Creighton University
College of Nursing

Master of Science in Nursing and Post-Graduate Certificate
Student Handbook

2017-2018
The University reserves the right to change and to make exceptions to the provisions of this handbook at any time and to apply any change or to make an exception applicable to any student without regard to date of admission application or date of enrollment. This handbook is neither a contract nor an offer to enter into a contract. As a student in the Master of Science in Nursing Program at Creighton University, you are responsible for being familiar with policies and procedures of the University and College of Nursing. This handbook supersedes previous editions, and expands upon and provides specific information to the student. Please refer to the Creighton University Graduate Catalog for all general information regarding Creighton University.

The Catalog is available from the College of Nursing Student Affairs office and on the Web at http://www.creighton.edu/registrar/catalogs/.

Master’s students also abide by the policies in the Creighton University Student Handbook, which is available at http://www.creighton.edu/studentservices/centerforstudentintegrity/.

An electronic version of this handbook is available on the College of Nursing Student Affairs BlueLine site. In the event of difference between a printed edition and the current online edition, the online edition will supersede the printed edition.

Creighton University College of Nursing offers both undergraduate and graduate nursing education. The College of Nursing was accredited by the National League for Nursing (NLN) from 1964 until 2001, and the graduate program held NLN accreditation from 1985 until 2001. In 2001, the College of Nursing's undergraduate and graduate programs received accreditation from the Commission on Collegiate Nursing Education.

The baccalaureate degree in nursing, master’s degree in nursing, doctor of nursing practice, and post-graduate APRN certificate at Creighton University are accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

Revised for Spring 2018

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Non-discrimination Policy

It is the admission policy of Creighton University to accept qualified students within the limits of its resources and facilities. Creighton admits qualified students and hires qualified employees without regard to race, color, national or ethnic origin, handicap, sex, religion, or status as a disabled veteran or veteran of the Vietnam era. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without any such discrimination. The University’s Office of Equity and Inclusion has been delegated the responsibility for coordination of the University’s Equal Rights efforts.
Overview and Identity

Mission Statement
“The College of Nursing, founded in the principles of the Jesuit Catholic tradition, and honoring the Credo and Mission of the University, is committed to educating students to be innovative leaders in providing healthcare for individuals and populations. Students will become creative scholars, reflective and compassionate practitioners, collaborative professionals, and global citizens through personal and professional formation anchored in social justice. Faculty create and share new knowledge to advance the discipline of nursing through teaching, service, research, and professional practice.”

History

"The Creighton University College of Nursing came into being by an agreement between Creighton Memorial St. Joseph’s Hospital and Creighton University in 1928 for the purpose of improving the quality of nursing education." (Vossen, 1991, p. 29). With the help of Fr. Gerald Fitzgibbon, S.J., and Fr. William F. Kelley, S.J. in 1955, Dorothy Vossen headed the newly established Department of Nursing, which offered a four-year baccalaureate degree.

Creighton University College of Nursing (CUCON) is accredited by the Commission on Collegiate Nursing Education (CCNE) and one of ten schools of nursing in Nebraska offering a baccalaureate degree as basic educational preparation for practice as a registered nurse (RN). Creighton University College of Nursing was granted full ten-year accreditation (October, 2001 – December, 2011) from the Commission on Collegiate Nursing Education (CCNE), which is affiliated with the American Association of Colleges of Nursing (AACN). CUCON offers three undergraduate curricula: Traditional, Accelerated (ANC) and RN to BSN, leading to the Bachelor of Science in Nursing (BSN) degree. Graduate curricula include a Master of Science in Nursing (MSN) degree, and Doctorate of Nursing Practice (DNP) degree.

The College of Nursing has experienced consistent growth and progress while maintaining a creative and competitive edge in the profession of nursing. The first class of students in the Accelerated Curriculum was admitted in May, 1975. Creighton University was one of two Jesuit universities to offer such a program offering a BSN degree to college graduates in one calendar year. The Accelerated Nursing Curriculum (ANC) expanded to the Hastings Campus in August 2001 and has a cooperative venture with Hastings College.

The College of Nursing was one of the first to offer a continuing education program, a curriculum focused on primary nursing and a computerized artificial intelligence system to address patient care questions. The 1977 COMMES (Creighton On-Line Multiple Modular Expert System) served as a predecessor to current computerized relational databases.

The Nursing major in the Master of Science degree program was initiated in 1980 under the direction of Laura MacLachlan, EdD, RN, Associate Dean of Nursing. The program admitted its first students in Fall 1981 and provided an innovative means for working nurses to obtain a master’s degree. Originally, the curriculum provided a single broad clinical focus (family nurse practice/nurse practitioner track) and a research focus. The program has since expanded to offer a variety of major areas of study in advanced nursing practice.

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1 Revised November, 2016
clinician) and a choice of two role options (nurse educator or nurse manager). The gerontological nursing focus was added in 1984 in response to a national call for preparation of nurses in advanced roles to meet the needs of the rapidly growing population of elders. In 1987, following a needs assessment of nurses in the local and surrounding area, planning was initiated to add a clinical focus in adult health nursing and role courses in case management. Upon further discussion, it was decided that the appropriate role focus was that of clinical nurse specialist with competencies and experiences in case management. The clinical specialist student had opportunities to specialize in the areas of cardiac health, behavioral health, community health, and gerontology. In 1997-98 the nurse practitioner role option was added. Initially, students had the option to prepare as a family nurse or adult nurse practitioner. In 2000 the College added a neonatal nurse practitioner option in response to the nationwide growing need for that role. In response to evolving nurse practitioner opportunities, the college added role options as a nurse practitioner for the following populations: adult – gerontology acute care, pediatric acute care, and psychiatric mental health (2016). In 2016, the pediatric acute care program, transitioned to the college’s first dual role track preparing graduates for national certification in acute and primary care. The growing need for nursing faculty has led the graduate program to reinstate a nurse educator option as a combined option for the nurse practitioner or clinical nurse specialist student. Originally offered on weekends and evenings, graduate classes now are web-based with some intensive time on campus.

In 1985 Creighton University College of Nursing was invited to develop an off-campus BSN Program in the rural community of Hastings, Nebraska. The Mary Lanning Healthcare selected Creighton University College of Nursing to replace its diploma school that was to be closed and did close in June, 1988. This NLN accredited diploma program had been in existence since 1915. Creighton University officially opened a nursing school campus in Hastings (NE) on the Mary Lanning Healthcare Campus in 1986. Implementation of the baccalaureate program at Hastings was achieved by using a combination of courses available at Hastings College and all of the Creighton University nursing courses. From 1985 to 2014, both the four year traditional and ANC were offered at Hastings campus. In 2014, the CON suspended admission into the four year traditional program at the Hastings campus. In 2016, a collaborative agreement between Hastings College and CUCON began in the form of a 3+1 degree. Students enrolled in this curriculum earn a 3-year degree from Hastings College during which all core requirements and pre-requisites to the ANC are completed. Pending meeting all conditions of enrollment, students then enroll in the ANC and receive the one year ANC degree from CU.

The RN to BSN curriculum was reconfigured in 1997 and was designed specifically for registered nurses holding an associate degree or diploma as their highest nursing credential. Classes met every other Thursday alternating between on campus and distance learning formats. Students completed the nursing requirements for the BSN in three semesters of full-time study. The RN to BSN curriculum was offered both in Omaha and Hastings. In 2007, the RN to BSN completion education curriculum evolved to online nursing education with a web-based focus. In 2011, the College of Nursing decided to temporarily discontinue the RN to BSN program. The RN to BSN curriculum was reinstituted in Fall 2016, with an emphasis on outcomes management and care coordination. Additionally, in Fall 2016, the CON began offering an outcomes management and care coordination leadership certificate. In 2018, Creighton University College of Nursing began an academic – practice partnership with Dignity Health St. Joseph Hospital and Medical Center in Phoenix, Arizona.
As changes to the Masters of Science degree began, an advanced generalist option called the Clinical Nurse Leader (CNL) was first offered in the fall of 2007.

Faculty approved the change to a Master of Science in Nursing degree (MSN) in October, 2008 which would continue to be awarded by the Graduate School, but administered by the College of Nursing. Prior to this change, the Master’s of Science (MS) degree program in nursing was administered by the Dean of the Graduate School and the Graduate Board. Students completing their graduate education in nursing at Creighton University received a Master of Science degree with a major in nursing

In October, 2008, Creighton University College of Nursing was approved by the Higher Learning Commission to offer a program of study in nursing leading to the degree of Doctor in Nursing Practice (DNP) with specialty tracks in Advanced Practice Nursing (APN), Advanced Public Health and Global Health Nursing, and Clinical Systems Administration (CSA). The DNP program provides graduate education in a learning environment where ethical leadership, creative problem resolution, service to patients and communities, inter-professional teamwork, appreciation of diversity, and commitment to performance excellence are the hallmarks. In offering the DNP degree, the College of Nursing is dedicated to preparing nurses with advanced knowledge and skills to respond to challenges in the health care system and assume leadership in managing quality, accessible, and cost-effective care.

In 2013, the College of Nursing officially changed its name to the College of Nursing to conform to the Creighton University Statutes, which state that academic units admitting students directly from secondary schools "shall be called colleges."

Goals

1. Support development of caring professionals who are culturally sensitive and who respect the uniqueness and dignity of the client.
2. Provide a value-centered educational environment conducive to meeting learning needs of diverse student populations.
3. Promote critical thinking, professional competence, and accountability for the management of care to improve health outcomes.
4. Foster a professional commitment for life-long learning and scientifically based practice.
5. Promote a disposition toward service to others and engaged civic responsibility.
6. Support ability to communicate professionally and therapeutically using diverse modalities.

Philosophy

The College of Nursing seeks to exemplify the mission of Creighton University, which is focused upon people as unique individuals having potential to seek the truths and values essential to human life. A Christian learning environment in which students are assisted toward maturity as members of the human community and as scholars is fostered. In light of this Mission, and the

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2 Accepted October 3, 1997; Revised May, 2000
statement of Goals and Common Objectives in the Health Sciences, the College of Nursing endorses the following statements addressing people, health, environment, learning, and nursing.

People

Each person is a unique individual made in God's image and endowed with freedom of choice, dignity, and intrinsic worth. Intellectual capability enables the person to reflect, consider, analyze, judge, and communicate. Affective abilities enhance communication through the formation of affectional bonds with the result that life is conducted in a caring, concerned way. Individuals are creative and strive for biological, psychological, social, and spiritual integration and well-being. Individual behavior is motivated by unique perceptions, needs, and goals resulting in a complex set of behaviors related to the potential for growth. A person can best be understood in the context of genetic, historic and situational influences within a society and culture. People include individuals, families, groups, and communities organized through mutual interests and directed to the achievement of common goals. Each person has a responsibility to contribute to the well-being of others.

Health

Health is defined as a dynamic multidimensional state that implies interaction with the environment. Each person perceives health differently. Nurses recognize these individual perspectives and respect their influence on health decisions. The promotion of healthy lifestyles presents nurses with challenges and opportunities to address the self-care needs of clients. Health is influenced by optimal use of one's resources to achieve maximum potential for daily living. Opportunities to optimize health potential should be available to all.

Environment

Environment is defined as the circumstances, conditions, and factors that affect the existence and development of an individual, group or community. A continuous, reciprocal relationship exists between the individual and the internal and external environments. The internal environment includes physiological, psychological, emotional, intellectual, and spiritual components. The external environment includes physical, societal, and cultural components. These environmental components also exist within, and influence, families, groups, and communities.

Learning

Learning is an active, life-long internal process based on need, motivation, and opportunity. Learning is demonstrated by cognitive, affective, and psychomotor changes. Motivation is enhanced when goals are mutually established and when individual cognitive styles are understood and addressed. Learning is fostered by organized instruction and role modeling followed by opportunity for application, evaluation, and feedback. The learning climate fosters ongoing scholarly activities and provides an environment where students and faculty are encouraged to discover and develop their potential. Experiences that promote critical thinking are provided. Critical thinking provides the foundation for making personal, clinical, and other professional decisions. Critical thinking is used in understanding, investigating, and synthesizing the implications of social, professional, and health care issues. Formal education in this College
of Nursing provides a foundation for beginning and advanced practice that focuses on care management and health outcomes.

**Nursing**

The focus of nursing is to promote, maintain, or restore health and provide comfort and dignity in life and death. The roles appropriate for the practice of nursing are interdisciplinary, multidimensional, and interrelated. These roles include but are not limited to: care provider, care manager, critical thinker, communicator, change agent, and educator. The discipline of nursing embodies a knowledge base that is evolving. Professional nursing contributes to and uses professional, legal, and ethical standards of practice. Emerging patterns of care and roles in nursing develop as research is conducted, disseminated, and fully integrated within all practice settings.

**Organizing Framework**

The curriculum of the College of Nursing is developed within an organizing framework (see Figure 1) that exemplifies the faculty’s beliefs related to professional nursing. The organizing framework is intended to assist the faculty in structuring the curriculum and to assist students in developing a systematic method to guide their professional growth both in the immediate and distant future.

