _____

Area Code & Number (primary)

Student ID: _____ E-mail _____

LAST NURSING COURSE WHICH ENROLLED:

Course Number: _____ Year: _____ Semester: _____

REASON FOR INTERRUPTION OF ENROLLMENT:

- ☐ Academic – Please specify

- ☐ Other – Please specify

Staple the following information to this application form:

1. Photocopy of all academic work completed at educational institutions other than Muskingum University (transcripts and /or grade sheets.
2. If the reason for interruption of enrollment was academic, a written statement specifying activities taken to remediate, with supportive evidence.
3. Any other information that will support your application for re-enrollment.

Signature of Applicant

Date

For Office Use Only

Date Received: _____ Initials: _____ Committee Decision: _____

Letter Sent: _____

Muskingum University admits students of any race, color, handicap or physical challenge, gender, religion, age, sexual orientation, socio-economic status, or political affiliation, and national or ethnic origin.

Appendix C. Muskingum Graduate Program Course Audit Worksheet

Muskingum University: Nursing Graduate Program Curriculum Plan

Name: _____ Advisor: _____

Id#: _____ Start Date & Completion Plan: _____

Courses Numbers	Course Title	Credit Hours	Clock Hours	Notes (add completion date)
EDUC-574	Foundations of Adult Learning & Development	3		
EDUC-575	Instructional Strategies for Adult Learners	3		
EDUC-576	Designing Programs for Adult Education	3		
	Total EDUC Credit Hours	9		
Courses Numbers	Course Title	Credit Hours	Clock Hours	Notes (add completion date)
MOLP-781	Leadership Literacy: Applying Theory to Practice	3		
MOLP-784	Ethical Leadership and Policy Development	3		
MOLP-786	Systems Thinking	3		
	Total MOLP Credit Hours	9		
Courses Numbers	Course Title	Credit Hours	Clock Hours	Notes (add completion date)
NURS-701	Research & Evidence-Based Nursing Practice	3		
NURS-702	Advanced Patho, Pharm, & Phys Assessment	3		
NURS-703	Healthcare Issues & Trends in Communities, Families & Individuals	3		
NURS-704	Healthcare Management Information Systems	2		
NURS-705	Healthcare Economics & Finance	2		
NURS-706	Nursing Education Internship (Capstone)	2	150hr	
NURS-707	Nursing Leadership Internship (Capstone)	2	150hr	
	Total NURS Credit Hours	17		
	Total Program Credit Hours	35		

Appendix D. Personal Accountability and Responsibility Performance Report

Personal Accountability and Responsibility Performance Report

Student Name: _____
(Print)

Faculty's description of performance that is not at an acceptable level:

Description of ways in which the student must change performance:

Date by which upgraded performance must be demonstrated *:

Student comments:

_____ Student Signature (This signature means that I have read this document and I understand the implication of this document)	_____ Faculty signature
_____ Date	_____ Date

*A re-occurrence of the behavior in a current or future Nursing course that shows a pattern of unacceptable behavior may be considered grounds for dismissal from the Nursing program (Personal Accountability and Responsibility Policy p33. MSN Handbook).

Personal Accountability and Responsibility Performance Report Student Response

Student Name: _____
(Print)

Describe the potential or actual consequences of the unacceptable performance identified by faculty:

What factors contributed to these behaviors?

Describe several ways to assure that these behaviors do not reoccur:

Due Date/time to be returned to faculty

Student Signature

Date/time received by faculty

Appendix E. Declaration of Legal Use of Prescribed Medication Form

Muskingum University Department of Nursing Drug Testing Declaration of Legal Use of Prescribed Medication Form

Date _____

I, _____, am currently taking the following legal
(Student Name Please Print)

medication(s) prescribed for me by the Healthcare Provider noted.

<i>Medication (dose, frequency, route)</i>	<i>Healthcare Provider</i>

(If more space is needed, please continue on back)

The medication is prescribed for _____, and treatment will
(Health Alteration)

be completed on _____. (If this is an ongoing, long-term medication,
say so.) (Date)

Student Signature

Date

Physician or Qualified Advanced Practice Nurse Print

Phone number

Street Address

City State ZIP

Physician or Qualified Advanced Practice Nurse Signature

Date

Appendix F. Drug Testing Student Certification, Release, and Authorization Form**Muskingum University Department of Nursing
Drug Testing Student Certification, Release, and Authorization Form**

I, _____, _____ hereby affirm that I have
(Student Name Please Print) (Student ID #)

read and understand this Drug Testing policy for Students in the Department of Nursing, and that I have had an opportunity to ask responsible Department officials any questions I may have about the policy.