The faculty believes that the major concepts essential to professional nursing practice are those that relate to people, health, environment, learning, and nursing.

The faculty believes the nurse must also possess specific knowledge of and the ability to critically think about factors that influence a person’s positive interaction with the environment. These factors are: communication, health states, care management, and personal and professional development.

The preceding factors are organized into vertical and horizontal strands. A vertical strand gains both depth and breadth in its application to nursing as the student progresses in the program. Theories and principles are added as the complexity of nursing interventions increases. A horizontal strand offers all elements in its initial introduction and gains breadth in its application in various settings. According to these definitions, critical thinking is accepted as a horizontal strand whereas communication, health states, care management, and personal and professional development are classified as vertical strands. Program objectives reflect the philosophy and the organizing framework. The program objectives guide course development and the selection of learning experiences.

**Communication**

Communication is a process that is dynamic, complex, irreversible, and inevitable. Communication involves a sender, a receiver, and a message. The process of communication

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3 Approved: August 16, 1996; Revised: May 2000; Reviewed: November 19, 2004
involves integration of meaning, which occurs in a cultural, developmental, and environmental context. In professional nursing there are two significant goal-directed communication processes: therapeutic and professional. Therapeutic communication includes relationship building, helping skills, and education. Professional communication includes both intra/interdisciplinary communication such as collaboration, consultation, coordination, documentation, advocacy, conflict resolution, evaluation, assertiveness, and scholarly communication.

**Care Management**

Care management is a client-centered and intra- and interdisciplinary process to enhance health states, functional abilities, and quality of life for individuals, families, and populations. The focus of nursing care management are to assess health states and plan, provide, negotiate, coordinate, and evaluate options and services to achieve quality, cost-effective outcomes. The care management process occurs in a climate of partnership with individuals, families, groups, communities, providers, and payers. In this partnership, nurses as care managers, serve as change agents and advocates for outcomes improvement by seeking solutions that empower clients to promote, protect, restore, and maintain health.

**Health Promotion**

Proactive strategies that optimize physical, social, and emotional health and well-being of individuals, families, and communities. Health promotion activities enhance the quality of life throughout the lifespan and are initiated at both personal and public levels.

**Health Protection**

Strategies to safeguard physical, social, and emotional health and well-being of individuals, families, and communities from specific and identified potential risks. Health protection activities are enacted at both the personal and public levels.

**Health Restoration**

Diagnosis and interventions directed to returning individuals, families, and communities to a pre-acute illness or pre-crisis state and/or optimal level of functioning. Health restoration activities are targeted to early identification and timely management of existing health alterations with the goal of restoring the individuals, families, and communities to an optimal level of function.

**Health Maintenance**

Comprehensive, coordinated interventions to support optimal levels of functioning and quality of life in populations who require ongoing surveillance.

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4 Accepted by Care Management Teams: February 3, 1998; Revised: March 20, 1998; October 4, 2004
**Disease Management**

A model to manage the care of individuals and/or populations experiencing disease. Emphasis is placed on understanding the natural course of a disease in order to coordinate comprehensive interventions designed to protect, restore, and maintain health.

**Episodic Health Alteration**

An alteration in health lasting a discrete period of time, during which individuals are consistently within the symptomatic range to meet diagnostic criteria of a particular illness or syndrome.

**Chronic Health Alteration**

A constant and prolonged alteration in health that shows variability in the presence and severity of symptoms and level of functioning.

**Vulnerable Populations**

Designates groups of people who are in a state of defenselessness, fragility, risk, or susceptibility to illness or injury. Vulnerability stems from variables or risk factors which increase the probability of developing disease, injury, or a lower level of functioning. The risk factors may be biological, behavioral, sociocultural, economic, and/or environmental in nature.

**Outcomes**

Measurable changes in health states of individuals, families, communities, and populations as a result of the care management process. Outcomes can be described both quantitatively and qualitatively.

**Social Justice**

As faculty and students in a Jesuit University College of Nursing, we are taught to put our faith and teaching into practice in everyday life. This calls us to awareness of problems of poverty and discrimination and commits us to educate others and advocate for the health and well-being of those clients and communities who cannot do so for themselves. Social Justice includes direct efforts on behalf of individuals and communities in need and/or provision of non-violent witness against threats to peace and justice.

**Health States**

Health is a multidimensional dynamic state that contributes to and is influenced by the full range of life experiences. The framework for studying the wide range of health states is based upon knowledge from nursing and other disciplines. The factors that influence health states are also studied in this framework with the goals of thinking creatively about and investigating ways in which the nurse can positively influence health states of people.
Personal and Professional Development

Development is a lifelong process by which a person’s potential is challenged. Activities, often referred to as developmental tasks, ordinarily arise at certain times in the lifespan and impact health. Successful achievement of these developmental tasks facilitates subsequent growth. Self-awareness, values consciousness, and accountability are critical to the process of professional development. Personal growth enhances the nurse’s ability to provide professional nursing care.

Critical Thinking

Critical thinking is the process of purposeful, self-regulatory judgment that includes the cognitive skills of interpretation, analysis, evaluation, inference, explanation, and self-regulation.\(^5\)

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Master of Science in Nursing
Program Description

The Master of Science in Nursing (MSN) curricula uses as its foundation the baccalaureate in nursing. The graduate program in nursing is designed to prepare nurses for an advanced practice or advanced generalist role and, as a secondary goal, to establish a foundation for future doctoral study in nursing. Emphasis is placed on preparing graduates with advanced competencies in nursing practice and advanced role knowledge to meet the demands of the changing health care environment. Students complete requirements for master’s core courses, role core and/or support courses, and advanced nursing practice courses.

Program Objectives

Completion of the Master of Science in Nursing Program and Post-Graduate Certificate Programs prepares students to:

1. Analyze theoretical concepts and knowledge from nursing and other disciplines relevant to advanced nursing practice in the provision and improvement of health care.
2. Assume leadership in designing, managing and implementing quality, cost-effective, and innovative services to clients in a variety of health care settings.
3. Incorporate knowledge of population-based care and cultural influences in ensuring appropriate and sensitive health care.
4. Influence health policy formulation and implementation to address socioeconomic and health care issues.
5. Demonstrate proficiency in analyzing and utilizing research from nursing and other relevant disciplines to improve practice.
6. Engage in a systematic process of moral reasoning and values-based dialogue to resolve/address ethical dilemmas/situations.
7. Demonstrate competency in an advanced nursing role

Program Curriculum

A program of graduate study in nursing leading to the degree of Master of Science (MSN) is offered. Emphasis is placed on preparing graduates with advanced competencies in nursing practice and advanced role knowledge to meet the demands of the changing health care environment. Students complete requirements for master’s core courses, role core and/or support courses, and advanced nursing practice courses. Role options currently available to students are: a) clinical nurse leader (CNL) b) advanced practice nurse (nurse practitioner), c) clinical systems administrator. Students selecting the advanced practice nurse role will also select a population focus. Population foci currently available are adult (primary, acute care, and behavioral health), family, pediatric (acute care) and neonatal. Areas of additional concentration could include cardiology, gerontology, oncology, and education.

6 Accepted: June 1998; Revised: August 2006
7 Accepted: June 1998; Revised: August 2006
Role Descriptions

Clinical Nurse Leader

“The clinical nurse leader (CNL) is a leader in all settings where health care is delivered. CNL practice will vary across settings. The CNL is not an administrative or management role. The CNL assumes accountability for client care outcomes through the assimilation and application of evidence-based information to design, implement, and evaluate patient care processes and models of care delivery. The CNL is a "provider and manager of care at the point of care for individuals, cohorts, of patient anywhere healthcare is delivered. Fundamental aspects of CNL practice include: clinical leadership, participates in identification and collection of care outcomes; accountability for evaluation and improvement of point of care outcomes; risk anticipation for individuals and cohorts of patients; lateral integration of care for individuals and cohorts of patients; designs and implements EBP; provides team leadership, management and collaboration with team members; information management to improve healthcare outcomes; stewardship of resources and advocacy” (p. 4-5).

Advanced Practice Nurse

“An Advanced Practice Registered Nurse (APRN) is a registered nurse who has obtained additional education and licensure to manage common health problems and chronic conditions including prescribing treatments and medications.

Most APRN-NP’s have a master’s or doctoral degree in nursing. All must pass a national certification examination. Nurses educated as a nurse practitioner may qualify for licensure as an APRN-NP if they meet all of the licensure requirements. APRN-NPs practice in collaboration and consultation with physicians and other health care practitioners. APRN-NPs are eligible for federal controlled substance registration. APRN-NPs may prescribe controlled substance Schedules II through V. APRN-NPs may receive samples.”

Nurse Practitioner

“All NPs must complete a master's or doctoral degree program, and have advanced clinical training beyond their initial professional registered nurse preparation. Didactic and clinical courses prepare nurses with specialized knowledge and clinical competency to practice in primary care, acute care and long-term health care settings… Autonomously and in collaboration with health care professionals and other individuals, NPs provide a full range of primary, acute and specialty health care services, including:

- Ordering, performing and interpreting diagnostic tests such as lab work and x-rays.

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- Diagnosing and treating acute and chronic conditions such as diabetes, high blood pressure, infections, and injuries.
- Prescribing medications and other treatments.
- Managing patients' overall care.
- Counseling.
- Educating patients on disease prevention and positive health and lifestyle choices.”

**Clinical Systems Administrator**

The Clinical Systems Administration track is designed to prepare nurses at the Master’s level with competencies required for the 21st century. Innovative and diverse healthcare systems at the micro and macro levels are explored. Within a framework of complexity science the principles and processes that support the delivery of health care using organization theory, management theory, and strategic planning are utilized. The human resource potential within the organization is emphasized with an emphasis on healthy work environments, inter-professional collaboration and evidenced-based management practices. Student will understand organizational and human resource potential and it’s profound impact on professional nursing practice, performance, clinical outcomes, risk, safety, ethical, legal, and regulatory policies and issues.

**MSN Curricula**

Curriculum for the Master’s program can be found on the Master’s program section of the College of Nursing website at [http://www.creighton.edu/nursing/programs/mastersprogram/postbaccalaureatetodnp/index.php](http://www.creighton.edu/nursing/programs/mastersprogram/postbaccalaureatetodnp/index.php).

**Post-Graduate Certificate**

The Creighton University College of Nursing offers a Post-Graduate Certificate for master’s prepared nurses who seek to become eligible for national certification as a nurse practitioner or clinical nurse leader. Admission to this curriculum option requires that the prospective student holds a master’s degree in nursing from an institution of higher learning accredited by a nursing body and clinical practice in a direct care setting equal to at least 2000 hours of employment within the previous 3 years. The requirements for admission and the application process are the same as for degree seeking graduate students.

**Course Descriptions**

Descriptions for all graduate nursing courses may be viewed in the Creighton University Graduate Catalog found at [http://www.creighton.edu/registrar/catalogs/](http://www.creighton.edu/registrar/catalogs/).
Conditions of Enrollment Policies and Annual Verification

Conditions of Enrollment

A. Certain conditions are required to meet university guidelines and the terms of clinical agency contracts. Prior to enrollment in the program, all students will provide evidence of meeting the following conditions. A third-party vendor is utilized to collect and manage compliance requirements.

1. **Completion of immunizations** are required of all Creighton University Health Sciences students. A complete listing of required immunizations may be found at [https://www.creighton.edu/chc/studenthealthservices/immunizationrequirements/](https://www.creighton.edu/chc/studenthealthservices/immunizationrequirements/). Participation in clinical experiences is dependent upon current immunizations.

2. An unencumbered RN license to practice in the state where students will be completing all practicum courses.

3. **Background Investigations** of accepted students will be conducted and will include but not be limited to, a combination of the following screenings for every state and county of residence in which the student has resided:
   a. County Criminal Record Search
   b. Alias Name Search
   c. Found Wants and Warrants
   d. Found Protection Orders
   e. Residential History Search
   f. Social Security Number Search
   g. Abuse Registry
   h. Sex Offender Registry
   j. General Services Administration (GSA) Excluded Parties Listing System

   Please reference the Background Check Policy, the Steps to Complete your Background Check, and the Your Rights Under the Fair Credit Reporting Act documents available on the College of Nursing Student Affairs BlueLine site.

4. **Current certification in Basic Life Support (BLS)** prior to enrollment into the program and throughout the program is required
   a. Courses sanctioned by the American Heart Association ("Basic Life Support for the Professional Rescuer") [preferred] or the Red Cross ("Health Care Provider") are accepted. Courses should be labeled "professional level" and include instruction on use of the Automated External Defibrillator (AED).

5. **Verification of a physical examination** is needed to provide evidence that the student is free from contagious disease and not a health hazard to patients in various settings. The student will provide the health care provider (MD, DO, NP, PA) with the appropriate physical examination attestation form, attesting that a physical exam has been completed and that the provider has had an opportunity to identify whether or not the Safety & Technical Standards can be met.
6. **Completion of a drug screen is required.** The Drug and Alcohol Testing Policy and Procedures document is accessible on the College of Nursing Student Affairs BlueLine site. An opportunity to complete this requirement is available during graduate orientation, held bi-annually.

7. **Completion of all modules in GRD 600.**

B. Prior to selected courses students will meet the following conditions:

1. A minimum of 2,000 hours of direct patient care is required before enrolling in NUR 694 (Advanced Health Assessment Across the Lifespan). Individuals entering in the Neonatal NP track must have 4000 hours of direct care in a level III NICU prior to entering NUR 615 (Advanced Neonatal Assessment). Individuals entering the Pediatric Dual NP must have 2000 hours of direct care in the pediatric field. *A letter from the student’s employer (on letterhead) validating full-time or part-time employment to meet the 2000 hour requirement is needed.*

2. Successful completion of an undergraduate course in statistics prior to enrollment in NUR 683 (Statistics and Data Analysis for Evidence-based Nursing Practice).

3. Successful completion of an undergraduate course or its equivalent in physical assessment prior to enrolling in NUR 694 (Advanced Health Assessment Across the Lifespan) or NUR 615 (Advanced Neonatal Assessment).

**Annual Verification of Meeting Requirements**

Students will verify that they meet the following requirements, and have access to the Handbook in electronic form, by signing the “Graduate Signature Sheet”.

1. "Safety and Technical Standards" form (accessible on the College of Nursing Student Affairs BlueLine site) to validate the student’s ability to meet the cognitive, affective, and psychomotor requirements of the curriculum, with or without reasonable accommodations, consistent with the Americans with Disabilities Act.

2. Students will sign the following statement. "I agree to notify the College of Nursing within 30 days of being charged with crime, felony, misdemeanor, or other offense ; and any convictions, guilty pleas, or no contest pleas to any crime, felony, misdemeanor, or other offense that occurs during my enrollment in the College (any such occurrence is called an “offense”). I understand any such offense may subject me to disciplinary action by the College, with possible consequences up to and including dismissal from the College. I also understand that if I fail to provide the College of Nursing with information about an offense, such failure to report could subject me to disciplinary action by the College, with possible consequences up to and including dismissal from the College." Certain offenses could impact licensure as an APRN.

The College of Nursing’s Compliance Specialist will contact students on an on-going basis to ensure currency of specific health-care related requirements (e.g. PPD, immunizations, BLS certification) and/or other clinical agency requirements (e.g. HIPAA) necessary to continue practice in the clinical agencies. *Students not current in their requirements will be removed from the clinical agency until the requirements are met. Students should note that removal from clinical could delay their academic progress.*
Classification of Students

Degree Seeking Students

Admission in Good Standing

Applicants who meet all admission requirements for graduate work are admitted in good standing in the College of Nursing by action of the Assistant Dean for Student Affairs upon recommendation from the College of Nursing’s Graduate Admissions and Progressions (A&P) Committee. Such applicants are classified as degree-seeking students upon enrollment.

Provisional Admission

Students who do not meet the requirements for admission in good standing but demonstrate potential for success in a graduate program may be admitted on a provisional basis. Students who are admitted with provisions must meet all provisions as required by the CON’s Admissions and Progression Committee by the end of eight (8) credit hours from initial enrollment. Students who do not successfully meet the provisions will be dismissed from the program.

Non-Degree Seeking Students (Special Student)

Non-degree (special) students are understood to have at the time of registration no intention of applying for a DNP or graduate degree at Creighton University. Should the student later decide to pursue a degree, nine (9) semester hours is the maximum advanced standing credit allowed. A special student application is required, and the student must obtain consent of the course leader and DNP Program Chair prior to registering for any course.

Undergraduate Students in Graduate Courses

Undergraduate students in the second semester of their senior year are permitted to take courses for graduate credit with permission of the Assistant Dean for Student Affairs. They remain students in the undergraduate college, but must register for graduate courses through the CONs Office of Student Affairs. Such work, however, will not be accepted as part of a graduate program of study unless approved by the Assistant Dean for Student Affairs.

Student Rights and Responsibilities

Each student is personally responsible for completing all requirements established for the Master’s of Science in Nursing degree by the University and the College of Nursing. It is the student’s responsibility to inform oneself of these requirements. A student’s advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard. The University reserves the right to modify requirements at any time. Although the University encourages the widest amount of student responsibility, with a minimum of administrative regulation, it expects each student to maintain appropriate standards in his or her academic and personal life. The University reserves the right
to terminate the registration of any student who does not meet the standards acceptable to the University.

Office of Disability Accommodations (ODA)/Services for Students with Disabilities

Creighton University aims to provide and coordinate support services and reasonable accommodations through the Office of Disability Accommodations (ODA) in order to aid students with disabilities in achieving academic success. Students with documented disabilities are eligible for academic services through the (ODA). Students whose disabilities require accommodations to successfully complete the course requirements must seek assistance through the ODA as well as the Course Leader. It is the student’s responsibility to contact the ODA and the Course Leader to discuss the appropriate accommodations. These accommodations are determined based on the student’s documented disability, report and/or consultation from appropriate professional personnel, and consultation with the ODA. Accommodations include those related to note taking, taping, and test taking.

It is the policy of the University to make programs and services available to disabled individuals. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide services and accommodations for individuals with disabilities. Services for students with disabilities are provided to qualified students to ensure equal access to educational opportunities, programs and activities in the most integrated setting possible. Students must make timely and appropriate disclosures and requests (at least 5 weeks in advance of a course, workshop, program, or activity for which accommodation is requested or such other reasonable time as the particular circumstance of a request for accommodation warrants).

The Office of Disability Accommodations coordinates accommodations based on valid documentation of a disability. Tutoring services are not considered an accommodation, and although the ODA will help students who are registered with them to find tutors, they cannot identify that assistance as an accommodation. Offices are located in the Old Gym, suite 437 and the phone number is 402.280.2166. See http://www.creighton.edu/EOP/SupportServices.html. If a student has a disability and feels he/she needs accommodations, it is the student’s responsibility to do the following:

1. Contact the College of Nursing Academic Success Coordinator (402.280.2254) to initiate assessment and referral to the ODA.
2. Submit medical or other diagnostic documentation of disability and limitations. Additional evaluation of limitations may be required by Creighton University or other agencies prior to receiving requested accommodations. The University reserves the right to provide services only to students who complete and provide written results of evaluations and service recommendations to appropriate University personnel. The program chair, with initial recommendations from the ODA, may allow accommodations while testing is completed.

Academic Success

Any student seeking academic success skills can contact the College of Nursing Academic Success Coordinator at sueselde@creighton.edu for assistance.
Lines of Authority/Communication

Lines of authority/communication are delineated below according to academic or non-academic concerns.

1. If an academic question or problem arises, the student should pursue the matter in the following sequence:
   a. Individual faculty member and/or the student’s faculty advisor who can serve as a student advocate, if warranted
   b. Course leader
   c. Program Chair of the program in which the student is enrolled
   d. Associate Dean for Academic and Clinical Affairs
   e. Dean of the College of Nursing
2. If a non-academic question or problem arises, the student should pursue the matter in the following sequence:
   a. The student’s faculty advisor
   b. Assistant Dean for Student Affairs
   c. Dean of the College of Nursing

Student Governance

Students’ contributions are important to the overall governance of the College. Students are crucial to the formulation and revision of policies that govern the college. Student input is valued and provision is made for student participation on most College of Nursing committees. Students are encouraged to volunteer as representatives on these committees. Responsible student representation includes:

1. Attending regularly scheduled meetings; should a conflict occur, an alternate student representative should attend.
2. Serving as a liaison between student groups and faculty.
3. Demonstrating objectivity and open communication with faculty and peers.
4. Polling student peers for their views, comments, reactions and suggestions about committee matters and relay them to the committee.
5. Preparing and completing committee assignments.
6. Adding items to the agenda by contacting the committee’s chairperson prior to the meeting.
7. Maintaining confidentiality of information discussed or dispersed.
8. Developing one’s leadership skills in a democratic manner.
9. Demonstrating accountability for individual decisions, communication and behaviors.

Graduate students have a voice to the President of Creighton University through the government structure of the Creighton Student Union. The Creighton Student Union is divided into three branches: the executive, the cabinet, and the representatives. The format of these three branches allows for equal representation among undergraduates and professional students. Equal representation is reached because undergraduates have a majority in the representative body, and professional students have a majority in the cabinet. The elected positions on the executive board are elected by all students on campus, and therefore are representing all Creighton
students. For legislation to pass it must go through each body. A piece of legislation begins in the representative body, and if it is approved, it is sent to the cabinet. The CSU Cabinet is composed of the presidents of the student governments of the Graduate School, Medical School, Law School, School of Pharmacy and Allied Health Professions, Dental School, College of Business, College of Nursing, and College of Arts and Sciences. The Cabinet meets every month and acts as the Board of Directors for CSU. Follow the links for more complete information on graduate student governance and the representation provided by the Graduate School Government (GSG) body.

http://www.creighton.edu/csui/csuinformation/index.php  
http://www.creighton.edu/gradschool/currentstudentinfo/gsg/index.php

**Student Involvement in Curriculum Evaluation**

Creighton University’s College of Nursing is committed to the continuous quality improvement of its curriculum. The College seeks input from students to continually assess course effectiveness as well as the quality of the College’s faculty and instruction. Provision will be made for anonymity of responses. Faculty use this information for formative evaluation and modification of the course and the learning strategies. Results from all evaluations are taken seriously and incorporated into improving course offerings and teaching as well as inform overall curricular and programmatic decisions.

A representative sample of student evaluations is also used by faculty in their own self-evaluation and in preparing dossiers for promotion and tenure.

Students are provided with multiple evaluation opportunities including but not limited to opportunities to evaluate:

1. Course effectiveness  
2. Quality of faculty instruction  
3. Classroom resources  
4. Clinical resources  
5. Overall satisfaction with their experience as a student at Creighton University

The College of Nursing will conduct online course and faculty surveys located at [http://evaluations.creighton.edu](http://evaluations.creighton.edu). An opportunity for evaluation is provided for each course and at the completion of the program.

**Evaluation of Students**

Students are notified of their academic progress on a regular basis. Instructors are responsible for keeping anecdotal records of all conferences informing students of their progress. Written evaluations of student's clinical performance are prepared at the completion of each clinical course rotation and are filed in the student's permanent record. Evaluations are based on the achievement of specified clinical objectives. Final evaluations are to be discussed with and signed by students and faculty.
Confidentiality of Student Records

Creighton’s policy relating to the confidentiality of student records is in keeping with the “Family Educational Rights and Privacy Act” (FERPA). More complete information about FERPA can be located at http://www.creighton.edu/registrar/confidentialityprivacyferpa/index.php.

Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. Students have the option to grant permission to specific individuals regarding academic information, financial information, and Release for Parents/Guardians/Spouses/Others: Academic & Behavior through their Creighton NEST account.

E-Mail Accounts/Listserv

Students are required to have and regularly use a Creighton University e-mail account and will be placed on the College of Nursing listserv. The listserv is the official means for College of Nursing communication with students.

Academic Policies

Advisement

An academic advisement meeting should occur each semester to complete pre-registration for the upcoming term. This meeting will also provide for a review of the program of study with the student. The plan of study and any revisions will be signed and placed in the academic file. An unofficial transcript and degree audit are available at the student’s NEST http://thenest.creighton.edu/.

Registration for courses should be completed only after meeting with the faculty advisor. The academic advisement meeting is for the student’s benefit, to avoid changes that could present problems in terms of progression, (i.e., lack of knowledge about sequencing patterns and when courses are offered). Registration for courses without appropriate advisor approval can result in an administrative withdrawal from classes.

Transfer Between MSN and DNP

Only students in the CSA track may transfer between the MSN and DNP program. The transfer of students between the MSN and DNP Program requires:

The transfer of students between the MSN and DNP Program requires:

1. Student notifies advisor in writing of intent to change programs.
2. Petition to the Admissions and Progressions Committee of request to change programs with rationale.
3. Request must be received and the transfer completed prior to enrollment in NUR 690.
**Developing the Plan of Study**

When students are admitted to the Master of Science in Nursing or Post Graduate Certificate program, an academic advisor is assigned. A Program of Study lists all the required courses for the student’s track divided into the following categories: Research/Theory Core Courses, Leadership/Policy Core Courses, Role Support Courses, and Role Specialty Courses. A gap analysis may need to be completed to determine completed practicum hours and previous required courses. Students and their advisors should construct a *Plan of Study*, from the listing of courses on the Program of Study, during the first semester of enrollment, which will list the following:11

1. Courses required for removal of undergraduate deficiencies (deadline dates, as appropriate).
2. Courses taken, prior to submitting the *Plan of Study*, that apply to the minimum credit requirement.
3. Courses required by the degree program and projected timeline.
4. Elective courses (or course options) that may be applied to the minimum credit requirements.
5. Courses taken outside the degree program (if appropriate).

Students should be aware that deviations from the original *Plan of Study* may result in a delay in completing the program. The College of Nursing reserves the right to modify the program of study based on curriculum revisions. The MSN program must be completed within six (6) years. The post graduate certificate program must be completed within four (4) years.