I hereby give my consent to any person, agency or organization conducting any test or providing any treatment or other service pursuant to this policy to provide information on the results of such test, treatment, or other service directly to the Chair of the Department of Nursing or the Chair's designated representative. I understand that refusal to test in the time requested by the Nursing Department program director or designee and in accordance with the Drug Testing policy could result in my immediate dismissal from the Nursing program.

Student Signature

Date

Witness Signature

Date

Appendix G. Preceptor Qualification Form (OBN):

Preceptor Qualification Form



Ohio Board of Nursing

www.nursing.ohio.gov

17 S. High Street, Suite 660 • Columbus, Ohio 43215-3466 • 614-466-3947

SECTION I: NAME, EDUCATION, LICENSURE AND EMPLOYMENT

Preceptor Name	Date

Completed Pre-Licensure Nursing Education Program	Date of Graduation

State of Licensure	Licensure Type (Check All that Apply)		License Number	Expiration Date
	RN	LPN		

Nursing Employment - The preceptor may attach current resume or curriculum vitae. The preceptor's time periods of employment in nursing practice must be included, **in the month and year MM/YYYY format**, whether here or on the resume or curriculum vitae.

Employer Name	Location	Time Periods of Employment in <u>nursing practice only.</u> (MM/YYYY – MM/YYYY Format)	Unit or Area of Practice

SECTION II: DEMONSTRATED COMPETENCE

Describe your competency in the area of clinical practice in which you will be supervising students. You may include any relevant specialty certifications or other nursing education/degrees, as applicable

SECTION III: REQUIREMENTS OF RULE 4723-5, OAC:

Minimum qualifications for preceptors

Rule 4723-5-10(A)(5), OAC, specifies that a preceptor for a **RN nursing education program** shall have (a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Administrative Code; (b) Experience in the practice of nursing as a registered nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student; (c) A baccalaureate degree in nursing is preferred; and (d) Current, valid licensure as a registered nurse in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs.

Rule 4723-5-11(A)(5), OAC, specifies that a preceptor for a **PN nursing education program** shall have (a) Completion of an approved registered or practical nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of administrative Code; (b) Experience in the practice of nursing as a registered nurse or as a licensed practical nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student; (c) Current, valid licensure as a registered nurse or as a licensed practical nurse in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs.

Supervision of students in a clinical setting

Rule 4723-5-20(F), OAC, specifies that the teaching assistant or preceptor providing supervision of a nursing student shall at least: (1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student; (2) Design, at the direction of a faculty member the student's experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled; (3) Clarify with the faculty member (a) The role of the teaching assistant or preceptor; (b) The responsibilities of the faculty member; (c) The course and clinical objectives or outcomes; (d) The clinical experience evaluation tool; and (4) Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

Rule 4723-5-20(G), OAC, specifies that a preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

Program record requirements

Rule 4723-5-21(E), OAC, specifies that the administrator of the program shall maintain records for preceptors including: (1) Verification of current, valid licensure as a registered nurse, or, for a practical nursing education program, as a licensed practical nurse, in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs; and (2) A record demonstrating competency in the area of clinical practice in which the preceptor provides supervision to a nursing student, including the names and locations of employers in the field of nursing, with time periods of employment.

Preceptor Signature (attesting to accuracy of information)

Date

Printed Name

Appendix H. Preceptor Agreement Form

Preceptor Agreement Form

Expected Course Start Date: _____ Academic Year: _____

Academic Term: ☐ Spring ☐ I Spring II ☐ Summer

Student Information:

First Name: _____ Last Name: _____

Student ID: _____ Phone Number: _____

MU E-mail: _____ RN License #: _____

State of Licensure: _____

(Must be licensed in the same state as the practicum site or have a multistate license that includes this state)

Expiration Date: _____ Is the license a compact/multistate license? ☐

YES ☐ NO

Clinical Practicum Site Information:

Site Name (Full Name, not initials): _____

Are you employed at this facility? ☐ YES ☐ NO

Street Address: _____ Zip: _____

City: _____ County: _____

State: _____

Clinical Practicum Site Affiliation Agreement Information:

Students and/or Preceptor MUST confirm with the facility if an Affiliation Agreement (AA) is required and provide contact information for the personnel who verified the information. Please make certain you are contacting the correct person/department at the clinical facility regarding the need for an Affiliation Agreement. This is typically handled through the facility's Human Resources, Clinical Education, or Administration. Verifying only with the preceptor is NOT acceptable.

Failure to correctly identify and document facility AA needs may result in AUTOMATIC COURSE FAILURE.

Check beside only ONE of the statements below to indicate the preceptorship site requirements for a formal Affiliation Agreement (AA) with Muskingum University and provide the contact information for the personnel it was verified with:

- ☐ Affiliation agreement is NOT required for my clinical practicum site.
- ☐ Affiliation agreement is already in place.
- ☐ The agency/clinical site requires a formal clinical affiliation agreement with MU.

Clinical Site Contact's Name: _____ Contact's Email: _____

Contact's Job Title: _____

Phone Number: _____

Preceptor Information:

First Name: _____ Last Name: _____

Highest Level of Degree Earned in Nursing: (e.g., BSN, MSN, DNP)

RN License #: _____ Expiration Date: _____

Phone Number: _____ State of Licensure: _____

(Must be licensed in the same state as the practicum site or have a multistate license that includes this state)

E-mail: _____

Role/Title: _____

_____ Is the license a compact/multistate license? ☐ YES ☐ NO

Agreement Statement:

By signing below, I agree to serve as a Preceptor and hold the appropriate degree and qualifications according to the program specific Muskingum University Nursing Handbook. I understand that I will be working with this student as he/she develops and implements an Evidence-Based Project over an eight-week course. As the preceptor, I will provide guidance for the student and receive updates on his/her progress. I understand that the student will provide me with a copy of the course syllabus and answer any questions I may have regarding the project.

I further understand that at any time I may contact Muskingum University (maceyc@muskingum.edu 740-826-6168) if I have any concerns or need additional support.

Typed signatures will NOT be accepted. Signatures must be signed in pen.

Required Signatures:

Student: _____ Date: _____

Preceptor: _____ Date: _____

Appendix I. MSN Affiliation Agreement Request Form**MSN Affiliation Agreement Request Form**

The Muskingum University MSN program requires a clinical practice project. NURS 706 and NURS 707 include clinical components, which includes direct engagement of patients, families, or populations with the goal of impacting patient outcomes. Once approval of the project has occurred, the student will present the project to a group of nurses, patients, healthcare workers, or other key stakeholders. The project is expected to be something that will improve patient outcomes and/or positively impact the care of patients. From the University's point of view, an affiliation agreement (AA) with the facility where the approved clinical project will be completed is not necessary. However, if the agency/facility will not allow the project without an AA, the MSN student must complete and submit this form to their nursing advisor. Your nursing advisor will work as a liaison between the nursing program and the agency/facility representative to finalize an agreement prior to the start date of the course. Once finalized, the AA will be sent to the agency/facility, and the student will be notified that the AA has been secured.

PLEASE NOTE: Muskingum University cannot guarantee the amount of time that it will take for a final AA to be signed by both parties. It is also possible that a final agreement will not be reached if either party cannot agree to the terms of the contract. If the agreement is not finalized prior to the start date of the course (or it has been determined that an agreement cannot be reached), it is important that you consult with the lead course instructor and your nursing advisor should you need to drop and/or reschedule the course.

Academic year and session: _____

Expected rotation start date: _____

Course which placement is requested: NURS 706 & NURS 707

ALL information below must be provided before a request will be initiated with the agency.

PLEASE WRITE LEGIBLY TO AVOID ERRORS IN EMAIL ADDRESSES AND CONTACT NAMES.

Agency Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

Agency contact person authorized to sign the affiliation agreement:

Name: _____

Title: _____

Phone: _____

Email: _____

Student Requesting Agreement:

Name: _____

Phone: _____

Muskingum University Email: _____

Signature: _____ Date: _____

Appendix J. Unusual Incident Report Form

Department of Nursing Unusual Incident Report

An "Unusual Incident" is any event that poses a potential risk of harm involving a nursing student or faculty member in the laboratory or clinical setting. If in a clinical practice setting, the agency's policy and procedure must be followed in addition to completion of this form. This form is to be completed at the time of the incident, signed by both the student and the supervising nursing faculty member. If the student is with a preceptor when the incident is experienced, the faculty member of record will be responsible for initiating this process and counter signing with the preceptor on this form. The completed original form is to be submitted to the Director of the Department and/or designee for retention of records.

Date Incident Occurred:

Persons Involved:

Description of the Incident:

Follow-up Recommendations:

Student (print)

Student (signature)

Date

MU Faculty Member and Position (print)

Faculty (signature)

Date

Appendix K. Department of Nursing Health Assessment

Department of Nursing Health Assessment

Mandatory Immunization and Health History records are required before clinical practice is started. Incomplete or inaccurate information may delay or disqualify students for clinical practice. Return the completed form to the Administrative Assistant of the Department of Nursing, Boyd Science Center Room 221.