**Transfer of Credit**

The College of Nursing is consistent with the *Creighton University Graduate Bulletin*’s policy on transfer credit. This policy states:

Credit earned with grades “A” or “B” at other accredited graduate institutions may be considered for transfer at the time a student’s plan of study is constructed. Transfer credit accepted after the plan of study is constructed will be reviewed on an individual basis. The acceptance of credit offered for transfer will be determined by the Assistant Dean for Student Affairs upon recommendation of the student’s advisor. Ordinarily, no more than six (6) transfer credits will be applicable toward a master’s degree. Allowance of credit toward a graduate degree for courses taken as a Special Student (non-degree status) in the Graduate School may not exceed nine (9) semester hours, except in the case of hours earned in pre-approved certificate programs.

**GAP Analysis**

For post graduate certificates due upon admission.

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11 These components of the Plan of Study meet the requirements of the Creighton University Graduate School Bulletin, [http://catalog.creighton.edu/graduate/administration-policies/degree-program/ 2015-2016](http://catalog.creighton.edu/graduate/administration-policies/degree-program/ 2015-2016).
Registration
Registration is administered by the College of Nursing Department of Student Affairs. Fall and Summer registration takes place after Spring Break, and Spring registration takes place after the Fall Break. Academic Calendars are available at the following website: http://www.creighton.edu/registrar/academiccalendars/graduate/index.php.

Students must meet with their advisors to discuss course selection and receive registration information. After the initial registration, continuing students receive a Personal Identification Number (PIN) from their advisor during their registration conference. Only after receiving their PIN can students register for courses online via NEST http://thenest.creighton.edu/.

Residence
Post-graduate doctoral students in the College of Nursing who completed their graduate degree at another institution must complete a minimum of 24 hours of full- or part-time coursework in residence at Creighton University. A post-master’s doctoral student who completed the MS or MSN at Creighton University CON may complete a minimum of 19 hours to fulfill the residency requirement if they completed courses NUR 686, 692, 688 or MHE 607) while enrolled in the MS or MSN program. If students completed required doctoral courses while enrolled in the master’s program, these courses will be counted towards the DNP Program if the student is enrolled in the doctoral program within three years of the receipt of the master’s degree.

Time Limits Toward Completion of the Program

MSN

All work for the master’s degrees must be completed within six calendar years from the date of credit for the first graduate course in the program. Prerequisite courses taken at the beginning of a planned program do not count in the time determination. Students may, under extraordinary circumstances, petition the Graduate Dean for an extension. If a program is prolonged, courses taken at the beginning of the period may not be counted toward the required credits for the degree. http://catalog.creighton.edu/graduate/administration-policies/time-completion/

Post Graduate Certificate

All work for the post graduate certificate degrees must be completed within two calendar years from the date of credit for the first graduate course in the certificate program.

Unit of Instruction

The semester hour is the unit of instruction used for computing the amount of work required for graduation. One (1) semester hour is equivalent to one 50-minute period of recitation, lecture, or seminar discussion. The ratio of non-laboratory clinical practicum or residency hours to credit hours is 5:1 (5 contact hours per credit hour). Based on a 15-week semester this equates to 75 clinical contact hours. Non-clinical laboratory courses will maintain the 4:1 ratio (4 contact hours per credit hour).
Direct Patient Care Clinical Hours\textsuperscript{12}

Direct patient care clinical hours refer to hours in which direct clinical care is provided to individuals and families in one of the six population-focused areas of NP practice; these hours do not include skill lab hours, physical assessment practice sessions, or a community project if it does not include provision of direct care.

The Academic Year

The academic year is divided into two semesters and a Summer Session. The first term begins in late August and ends before the Christmas holidays; the second begins in mid-January and ends in May. There is a one-week mid-semester holiday in the Fall, a short Thanksgiving recess, and a winter vacation of approximately a month between semesters. There is a one (1) week mid-semester holiday in the Spring and a short Easter recess. At the discretion of the faculty, class schedules may be altered from the traditional college schedule to allow for concentrated executive sessions, short workshops, and institutes on topics of current interest. The annual Summer Session consists of a 12-week term beginning in mid-May and ending in mid-August.

Academic Load

Eight (8) credit hours per semester (or six (6) credit hours per summer term) are considered a maximal academic load for a full-time graduate student engaged in study for an advanced degree. Three (3) credit hours per semester in an academic year are considered part-time for financial aid purposes.

Adjustments and Withdrawals after Registration

Changes in Registration

Students, under the guidance of their advisor and Program Chair, should plan their work carefully and make changes only with the approval of the advisor and Program Chair.

Adding and Dropping Courses

Refer to the Academic Calendars on the Registrar’s page for drop/add deadline dates. Adding or Dropping/Withdrawal from any course requires sufficient cause and may be made only with the approval of the advisor and Program Chair. After the first week of the course (the period for late registration), any petition to add or drop a course or to change status from credit to audit must include the recommendation of the faculty involved and the student’s advisor before the petition will be acted on by the Assistant Dean for Student Affairs. Course withdrawals with a "W" may not be made later than the date posted each semester, which is approximately one (1) week after mid-semester.

\textsuperscript{12} National Task Force. (2012). Criteria for evaluation of nurse practitioner programs.
Absent Student Course Cancellation Procedure for Online Courses

Students enrolled in online courses who do not participate in the online course by ten (10) days after the course start will be administratively cancelled out of the course. Participation is defined as posting in a discussion board, submitting an assignment, or communicating with the instructor via course or Creighton University email. If a student is administratively cancelled out of a course for reasons of non-participation, the student will not be allowed to re-enroll in the course during that term. Cancellation always results in a full refund to the student of the tuition for the course, and the course will not appear on the student’s transcript for that term.

Auditing Courses

Students will be permitted to register as auditors only for exceptional reasons and with the explicit authorization of the Assistant Dean for Student Affairs. Not all courses are open to auditors. Auditors are not held responsible for the work expected of regular students, are not admitted to examinations, and receive no grade or credit for the course. Regular attendance at class is expected, however, and auditors are subject to being dropped from the course for excessive absences, just as are regular students. In this event, auditors receive a “W”. Changes of registration from credit to audit or audit to credit will not be permitted after the deadline, four weeks after the first day of classes. A student who has previously enrolled as an auditor may not take the course for credit during any succeeding semester except by special permission of the Assistant Dean for Student Affairs.

Charges for courses audited are one-half (50%) of the regular per-credit-hour tuition rate when the per-credit-hour rate is applicable. For Summer Session courses, the 50% reduction for auditors applies to the regular rate only, not to any Summer Session discounted rate. Also, special courses, workshops, and institutes offered at a special flat-rate tuition charge are excluded from the auditor discount.

Students seeking to change from credit to audit status will be eligible for a tuition adjustment (if otherwise applicable) only if the change is made with the approval of the Assistant Dean for Student Affairs within the period for late registration.

Leave of Absence

A Leave of Absence (LOA) is a planned interruption in a student’s formal education program up to one (1) calendar year including the Summer Session. It is designed for students in good academic standing (cumulative GPA of 3.0 or above). The principal advantage of a LOA is that it offers a student the opportunity to leave school temporarily with the assurance that studies can be resumed with minimal administrative difficulty.

Students should be aware that taking a Leave of Absence does not change the six (6) year limit to complete the graduate program. To initiate a LOA, the student must make a formal written request by completing the Request for Leave of Absence from the College of Nursing and make an appointment to discuss his or her plans with the Academic Advisor and/or Program Chair. After the request form has been completed and approval has been obtained from the advisor and
appropriate Program Chair, the student must submit the request form to the Office of Student Affairs. Final approval or denial of the leave request will be provided by the Graduate Dean and written notification of such will be sent to the student.

A LOA may result in loss of tuition. Students will be withdrawn from the courses in which they are enrolled, and must reregister for (and retake) any of those courses that are required upon their return. This will necessitate the repayment of tuition for those courses. Students “on leave” will not be classified as enrolled students by the University, however, they will be eligible for limited transition services of the University Counseling Center, the Career Planning and Placement Center, and have limited use of library facilities.

Students who do not seek reinstatement to active status after three (3) or more consecutive terms will have effectively withdrawn from the College. If they decide at a later time to earn a graduate degree from this University, they will be required to re-apply for admission to the College.

Withdrawal from the University

A student is considered in attendance until he or she has formally notified the University in person or writing of his or her withdrawal. Permission to withdraw from the University is granted by the Assistant Dean for Student Affairs. This is required as a condition of honorable dismissal. The policy of considering a student as withdrawn from the University after two consecutive weeks of unexplained absence in no way is to be interpreted as allowing withdrawal without formally notifying the Assistant Dean for Student Affairs in person or in writing of the withdrawal. A student withdrawing from the University during any semester or summer session before the final examinations forfeits credit for work done in that term. Students who withdraw with permission of the Assistant Dean receive "W" on their official record.

Retention and Progression Policies

Grading Policy

Please refer to the Creighton University Graduate Catalog (http://www.creighton.edu/registrar/catalogs/) for information regarding the Grading Policy. Specific expectations associated with individual courses will be detailed in the individual course syllabus.

Grading Scale

The grading policy for the MSN program in nursing is consistent with the Graduate School policy.

90-100 A Indicates not only outstanding achievement but also an unusual degree of intellectual initiative.

80-89  B  Indicates attainment above the average satisfactory for 500-level courses.
70-79  C  Indicates satisfactory but minimum quality work in courses above the 500-level.
69 and below  F  Indicates failure—no credit.

AF  Failure for excessive absences.
WF  Failure for unauthorized withdrawal.
I   Indicates work incomplete.
X   Indicates absences from final examination.
AU  Indicates audited course only—no credit.
SA  Indicates work satisfactory.
UN  Indicates work unsatisfactory.
W   Indicates official withdrawal from a course—no credit.

SA and UN are used to report progress or performance in several instances, for example when a course carries no credit or when laboratory and technical skills only are the subject content of the course; otherwise, an “I” is given at the end of the term if the work is incomplete but progressing satisfactorily. Use of SA/UN instead of regular grading in any other course is not permitted. Credit earned with SA (Satisfactory) may be counted toward graduation but does not affect the student’s GPA; however, UN (Unsatisfactory) functions as a failure in computing the grade-point average.

Grades shown on BlueLine are not official course grades. Official grades will be posted online NEST at the end of the semester. If errors are made in posting grades, the faculty reserves the right to correct the postings. Rounding up of the final grade will only occur at .50 or above.

**Quality Requirements**  

The College of Nursing has adopted the *Creighton University Graduate Bulletin’s* policies on minimum grades. The policy states:

"It is expected that students in the Graduate School will do a higher quality of work than those in the undergraduate school. Since no degree is conferred in consequence of mere time fulfillment or credits gained, the student must show performance of a superior quality.

A minimum grade of “B” is required to earn graduate credit in 500-series (advanced undergraduate) courses; in courses numbered 600 and above, open exclusively to graduate students, the minimum satisfactory grade is “C”. It does not follow, however, that minimum satisfactory grades will qualify for a degree. Graduate

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14 *Creighton University Bulletin, Graduate School Issue, 2015-2016 edition,*
http://catalog.creighton.edu/graduate/administration-policies/grading-guide/quality-requirements/..
degrees will not be awarded to students who do not possess an overall average of “B” in the graduate program. Furthermore, graduate students are allowed to incur “C” grades in no more than six semester hours. "C+" or "B+" grades are not applicable to rating graduate students in courses being taken for graduate credit (500-series and above).

The ability to express oneself in idiomatic and grammatically correct English will be regarded as a determining factor in assigning grades, and no one will be allowed to pursue a graduate program unless he or she consistently demonstrates this ability.

Students receiving “C” grades are reviewed by the College of Nursing A&P Committee and written acknowledgement of the grade and potential consequences is sent to the student.

Any student who accumulates more than six credit hours of “C” grade, or any one grade less than “C,” in courses in his or her MSN program may not progress in the College of Nursing and will be dismissed from the MSN program.

Grade Reports

Final grade reports are made available to students at the end of each term (semester or summer) via the web.

Placement on Academic Probation

A graduate student who has been in good standing, but whose cumulative graduate GPA falls below 3.0 at the end of any term is placed on academic probation. A student who fails to remove the probationary status by regaining a cumulative 3.0 GPA within one (1) semester of full-time enrollment, or its equivalent (8 credit hours), will be dismissed from the program.

Course Progression for Co-requisite Clinical Courses

Graduate theory courses that have co-requisite laboratory or clinical practicum courses associated with them are considered as a unit of learning. These course units are designed to be completed in sequence beginning with the advanced assessment course. Theory courses and clinical practicum courses will be awarded letter grades. Students must earn a minimum grade of “B” in each course of the unit before they may proceed to the next course unit in the sequence.

If a student earns a grade of “C” in any of these courses and has not accumulated more than six credit hours of “C” grades, the student may repeat the course one time with the intent to earn a grade of “B” or higher. Repeating a course and earning a higher grade will not remove the “C” from the transcript nor will it deduct from the accumulation of “C” hours.

If a student earns a grade less than “C,” in any course in the unit, the student may not progress in the College of Nursing and will be dismissed from the program as stipulated elsewhere in this Handbook and in the Graduate Bulletin.
Clinical Practicum Grade of C

Students who achieve a grade of “C” in a clinical practicum course that is independent or co-linked by a co-requisite theory course(s) where the student earned an “A” or “B” will receive a grade of “I” in the theory course(s) and will not be allowed to progress to the next course unit in the sequence. The student will be required to repeat the clinical practicum component satisfactorily. In addition, the theory requirement for the practicum course in which a grade of “C” was earned is as follows: a) the student will be required to attend the corresponding theory class b) the student is not required to complete assignments or take the exams c) upon successful completion of the clinical practicum component, the previously earned theory grade is added to the transcript.

Theory Grade of C

Students who achieve a grade of “C” in the theory component of a nursing course that is linked by a co-requisite clinical practicum course where the student earned an “A” or “B” will receive a grade of “I” in the clinical practicum course and will not be allowed to progress to the next course unit in the sequence. The student will be required to repeat the theory practicum component satisfactorily. In addition, the clinical practicum requirement for the theory course where a “C” grade was earned are as follows: a) the student will complete the required number of clinical hours designated for the course b) the student is required to complete clinical logs per practicum requirement with feedback only c) the need for a competency evaluation (SPEC, simulation, site visit, etc.) will be determined by course faculty. The student must earn an 80% or better on the competency evaluation to receive the previously earned practicum grade and d) upon satisfactory completion of the theory course with an 80% or better, the previously earned clinical practicum grade is added to the transcript.

Incomplete Policy

An Incomplete (grade of “I”) may be given to a student who is unable to fulfill all requirements of a course due to extenuating circumstances. The student may petition the instructor before the close of the term to assign an end-of-term grade of “I” indicating incomplete performance. The instructor may agree to this grade when, as a result of serious illness or other justifiable cause, the work cannot be completed by the end of the term. A grade of “I” will not be granted to a student who has been excessively absent during the term or who has simply failed to complete the work of the course before the close of the term without an exceptionally good reason. Students must submit an Incomplete Request and Agreement Form for a grade of “I” to be assigned. This form indicates the work to be completed and the deadline for completion, which is set by the instructor and should not exceed a maximum one year from the end of the term*. Both the student and course leader must endorse the form.

The responsibility for completing all course work rests with the student. After the deadline or maximum one year time limit has passed without a grade submission by the faculty, the grade specified in the Incomplete Agreement will be recorded by the University. (If no grade was designated on the Incomplete Agreement, a failure of the course is assumed and a grade of “F” will be recorded).
Incompletes do not affect the grade-point average but may affect academic progress. A student with an outstanding “I” in a course that is a pre-requisite for another course will not be permitted to enroll in the subsequent course. A degree will not be conferred if the student has any outstanding Incomplete(s).

*Masters and DNP Scholarly Project Seminar courses follow the Incomplete guidelines and timeframe set forth by the Graduate School.

Dismissal Appeal

A student has the right to appeal a dismissal from the College of Nursing by filing a petition for reinstatement within 10 business days of the date of the written notice of dismissal from the College of Nursing Graduate A&P Committee. A petition for reinstatement should be submitted in writing to the Dean of the College of Nursing and indicate the reasons the student feels s/he should be reinstated as well as the steps s/he plans to take to improve her/his academic performance. A statement from the instructor(s) regarding the student’s performance in the course will be required. The student may provide a letter in support of her/his reinstatement from the DNP Program Chair, or other faculty member in the program. Issues of dismissal and reinstatement are heard by the College of Nursing Dean. A dismissed student appealing for reinstatement has the right to attend classes and exercise the privileges of all other graduate students pending the outcome of the appeal, except in cases where there are reasons related to the physical or emotional welfare of the student or others, or reasons involving the safety of persons or property. The decision of student status will be made by the College of Nursing Dean.

In cases of academic misconduct, if a serious penalty (i.e. expulsion from the University, suspension, or a request for withdrawal) is imposed by the College of Nursing Dean, the student has the right to appeal to the University Provost, following the procedures outlined in the Student Handbook. If a student is reinstated into the College of Nursing and subsequently dismissed again, the student does not have the right to request reinstatement.

Academic Failure

Policy

A student may request to appeal an academic failure (a grade of “F”) if the student believes that the faculty or course group decision-making process in the failure was determined in a capricious or arbitrary manner.

Appeal for Academic Failure

Students may file an “Intent to Appeal Form: Academic Failure” (available on the College of Nursing Student Affairs BlueLine site) based on the belief that grounds for appeal exist.
Grounds for appeal related to academic failure are limited to the following:

- **Capricious** (decision-making process was determined in a manner that involved ill-will or unreasonableness on the part of the faculty/course group)
- **Arbitrary** (grade was given without any standard, e.g., grading scale, evaluation criteria)

The burden of proving that a course grade was assigned arbitrarily or capriciously rests with the student.

During the appeal process and depending upon the outcome, the student status remains unchanged and may attend class.

The following delineates the steps in the Appeal Process:

1. The “Intent to Appeal Form” must be filed within one (1) business day after being formally notified of the academic failure. In certain instances, the stated time frames may be adjusted at the discretion of the Associate Dean for Academics, Assessment, & Accreditation.
2. The student is permitted up to three (3) business days after being formally notified of the academic failure, by the A & P committee, to prepare and submit by hand or electronically, appeal documentation complete with the student’s signature to the Associate Dean for Academics, Assessment, & Accreditation. The written appeal document must expand on the rationale given on the Intent to Appeal Form. An appeal shall not be considered to have been filed properly or timely unless it is specific. **A letter, which merely lists the grounds of appeal without concern for the individual case at hand, may be dismissed as frivolous.**
3. If the student does not submit the written appeal within three (3) business days, the student forfeits the right to appeal.
4. The Associate Dean for Academics, Assessment, & Accreditation will arrange an Appeal Board meeting within five (5) business days. The meeting will be scheduled a minimum of two (2) business days after the appeal documentation is submitted by the student. These two (2) business days will afford Appeal Board members adequate opportunity to review all documentation thoroughly.
5. The Appeal Board consists of four (4) appointed faculty members. The Appeal Board will be appointed from all full-time faculty members. Any faculty member who is involved in the course addressed in the appeal or any member who has information which may appear to constitute a conflict of interest or bias toward the student or toward the involved faculty members will be excluded. Additional members of the Appeal Board will be the Associate Dean for Academics, Assessment, & Accreditation and a student representative. The Course Leader is to be present. A College of Nursing staff member will be present to document proceedings.
6. The Associate Dean for Academics, Assessment, & Accreditation will serve as Chair of the Board. The Associate Dean will not vote except in the case of a tie vote. The four faculty members and the student representative are voting members.
7. The Appeal Board members as described in #4 are the only ones allowed to be present during the Board’s deliberations.
8. **Student Responsibilities:**
a. The student may bring another member of the University community with him/her but the student is expected to present the case in his/her own words.
b. If the student elects to have legal counsel present, the Appeal Board reserves the right to have Creighton University legal counsel present.
c. The student may bring one of his/her parents or a legal guardian to the hearing. The parent or legal guardian may only observe at the hearing. They are not allowed to ask questions or make any comments. They are not permitted to act as the student’s advisor, nor are they permitted to act as a witness for the student.
d. The student must specify the names and relationship of all individuals who are to accompany the student. This list must be submitted in writing with the appeal documentation.
e. Any evidence submitted by the student must be included as part of the appeal documentation.

9. During the Appeal hearing, the student may present any data that supports the student’s contention of grounds for the appeal. The course leader involved may respond to the student’s contentions. Following questioning by Appeal Board members, all present except the Board will leave the meeting so that deliberations and voting may take place.

10. The Appeal Board’s recommendations will be delivered in writing with rationale to the Dean’s office at the conclusion of the Appeal Board meeting. The Associate Dean for Academics, Assessment, & Accreditation will then inform the student of the decision as soon as possible.

11. The meeting proceedings will be documented in writing by a College of Nursing staff member. No tape recorders are allowed. All original materials, other than student evaluation forms, will be kept on file in the Dean’s office. Student evaluation forms will be returned to the student’s file and all other copies of the materials will be destroyed. The final outcome of the Appeal Board decision, including options or suggestions, will be placed in the student’s file.

12. The student may appeal the decision of the Appeal Board to the Dean of the College of Nursing within three (3) days following written notification of the Appeal Board recommendation. The Dean’s decision is final except as noted below.

**Appeal to the University Provost**

If the decision of the Dean in an academic failure appeals process results in a serious penalty (e.g., expulsion or request for withdrawal), the student may appeal to the University Provost.

The policy and procedure related to this appeal is found in the Creighton University Student Handbook (http://www.creighton.edu/studentservices/centerforstudentintegrity/).
Professional Conduct Policies

Creighton University Community

The educational process at Creighton University is founded on Christian ideals and is committed not only to intellectual growth and the search for truth, but to the development of such attributes as integrity, human dignity, and concern for others. The Creighton University community is based on a Catholic Jesuit tradition and is committed to supporting the intrinsic value of each human being. This tradition involves striving to create a human community influenced by the laws of justice and love, complete with respect and concern for all persons as children of God. The Creighton University community is dedicated to the promotion of values consistent with personal and academic excellence. Choosing to join this community, whether as student, faculty or staff, obligates one to act in a manner that is consistent with these commitments. Joining the Creighton University community evidences acceptance of these commitments and agreement to strive for their achievement.

Creighton University Student Handbook and Office of Community Standards and Wellbeing: http://www.creighton.edu/studentlife/centerforstudentintegrity/

Creighton University Office of Equity and Inclusion http://www.creighton.edu/generalcounsel/officeofequityandinclusion/

Commitment to living by these principles means that one will endeavor to:
1. Act with professional, academic, and personal integrity.
2. Respect and promote the dignity of all persons.
3. Respect the policies of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.
4. Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.

Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

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15 Approved 08-14-07
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

**Harassment and Discrimination**

In accord with its history, mission, and credo, Creighton University believes that each individual should be treated with respect and dignity.

Any form of harassment or discrimination is a violation of human dignity. The University strongly condemns any such harassment or discrimination. Whether verbal or physical, conduct of this sort violates another person’s rights and can create an intimidating, hostile, or offensive working or learning environment. Such conduct when it is genuinely discerned is subject to prompt and effective remedial action. Students who believe they are victims of harassment or discrimination are encouraged to report the facts to the University in order that the University might investigate and take corrective action where appropriate. Further information can obtained from the Creighton University Student Handbook [http://www.creighton.edu/studentservices/centerforstudentintegrity/](http://www.creighton.edu/studentservices/centerforstudentintegrity/).

**Sexual Harassment**

Sexual harassment is conduct that is sexual in nature; is unwelcome; and denies or limits a student’s ability to participate in or benefit from an education program. Non-consensual sexual misconduct is considered the most serious form of sexual harassment. For specific policies and procedures refer to the non-consensual sexual misconduct policies and procedures in this handbook. (See Non-consensual Sexual Misconduct policies and procedures on p. 60 of the Creighton University Student Handbook.)

**Creighton University Office of Equity and Inclusion**

**Equity Efforts**

_Creating an environment that is safe and free from harassment and discrimination speaks to the Creighton University community’s commitment to the dignity of all persons. We do this by living our values and by complying with federal laws (e.g. ADA, Title VI & VII Civil Rights Act of 1964 and Title IX)._
Inclusion Efforts

*Prevention Education and Advocacy* are the cornerstones needed to create an environment that is free from harassment and discrimination. Support from all areas of Creighton’s community is achieved through education and awareness.

Resolution Efforts

*Harassment, Discrimination and Grievances:* the University will take all reasonable efforts to prevent and promptly correct instances of harassment or discrimination. Creighton has established a consistent process for resolving complaints of harassment and/or discrimination and grievances in a fair and just manner.

For more information: [www.creighton.edu/oei](http://www.creighton.edu/oei)

Student Dispute Resource Center

The Center provides a number of confidential services that empower students to confront their disputes and thus serve as a positive agent for change in their own lives and those of others. These services included third party mediation, individual consultation and educational programming and are free of charge to the Creighton University community.

[http://www.creighton.edu/studentlife/centerforstudentintegrity/studentdisputeresourcecenter/faqs/](http://www.creighton.edu/studentlife/centerforstudentintegrity/studentdisputeresourcecenter/faqs/)

Academic Misconduct

Academic Honesty

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University, its Colleges and Schools and their faculties, its libraries, and the computer center.

For purposes of this policy, student academic misconduct includes, but is not limited to:

a. Cheating: The deliberate use or attempted use of unauthorized material in an academic exercise, including unauthorized collaboration with classmates

b. Plagiarism: The deliberate representation of the words, ideas or work of others as one’s own in any academic exercise required by or related to the student’s graduate program; the appropriation of the language, ideas or thoughts of another and representation of them as one’s own original work.

c. Self Plagiarism: The deliberate use of one’s own personally submitted or concurrent papers, in whole or in part, except where expressly permitted in advance by the faculty member for the current course.

d. Falsification: Falsifying documents, correspondence, reports, or records of any kind, or knowingly providing false information or evidence to University or School personnel, or to others external to the University.

e. Fabrication: The deliberate generation or augmentation of data, information, citation or result in an academic exercise.
f. Improprieties of Authorship: Improper assignment of credit or misrepresentation of material as original without proper referencing of the original authors, whether done in a College of Nursing course or in third party publications occurring during enrollment in the College of Nursing.

g. Facilitating Academic Dishonesty: The deliberate assistance or attempted assistance of another student to commit an act of academic misconduct.

h. Theft or destruction of library materials or other academic resources.