Part I – TO BE COMPLETED BY STUDENT			
Name:		Muskingum ID:	DOB: Male ☐ Female ☐
Current Health Conditions:		Chronic Health Problems:	Hospitalizations:
Current Medications:		Surgeries:	Childhood Diseases:
Allergies:			

Part II - TO BE COMPLETED and SIGNED BY HEALTH CARE PROVIDER (APRN, PA, DO, MD)										
Height:	Weight:	T	P	R	BP	Vision: OD	OS	OU	W/ or W/O Correction:	
Neuro:					HEENT:			CV:		
Respiratory:					GI/GU:			Musculoskeletal:		
Mental Status/Emotional Health:						Any restrictions, learning disabilities, use of mobility aids?				

Immunization Records must be Complete.

1. Tetanus, Diphtheria, Pertussis (Dtap) Childhood series completed – 5 doses (provide evidence of vaccine series)	Yes	No
2. Tdap within 10 years Evidence of one dose	Date – Dose #1	
3. MMR (Measles (Rubeola), Mumps, Rubella) - Evidence of two doses	Date - Dose #1	Date - Dose #2
4. MMR – Titer Only required if no immunization (Attach copy of LAB Report Evidence)	Date:	Result:
5. Varicella - Evidence of two doses	Date – Dose #1	Date – Dose #2
6. Varicella – Titer – Only required if no immunization (Attach a copy of LAB Report Evidence)	Date:	Result:
7. Tuberculosis PPD (Mantoux) 2-step test within past year or QuantiFERON-TB Gold ☐ If positive – Chest X-ray required, and a letter from Healthcare Provider verifying status of disease.	Step 1 Date given: Date read: ☐ Negative _____ mm ☐ Positive	Step 2 Date given: Date read: ☐ Negative _____ mm ☐ Positive
8. QuantiFERON-TB Gold - test within past year, may be done in place of 2-step PPD (Attach copy of Lab Report Evidence)	Date:	Result:

9. Hepatitis B – Evidence of three doses * Please check here if only patient received 2 doses only based on manufacturer recommendations ☐	Date – Dose #1	Date – Dose #2	Date – Dose #3
10. Influenza: This is a seasonal, annual vaccine required of all students. If the vaccine for the 2026-2027 season not available at the time of appointment, it is required once the vaccine is made available. Students will need to submit evidence of receiving this vaccine.			
11. COVID-19 – Vaccination fully completed – Provide Evidence of vaccine(s) (Individuals are considered fully vaccinated 14 days after the last dose of the vaccine.)			Yes: ☐ No: ☐
Muskingum University COVID-19 Medical Exemption Form – If the student elects this option please attach the completed healthcare provider form			

Health Care Provider (APRN, PA, DO, MD)

Name: _____ Phone: () _____
(please print)

Address: _____

City/State/Zip: _____

Signature: _____

Date: _____

Appendix L. Muskingum University MSN Nursing Alumni Survey

As alumni of the program your feedback is important to us in helping identify program strengths and weaknesses as we strive to meet our program objectives through a process of continuous improvement. In addition, we are interested in knowing about your employment status, and any plans that you have for continuing your education. Please take a few minutes to complete this survey.

Name _____

Month and Year of Graduation _____

Phone _____

Preferred Email (personal or work) _____

Current Employer _____

Directions: Please check the appropriate response next to the evaluative statement.

1. Lead healthcare teams and organizations to improve quality and safety outcomes.
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐
2. Design, implement, and evaluate nursing education programs across settings
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐
3. Integrate evidence-based practice into leadership and teaching roles
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐
4. Collaborate across disciplines to enhance patient care and learning environments
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐
5. Advocate for health policy and educational advancement
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐
6. Utilize technology and informatics in healthcare and education
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐
7. Demonstrate ethical, culturally responsive, and professional leadership
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐

8. Mentor and develop the nursing workforce
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐
9. Apply quality improvement strategies to clinical and academic outcomes
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐
10. Lead organizational and educational change initiatives
 - a. Very confident ☐
 - b. Confident ☐
 - c. Somewhat confident ☐
 - d. No confidence ☐

Please list the top 2-3 program strengths.

Please list any opportunities for program improvement. For example, if you could change one thing about the program, what would that be?

Do you have plans to continue your education in nursing? If so, please explain.

Did obtaining your MSN help you to expand your career opportunities in nursing? If so, how?

Are there any additional comments you would like to share?

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