All Creighton University College of Nursing students are subject to the standards of academic integrity required by the University, and to the possible penalties for academic misconduct in course work. In addition, students must also observe any additional standards announced in writing by faculty members for particular courses.

The foregoing notwithstanding, this Policy does not apply to research misconduct in federally-funded research, research training, or activities related to that research or research training as defined in and governed by University Policy 4.2.2, “Research Misconduct In Federally Funded Research.” Allegations of student academic misconduct that fall within the definition of research misconduct within the scope of Policy 4.2.2 shall be addressed under Policy 4.2.2.

A. Rights and Responsibilities

1. Student Rights and Responsibilities

The student charged with Academic Misconduct has the right and responsibility to:

a. Be notified in writing of (1) the charges against him/her, (2) the basis for the charges, (3) the penalty proposed by the faculty member, (4) the right to a hearing, and (5) procedural steps.

b. Attend class and exercise the privileges of all other College of Nursing students pending the outcome of the hearing, except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Dean of the College of Nursing (“Dean”).

c. Have an advisor or legal counsel present during the presentation of the case to the Academic Hearing Committee of the College of Nursing. The student is advised that if s/he elects to bring counsel to the hearing, the University is bound to also be represented by counsel. The student’s advisor or counsel may not directly participate in the hearing, but may provide advice and counsel to the student.

d. Waive the right to be heard before the Academic Hearing Committee of the College of Nursing. The student is advised that, in so doing, s/he automatically agrees to accept the penalty proposed by the faculty member or levied by the Academic Hearing Committee of the College of Nursing.

e. Comply with deadlines and other requirements of this Policy.
2. Faculty Member Rights and Responsibilities

The faculty member who brings a charge of academic misconduct has the right and responsibility to:

a. Participate in assuring the student receives due process by notifying the student via email and letter of the alleged misconduct.
b. Make the initial determination, subject to this policy, of the seriousness of the alleged academic misconduct.
c. Comply with deadlines and other requirements of this Policy.

3. Associate Dean of Academic and Clinical Affairs Rights and Responsibilities

The Associate Dean of Academic and Clinical Affairs of the College of Nursing (“Associate Dean”) has the right and responsibility to:

a. Oversee the handling, documentation and dissemination of information resulting from incidents of Academic Misconduct. If, for any reason, the Associate Dean is unable to discharge the responsibilities outlined in this policy, they will be transferred to a School administrator designated by the Dean.
b. Confer where appropriate or upon request with the faculty member or charged student about policy and process.
c. Post the faculty member’s letter to the charged student by certified mail and regular first class mail and by email.
d. Ensure that all correspondence regarding the case becomes a part of the student’s educational record, unless the charge is found to be groundless on appeal.
e. Recuse him/herself in the event the Associate Dean is the faculty member levying the charge of academic misconduct or is otherwise subject to a conflict of interest. In such an event, the Dean shall designate a replacement for the Associate Dean’s functions under this Policy.
f. Comply with deadlines and other requirements of this Policy.

4. Academic Hearing Committee Rights and Responsibilities

The Academic Hearing Committee (“Committee”) has the right and responsibility to:

a. Access the complete educational record of the charged student.
b. Meet prior to the hearing to review the documentation and discuss the case.
c. Rule on challenges by the faculty member or charged student about the impartiality of Committee members.
d. Call and question witnesses.
e. Determine who shall remain in the room during testimony.
f. Levy penalties for misconduct charges upheld by the Committee.
g. Request additional evidence from the faculty member, the student, or the University, where necessary, in the sole judgment of the Committee, to its decision.
h. Keep confidential information regarding any current or past misconduct matters.
i. Maintain hearing documents, audiotaped records of the hearing, and any transcription of the
hearing in a secure manner.

j. Ensure that the faculty member and charged student can exercise their rights to challenge the impartiality of any member of the Subcommittee prior to the hearing.

k. Consider evidence, render a decision on the case, and communicate that decision to the Associate Dean.

l. Comply with deadlines and other requirements of this Policy.

B. Procedures

The following procedures will guide the College of Nursing in dealing with matters of Academic Misconduct. While not mandatory, the entire process should be completed within 60 days.

Step 1. Making an Allegation

The faculty member should make the initial determination of academic misconduct within ten business days of the discovery of the alleged misconduct, if possible.

Step 2. Determining the Misconduct Level

If the faculty member considers the misconduct to be of a less serious nature, the faculty member may resolve the issue by means of informal methods such as warning, counseling, additional assignments or grading (up to but not including course failure). For more serious misconduct where the faculty member wishes to propose a more stringent penalty (course failure, suspension, required withdrawal, expulsion), the faculty member must follow Steps 3 and 4 (if applicable). The faculty member shall visit with his/her Program Chair and/or the Associate Dean, notifying them of the allegation, discussing the proposed penalty and discussing the process of filing a misconduct charge and penalty options. The Program Chair shall determine if the student has had any prior discipline for academic misconduct. The faculty member shall have the discretion to determine the severity of the proposed penalty, provided, however, that where the student has had prior discipline in the College of Nursing for academic misconduct, the student is not eligible for informal resolution.

Step 3. Meeting with the Student

In all cases of suspected academic misconduct, the faculty member shall meet with the student in person or via phone or videoconference within five business days of the faculty member’s determination in Step 2 to discuss the allegations. The Faculty Member may request that the Program Chair or the Associate Dean shall participate in the meeting. Such allegations must be grounded in evidence retained by the faculty member. If at any point during the discussion, the faculty member accepts the student’s explanation of the alleged misconduct, the process is terminated and the incident is dropped without further action.

During that initial meeting between the faculty member and the student, the faculty member must provide the student with a hard copy of this policy or direct the student to the policy on the College of Nursing’s website. Where the faculty member is proposing a penalty that meets or exceeds course failure, the faculty member must advise the student to contact the Associate Dean regarding the hearing and appeal processes.
Penalties involving grade reductions or additional assignments may be issued in the normal course of the semester. Warnings and assignment penalties should be documented in writing and included in the student’s academic file in the College of Nursing. Grade penalties are not appealable except through the College of Nursing’s Grade Appeals Policy (applicable to final course grades). Warnings and assignment penalties are not appealable.

**Step 4: Initiating Academic Misconduct Charges**

Where penalties equal or exceed course failure, the faculty member must:

a. Communicate with the Associate Dean.

b. Assure due process for the student by notifying him/her via letter of the alleged misconduct. The faculty member shall provide the letter to the Associate Dean within any deadline established by the Associate Dean, who shall assume responsibility for sending the faculty member’s letter to the student via certified and regular first class mail to the student’s most recent address of record on file at the Office of Academic Affairs for the College of Nursing and to the student’s University email address. The letter shall (1) identify the misconduct charge, (2) review the evidence in support of the misconduct charge, (3) specify the action recommended, and (4) inform the student of his/her right to appeal this charge. A copy of the Misconduct Policy, along with its appendices, shall be included with the letter. The letter shall be copied to the student’s file, the Associate Dean, the Program Chair of the faculty member involved, and the student’s academic advisor.

c. Instruct the student to contact the Associate Dean immediately to discuss the procedure for accepting the proposed penalty or initiating an appeal.

**Step 5. Student Acceptance or Rejection of Charges**

Where the penalty meets or exceeds course failure and the faculty member charges a student with academic misconduct, the student has ten (10) business days from the date of the letter sent in Step 4 to accept the penalty or appeal the decision of the faculty member. The appeal shall be initiated by the student in writing to the Associate Dean using the Intent to Appeal form, which is attached to this Policy as Appendix A. Failure to submit a completed Intent to Appeal form within ten (10) business days shall constitute acceptance of the penalty and waiver of the right to appeal.

**Step 6: Appeal Preparation**

1. Once a student files the Intent to Appeal form with the Associate Dean, the Associate Dean will notify the Dean that an appeal is pending. The Associate Dean will also notify in writing the faculty member, the faculty member’s Program Chair, and the student’s academic advisor. Notice shall be made under confidential cover.

2. The Dean is responsible for convening a five (5)-person Academic Hearing Committee of the College of Nursing, one of whose members shall be a nursing student in good standing.
3. The Associate Dean will establish the date on which the case will be heard by the Committee. The student, his/her academic advisor, the faculty member levying the charge and his/her Program Chair will be informed in writing by the Associate Dean of the time and place of the hearing. The student will be informed in writing by the Associate Dean of the right to have an advisor/legal counsel present.

4. If the student elects not to appear in person before the Committee, his/her responsibility for presentation of the case is not waived. Under these circumstances, the Committee will deliberate and act based on the evidence available at the time of the hearing.

5. The Associate Dean shall provide the student with a list of any documentation, including a statement of the student’s position, a witness list and any supporting evidence, which must be submitted for presentation to the Committee and the deadline for submitting such documentation. The student shall submit such documentation to the Associate Dean within stated deadlines. The student is encouraged to present an oral statement to the Committee at the time of the hearing as well.

6. The Associate Dean shall provide the faculty member with a list of any documentation, including a statement of the allegations, a witness list and any supporting evidence, which must be submitted to the Associate Dean according to the deadlines established by the Associate Dean.

7. The Associate Dean will forward the reports, witness lists and submitted evidence to the Committee members, prior to the scheduled hearing. The Associate Dean shall have the discretion to gather and submit to the Committee any additional evidence known by the Associate Dean to be available and relevant to the case. Reports prepared by one party are not shared with the other party unless so decided by the Committee. Witness lists and document evidence are shared with both parties.

8. The Associate Dean may convene the Committee prior to the hearing to review evidence (including pertinent components of the student’s educational record), discuss issues and identify witnesses to call. The Committee is not required to call all witnesses identified by either party, but will call all those whom the Committee believes necessary to allow it to make an informed judgment on the case.

9. If the Committee feels that the case against the student is without merit, it may dismiss the case at the meeting held pursuant to Step 5, Section 8.

Step 7: The Appeal Hearing

1. At the start of the hearing, Committee members will be advised of the sensitive and confidential nature of the proceedings by the Associate Dean, who will act as a nonvoting Chair of the hearing. The hearing will be recorded in its entirety and, if necessary, transcribed.
2. The Committee is charged with reviewing the pertinent facts of the case as presented by the student, faculty member, key witnesses, and available in the student’s educational record, and rendering a decision by majority vote.

3. The Committee has the exclusive right to call and question witnesses. The charged student and faculty member involved in the case do not have the right to be present during the presentation of evidence or the questioning of witnesses.

4. Any advisor/legal counsel for the student who is present at the hearing may only serve in an advisory capacity to the student, and may not introduce evidence, cross-examine witnesses or address the Committee without being permitted to do so by the Chair. In the event the student elects to have an advisor or legal counsel present, University counsel will also be present. University counsel may cross-examine witnesses and address the Committee.

5. After the presentation of evidence, the Committee will deliberate and render a decision. Only Committee members and University counsel may be present during deliberations. If necessary, the Committee may recess but should resume deliberations at the earliest possible opportunity. The decision is reached by a majority vote of the Committee. The Committee’s decision shall be based on a preponderance of the evidence.

6. If a student is found innocent of the Academic Misconduct charge, the Committee has the authority to dismiss the case. The Dean shall expunge the student’s permanent academic file of all documents relating to the alleged offense and shall direct the faculty member to expunge his or her files of any documents relating to the alleged offense.

7. If a student is found guilty of Academic Misconduct, the Committee has the authority to levy a penalty more severe than that recommended by the faculty member. The Committee may not levy a penalty less severe than that recommended by the faculty member if the original penalty was within the faculty member’s jurisdiction (up to and including course failure). If the original penalty recommended by the faculty member was outside of his/her jurisdiction (e.g., suspension, dismissal), the Committee has the authority to uphold the penalty or to impose a penalty that is either more or less severe.

8. The Associate Dean will be notified of the decision of the Committee. The Associate Dean shall notify in writing the charged student, the faculty member the Dean, the student's academic advisor, the faculty member’s Program Chair and any other individuals deemed appropriate by the Committee. A copy of the correspondence will be placed in the student’s file maintained in the Office of Student Affairs for the College of Nursing.

**Step 8: Additional Appeals**

1. The student may appeal the decision of the Committee to the Dean within ten (10) business days following notification of the decision. Notice of intent to appeal shall be made on the form attached as Appendix B. The Dean’s decision shall normally be made within five (5) business days. No hearing will be held in connection with the appeal to the Dean. The Dean, at his/her discretion, may request a meeting or teleconference with the student to
discuss the appeal prior to the Dean’s decision. Except in cases where the penalty imposed is expulsion from the University, suspension or a required withdrawal from the university, the Dean's decision is final. Pending resolution of an appeal, the student’s status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Dean.

2. If the student is appealing a decision of the Dean that involves expulsion from the University, suspension or a required withdrawal from the university, the student may make a written appeal to the Provost within ten (10) business days following notification of the Dean’s decision. The notice of written appeal shall be delivered to the office of the Provost using the form attached as Appendix B. The student shall also deliver copies thereof to the office of the Dean. No hearing will be held in connection with the appeal to the Provost. Pending resolution of an appeal, the student’s status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Dean. The Provost shall only recommend a change in the decision made at the lower level of appeal if the decision is arbitrary or capricious or clearly unsubstantiated by the evidence. The Provost’s decision shall be considered final. If the student is found not to have committed an act of academic misconduct at any level of appeal, then the Dean shall expunge the student’s permanent academic file of all documents relating to the alleged offense and shall direct the faculty member to expunge his or her files of any documents relating to the alleged offense.

3. Copies of all documents pertaining to the case and all appeals will be entered into the student's permanent record and the permanent record of the Academic Hearing Committee after all University based appeals have been exhausted.

4. If it is subsequently discovered that false information or evidence was provided by the student either prior to or during the Hearing, regardless of whether the right to a Hearing was waived, the case may be reopened and the Committee will reconsider the case based on the new information. In addition, the provision of false information or evidence will be considered an additional charge. To the extent possible, the original Committee members will be retained on the reconvened Committee.

C. Notices

Any notices required under this policy may be delivered in person or via e mail to official university email addresses, with copy sent by US mail, provided receipt is within the deadlines established by this policy.

D. Reserved Rights of the College of Nursing

The College of Nursing reserves the right to modify, deviate from, or make exceptions to this Policy at any time, and to apply any such modification, or make any such deviation or exception applicable to any student without regard to date of application, admission, or enrollment. This Policy is neither a contract nor an offer to enter into a contract. Each student is responsible for
knowledge of the College’s policies, as well as for changes promulgated by the College as addenda to this Policy. This policy supersedes all previous versions of the Academic Misconduct Policy and College of Nursing policies. Any changes which are made in the University’s Student Handbook will automatically be incorporated into this policy.

**Discipline**

The Creighton University Student Handbook ([http://www.creighton.edu/studentservices/centerforstudentintegrity/](http://www.creighton.edu/studentservices/centerforstudentintegrity/)) describes disciplinary procedures and penalties, which may include suspension or expulsion from the University.

**Confidentiality of Classroom, Clinical, & Electronic Communications**

Information that is discussed in the classroom or on web-based assignments should be viewed as confidential and should not be shared with anyone not enrolled in the class.

Clinical practicum information is considered confidential. The Health Insurance Portability and Accountability Act (HIPAA) requires that health care professionals and students respect confidentiality of patient health information.

Students must adhere to the following rules regarding patient records in any clinical course at any facility:

A. Regardless of the format (paper, electronic, verbal) and no matter how socially benign, patient information is protected under federal law. It is the duty of the student to protect the confidentiality of patient information by keeping that information reasonably secure;

B. Patient information may never be accessed for inappropriate use;

C. Students may not grant access to or divulge patient information to anyone who is otherwise not authorized to have it;

D. Reasonable security for paper includes keeping it in a reasonably secure location, whether at home or in clinical site. It is NOT reasonable to leave papers unattended at a work station, the nurses’ station, or anywhere else;

E. Reasonable security for electronic items includes encryption of files or machines and controlling the physical custody of those files and machines (e.g., do not leave your PDA unattended);

F. Reasonable security for verbal items includes having conversations only with the care team and others in the academic program or class. It also includes having those conversations in a relatively secure location (e.g., not in elevators, public areas, cafeterias);

G. Reasonable security also includes shredding of paper and “cleaning” for electronic records when your program need for that information ends.

Failure to comply with HIPAA regulations and/or failure to maintain confidentiality is considered academic misconduct and is subject to the College’s policies and procedures related to academic misconduct. If a student fails to follow clinical agency policies, the clinical agency
may deny that student and other students the right to participate in clinical practicum experiences at that site.

**Substance Use/Abuse Screening Policy**

This policy pertains to nursing students of Creighton University College of Nursing. The policy of the College of Nursing is consistent with university policies related to alcohol or substance use or abuse. Students may refer to the Creighton University Student Handbook.

[http://www.creighton.edu/studentlife/centerforstudentintegrity/sanctions/alcoholanddrugpolicies/](http://www.creighton.edu/studentlife/centerforstudentintegrity/sanctions/alcoholanddrugpolicies/)

**Reasonable Suspicion Testing**

Any student covered under this policy will be subject to mandatory testing for the presence of illegal or legally controlled substances and/or alcohol if and when there is reason to conclude that the student is impaired as a result of chemical substance abuse, or that he or she may be abusing chemical substances, even if not obviously impaired. Refusal of the student to submit to testing in these circumstances will be grounds for immediate removal from practicum courses, and possible dismissal from the College of Nursing.

**Cost of Testing**

The cost of chemical substance testing undertaken as a result of reasonable suspicion of substance abuse and/or impairment will be borne by the College of Nursing.

**Further Actions and Consequences**

Upon confirmation of chemical substance use, students will be removed immediately from practicum courses by the Assistant Dean for Student Affairs. They will then be referred to Creighton University’s Counseling and Psychological Services for evaluation and counseling. The cost of chemical substance testing performed as part of a treatment program, including maintenance monitoring, will be considered to be part of the cost of the program to be paid by the student, and not by the College of Nursing. After completion of the evaluation and counseling process, the student may apply to the Admissions and Promotions Committee for reinstatement in a practicum course.

**Dress Code**

Graduate students in clinical settings and situations should be professionally dressed and groomed and are expected to wear a white lab coat with a Creighton Nursing name tag. Name tags should specify the student’s name, professional credentials (RN, BSN) and either Nurse Practitioner Student or Graduate Nursing Student. Extreme make-up, clothing, jewelry, fingernails, hairstyles, and ornamentation are not acceptable. All students must be identified with both the Creighton insignia and their student nametag at all times. It is the right of the faculty and/or agency staff to identify what constitutes inappropriate dress or ornamentation.
Course Policies

General Policies Regarding Clinical and Classroom Learning

Learning is an internal process, which is progressive in nature. The curriculum is designed as a continuum, which is intended to broaden students’ general education base and encourage the transfer of previous learning. The overall curriculum and each individual course reflect the Creighton University Mission. The nursing courses operationalize the College’s philosophy and organizing framework. These courses require interaction with other health disciplines to achieve holistic care.

1. Theory and clinical assignments are designed to:
   A. provide experiences appropriate to the student's development of knowledge and skills
   B. provide opportunities that will assist the student in attaining specific behavioral objectives
   C. provide opportunities to utilize problem-solving methodology and enhance critical thinking.

2. Students are expected to prepare for all didactic and practicum experiences and to notify the appropriate faculty member and/or agency if unable to attend.

3. See syllabi for specific guidelines regarding attendance of all classes, practica and exams.

4. Students are expected to complete and submit classroom, laboratory, and practicum assignments per schedule. Students submitting late work, unless previous arrangements have been made with the course coordinator, may be penalized either by receiving a lower grade or no credit for the assignment. Consequences for late work will be detailed in a course’s syllabus.

5. In consideration of the health and safety of both students and patients/clients, students may be asked for medical verification to return to the classroom or clinical environment should students become too ill to attend class or clinical. Requiring medical verification will be at the discretion of the faculty member based on the health condition of the student and its impact on the student’s ability to meet the class or clinical requirements.

6. Students are assessed a yearly course lab or academic program fee payable with tuition each term. This fee covers various lab/course materials and liability insurance.

7. Students are responsible for costs associated with student-related projects such as poster presentations ($60-$100). Students may be required to attend a professional conference ($50-$100). There also may be costs associated with specific courses.

8. Electronic Devices: Out of respect for your colleagues and as a demonstration of professional behavior, all cell phones and audio pagers must be turned off while you are in class. Calculators are not allowed during exams unless otherwise stipulated in the course syllabi.

Classroom and Clinical Attendance

Student participation is imperative to learning. Graduate students are expected to attend all lectures, clinical, and laboratory sessions except as excused by the faculty. Certain activities are mandatory and cannot be made up (e.g. competency check-outs, procedures days). Inability to attend these mandatory activities will delay the student’s progress through the curriculum.
Students are to notify the appropriate faculty member and/or agency if unable to attend. Students with excessive absences are subject to Absence Failure (AF).

1. Guidelines for reporting absences from a class/clinical experience are specified in each course syllabus.
2. Anticipated absences should be discussed with the course leader(s) at the beginning of the semester so that planning for missed class/clinical experiences can be completed well in advance.
3. In the event of absence from a clinical experience, faculty may request medical verification of illness. Consequences of habitual tardiness and/or excused absences will be determined by the course attendance policy. Repeated unexcused absences may result in failure.
4. It is the student’s responsibility to make arrangements for missed classroom/clinical time, assignments, and activities.
5. Attendance is mandatory at the scheduled exam times.

Weather-Related Attendance

The decision to close or delay the opening of the University due to severe weather or other institution-wide emergencies rests with the President. Independent decisions to suspend or delay classes secondary to weather or other emergencies may not be made at the School, program or department level.

If severe weather affects the Omaha area, the decision to close or delay opening of the University is made as early as possible, but not later than 6:00 a.m. (Central Time). Decisions are communicated to the University community via the CUAlert and/or University Weather Hotline at (402-280-5800). CON faculty, staff, and Omaha campus-based students are advised to check with the University Weather Hotline on mornings when severe weather conditions are likely to force closing or delay opening of the University and, therefore, the College. The weather hotline is updated by 5:30 a.m. on the business day in question. If the hotline is not updated with a message or you do not receive a CUAlert, the University is open. For closures or delays, these communication channels are augmented by a notice on the Creighton website and announcements in the media.

If severe weather affects the Hastings area, Hastings campus students will follow the Hastings College closures. If Hastings College courses are not in session, then Hastings campus students will follow the Hastings Public Schools closure policies.

If remote campuses and/or sites remain open (non-Omaha campuses), all activities will proceed at that site as scheduled unless otherwise notified. If remote campuses and/or sites are closed, all activities at their sites will be suspended unless otherwise notified.

For students in the undergraduate program, in the case of any campus closing, scheduled electronic proctored exams will not be offered on any campus, and will be rescheduled. Graduate electronic proctored exams will not be rescheduled.
Safety of faculty, staff, and students is of utmost importance. If a faculty member or student cannot attend class/clinical and the University is not closed, the clinical time will need to be made up at the discretion of the College of Nursing. If inclement weather occurs, students are to leave classroom and/or clinical activities at the time the University closes. If, for safety reasons, the student/faculty is uncomfortable leaving the clinical facility (due to weather and/or road conditions), the student and/or faculty can stay on the clinical site but not participate in direct patient care.

Approved by Council of Program Chairs on 1/15/18

Transportation and Safety

Students are responsible for their own transportation to clinical experience sites. An interval of at least one hour should be allowed between clinical laboratory and on-campus classes.

Students will exercise judgment and not enter into or remain in a potentially hazardous situation. If any hazardous situation arises during a practicum experience, leave and immediately contact the instructor. Students are not to respond to requests for assistance from anyone on the street or by referral from agency clients or families; instruct people to request immediate assistance from the city emergency service (911). Students also do not accept rides from people unknown to them and do not transport assigned clients in their automobile. Offers from unknown persons to transport students to where a client is temporarily located are also not accepted. Students are not to make agency visits outside of designated or pre-arranged clinical hours.

Examination Policies and Procedures

Policy: Exams will be given in a fair, uniform manner that will provide an adequate environment for test security and student responses to the exam questions.

General Rules (Procedures):
1. Exams will start and end at the scheduled times.
2. Time allotment for exams is at the discretion of faculty, and may be influenced by such factors as the nature and length of exam.
3. Proctors will not answer questions during the exam.
4. No retesting is permitted on any unit or final exam.
5. Final examinations may be given in theory courses.
   a. The length of time for the final exam will be identified on the course syllabus/class schedule.
   b. Final exams will be given at the times designated by the faculty.
   c. Details of exam scheduling are included in course syllabi
6. Guidelines for on-line exams will be provided in the specific course.
7. Students are responsible for OnDemand (scheduling within 24 hours of an exam) fees incurred by Examity and for additional scheduling fees for missed proctor appointments. Fees are subject to change based on University contracts.
Attendance:
1. Attendance is mandatory at the scheduled exam times.
2. The student must inform the course leader **prior to the exam** if he or she will be unavoidably absent from the exam.
3. The reason for absence from any exam will be documented in the student’s file.
   Examples of excused absences include, but are not limited to:
   i. The student is participating in a university-sponsored event
   ii. A death in the immediate family has occurred
   iii. The student has an injury or illness/injury that has been documented in
       writing or electronic means by the Student Health Services office or the
       student’s health care provider.
4. The Program Chair, in consultation with the course leader, may determine exceptions
to the listed unavoidable absences.
5. A score of zero (0) will be assessed for any exam in which it is determined the
   absence is not excused.
6. Travel plans made during midterm and finals week are made at the student’s own risk
   as examination schedules are subject to change.

Make-up exams:
1. Make-up exams will not have the same questions and/or format (i.e. short answer or
   essay) as the original exam.
2. The make-up exam should be taken within five business days of the original exam.
3. The course leader will determine:
   a. Whether a make-up exam can be allowed. +
   b. Exceptions to the timing of the make-up exam (longer than five business days).

Test Security in the On-Line Environment:
1. Some exams/quizzes are open book and the faculty will identify in the syllabus what
   is acceptable to use as resources.
2. No screen shots are to be taken.
3. No use of any resources unless described as allowed in the syllabus.
4. No sharing or conversation with other students until the exam is closed.
5. Use of the online proctor (Examity) will require:
   i. You are alone in the room.
   ii. Desk and surrounding area is completely clear.
   iii. The computer is connected to a power source.
   iv. No phones or headphones unless otherwise stated.
   v. No dual monitors.
   vi. No leaving seat once exam has begun.
   vii. No talking.
   viii. Webcam, speakers, and microphone must remain on throughout test.
   ix. Proctor must be able to see you for the duration of the test.
   x. Student must have dry erase pocket with white piece of paper inserted at
      each Examity proctored exam.
Examity Proctoring

Examity is an online live-video proctoring service used by the College of Nursing to proctor Graduate/distance student assessments. The College of Nursing requires students to meet minimum computer requirements and it is extremely important that all students verify they meet the minimum computer requirements. Finally, each student must read and confirm for themselves that they understand, meet the minimum requirements and are prepared to follow the instructions provided for setting up an Examity proctored exam.

Like all technology, web-conferencing (used by Examity to proctor) is also constantly being updated. Thus, it is extremely important that students refer to the Examity instructions/handbook for each exam in order to maintain minimum requirements, and check the students’ computer system for updates to help alleviate issues at the time of the assessment.

It is a reminder to all students that academic integrity applies to online exams just as if they were in class exams. With the use of technology, if there is any suspicious behavior and/or breach of academic integrity, faculty will receive reports, and student will be awarded zero points for that exam and a letter will go in their permanent file.

ExamSoft and Examity instructions/handbook can be found at this web address:

https://blueline.instructure.com/courses/302848/pages/examsoft-student-orientation

https://blueline.instructure.com/courses/302848/pages/examity-online-live-video-proctoring

*Please review Examity instructions/handbook linked for current fees.

A. Dry Erase Pockets and Markers –exam resources are provided to distance students in plans of study that complete exams, and must be with the student for all Examity proctor exams. The pockets have two purposes:

1. Proctors will ask students to reflect his/her computer monitor and keyboard using the pocket, with a piece of white blank paper inserted, pointed towards the web-cam to verify notes are not posted around the computer or keyboard. The Proctor may ask a student to pause his/her exam if there is a need to reflect this area again and at the end of the exam.

2. Course Leaders may allow students to use “scratch paper” for an exam. The reusable dry erase pocket with a piece of white blank paper inserted and a dry erase marker will be used as “scratch paper”. Examity proctors will verify the pocket is clear of all writing prior to the exam start and at the end of the exam. Students should make sure to have a tissue available to wipe the pocket clean when instructed by the proctor.

NOTES:

- If the dry erase pocket becomes lost or misplaced, the student will need to replace with a C-Line Reusable Dry Erase Pocket 9X12 inches. Replacements can be purchased from Amazon or a teacher/education supply store at the student’s expense
If different or additional dry erase markers are desired, these may be purchased at the student’s expense.

**Student Responsibility:**
As students entering the profession of nursing, it is expected that all students would uphold the highest level of academic integrity. Creighton University’s code of conduct may be found at:

**Examination Review Policies/Procedures**

1. If all students have taken the examination, a test review will be made available at the discretion of the course faculty.
2. All questions regarding test items will be submitted, *in writing*, to the faculty responsible for that content presentation within 24 hours of the test review.
3. When asking for test question consideration, the student must present evidence that another answer may be correct; that is, rationale must be given from the test or class notes. To say a test question is "bad" or "not written well" is not justification and will not result in a test question being edited. Also the grade received is not a valid basis for an edit request.
4. Faculty will respond to all queries, *in writing*, and with a rationale for their response. Students should make an appointment to discuss your concerns with the faculty member.

**Guidelines for Clinical Practica**

**Selection of Preceptors and Practicum Sites**

**Preceptors**

It is the student’s responsibility to identify preceptors and initiate the request to work with a preceptor. Students may identify preceptors by networking via the work environment, professional organizations, or community contacts. A signed Preceptor Practicum Clinical Agreement (Preceptor Agreement) by student, preceptor, practicum facilitator and a facility contract must be on file before practicum experiences are begun and before practicum hours can be logged. In addition, all agency compliance requirements must be met prior to beginning any practicum hours.

Prior to or during NUR 732 – Practicum I: Health Assessment of Adults and Older Adults; NUR 696 – Practicum I: Health Assessment of Individuals Across the Lifespan in Primary Care; NUR 665 Practicum I: Care of the Well Child, NUR 616- Practicum I: Neonatal Assessment, and prior to subsequent practicum or residency courses, the student is responsible for identifying a qualified advanced practice practicum preceptor who meets the standards of National Organization of Nurse Practitioner Faculties (NONPF) and of the Creighton University College of Nursing as stated below.
Preceptor Qualifications

The following are criteria for qualified preceptors:

- Preceptors must be nurse practitioners (NP’s) or physicians (MD’s/DO’s) or physician assistants (PA’s) who have graduated from an approved/accredited program and who are appropriately licensed and certified in their specialty. A minimum of one year of experience is required and two years is preferred.
- The student’s immediate supervisor at his or her place of employment may not serve as the student’s preceptor.
- The student may not precept on a unit in which an immediate family member is employed.

Practicum Site Considerations

Students may see patients in conjunction with the preceptor in settings appropriate to the role specialty and the objectives of the course.

The Preceptor Placement Coordinator can provide clinical agency information with whom the College of Nursing has established contracts. When considering practicum sites and preceptors, the student should consider the geographical location and the patient population served. Students may select practicum sites in their local community as long as that facility can provide the diversity of age and clinical experiences necessary to best prepare the student to achieve program goals and objectives.

Initiating the Practicum Contract

**Students in the practicum and residency courses must complete a Graduate Nursing Program Clinical Site Request Form (Request Form) at least 60 days prior to the beginning of the clinical experience:** [https://blueq.co1.qualtrics.com/jfe/form/SV_0DPR0cDlofvyP8p](https://blueq.co1.qualtrics.com/jfe/form/SV_0DPR0cDlofvyP8p)

Once the Request Form has been submitted, the College of Nursing Preceptor Placement Coordinator will determine if a clinical contract is needed and will communicate any additional requirements. **A Request Form is needed for each facility and for each preceptor each semester.**

Completing the Preceptor Agreement

Once the Request Form has been processed and approved, a Preceptor Agreement form should be initiated. Faculty approval of preceptors and clinical agencies is required before students initiate the Preceptor Agreement. This form must be submitted and approved by the Compliance Specialist before beginning any practicum experience.

1. Give the **preceptor** documents to the prospective preceptor. These documents are available electronically on BlueLine including: a **Preceptor Agreement** and information about the preceptor role and responsibilities and course objectives.
2. The Preceptor Agreement should be completed electronically by either the student and/or the preceptor in its entirety. The student will give this to the course leader for approval.
3. The course leader will review and approve the Preceptor Agreement.
4. The approved Preceptor Agreement is then sent to the Compliance Specialist by the course leader.
5. After all approvals have been met, the preceptor’s information will be entered into Typhon.

**Practicum Practice Policies**

**Professional Conduct, Attire, and Hygiene**

It is important that conduct and attire reflect the students’ professional status. It is expected that the student will dress in accordance with agency policy. If an agency policy does not exist, the student should wear professional attire suitable for the setting. Jeans, denims, shorts, mini-skirts, leggings, midriff revealing tops, tennis shoes, and sandals are not acceptable. Engagement and wedding bands, watches, and stud earrings are the only jewelry permitted. Jewelry may not be worn on any other parts of the body that is observable to co-workers and patients. If worn, perfume/cologne/after shave should be light and not overpowering. Clothing should be clean and neat. Personal hygiene practices should reflect an appropriate professional image. Lab coats (subject to practicum site recommendation) and CUCON name tags are required at all times when in the practicum agency or whenever the student is representing Creighton University College of Nursing. Students who do not follow these guidelines may be rejected by patients or may be asked to leave the practicum setting by employees of the agency, by preceptors, or by faculty or teaching staff.

Each student is expected to:
- Perform in a professional and cooperative manner.
- Demonstrate sensitivity to the opinions of others (i.e., faculty, staff, preceptors, peers).
- Treat faculty, staff, preceptors, peers, and patients with respect.
- Use time of self and others productively.
- Be punctual for practicum, seminars, and other appointments.
- Identify own learning needs.
- Take responsibility for meeting own learning needs.
- Assist peers in meeting their learning needs.
- Behave consistently in a professional manner.
- Seek assistance when needed.
- Negotiate changes in deadlines, when needed, in advance of the original deadline.
- Use appropriate language and medical terminology in discussions with others.
- Prepare in advance for practicum, seminars, and scheduled meetings with faculty, preceptors, staff, or peers.
- Participate actively in seminar discussion.
- Compliance with all HIPPA requirements.
Scheduling of Practicum Hours

Students are expected to schedule the required practicum hours at the convenience and availability of the preceptor. Students should not expect or ask preceptors to conform to the students’ personal and/or employment needs, but rather the student will conform their schedule to the needs of the preceptor and his or her patient population. Prior to beginning the practicum experience, students and preceptors need to agree on the days and times that the student will be in the practicum agency. Students will then share that schedule with the practicum facilitator via Typhon, which is adjusted or updated as necessary to maintain currency.

The total number of direct clinical hours required for each practicum is listed on each student’s Program of Study.

Attendance and Missed Practicum Practice and/or Laboratory Experience Time

Students are expected to develop a calendar of planned practicum experiences during the first week of each practicum or residency course and to submit this calendar to the preceptor and the faculty via Typhon. The calendar allows the faculty to know when the student is expected to be in the practicum setting and provides a mechanism for contacting the student during practicum hours that should be necessary. The calendar should be available to the individual in the practicum setting responsible for scheduling return visits so that a patient can be scheduled for a follow-up visit, if needed, on a day when the student will be in the clinic. This allows the student to follow through with the patient and to evaluate the outcomes of diagnostic tests or prescribed therapy.

Unexpected illness of the student, family, and/or preceptor resulting in an absence from practicum should be discussed with practicum faculty and the parties involved as soon as reasonably possible. Failure to notify the preceptor of an absence from the practicum setting as negotiated is unacceptable and may place the student and practicum placement in jeopardy. Absences resulting in lost practicum hours and/or laboratory experiences must be completed before the end of the semester and at the convenience of the preceptor and/or faculty. Extension of the practicum experience with the preceptor cannot be assumed.

Students are responsible for monitoring the number of practicum hours and for accurately documenting those hours as described in the syllabus. Students are expected to review hours and experiences with faculty at the times shown on the Schedule and Due Dates document for each course. Faculty may require a change in practicum sites to insure an adequate practicum experience. At the end of each term, students should review a summary of practicum hours to date with faculty to identify areas requiring development. The Typhon system will maintain a summary of student experiences for certification purposes. Students are encouraged to retain their own personal copies of these documents for use, if needed, for documentation or verification of practicum hours and/or preceptors for State Board of Nursing and certifying agencies.

Preparation for Practicum Assignments
Students should spend at least one day prior to the beginning of the practicum experience orienting to the practicum facility. It is expected that this experience will help students to start the term positively and prepared.

Compliance Requirements

Students are responsible for remaining compliant with all College of Nursing and agency requirements. No practicum hours may be completed or applied to the course requirements until all compliance requirements have been met and recorded as such by the Compliance Specialist. If a student becomes noncompliant during a semester, they will not be allowed to continue to earn practicum hours until the compliance issue has been resolved. Failure to do so may result in administrative withdrawal from the course.

Responsibilities of the Preceptor and Faculty of the College of Nursing

Preceptor Responsibilities

The preceptor works directly with graduate nursing students and closely with faculty to facilitate the student's practicum experience and achievement of practicum objectives. Specifically, the preceptor will:

1. Precept the student on a one-to-one basis.
2. Participate in student instruction while serving as an expert, role model, and consultant during the practicum experience.
3. Provide student orientation to the facility and introduction to staff.
4. Provide space and room facilities as needed for the student's practicum experience.
5. Provide the student with practicum experiences to meet the course requirements, objectives, and specific educational expectations.
6. Critique the student's practicum performance including practicum skills and knowledge.
7. Evaluate the student's practicum competency via communication with student and faculty.
8. Notify the graduate faculty immediately of any problems arising from the student's performance.
9. Provide feedback to the student about performance and progress on an ongoing basis.
10. Facilitate student experiences through evaluation of practicum experience, participation in quality management of practicum experience, and identification of new learning experiences.

Faculty Responsibilities

The faculty, in collaboration with the student and preceptor, will provide oversight of the practicum experiences to optimize the student's personal and professional development. Specifically, the faculty will:

1. Identify practicum educational requirements and objectives with the preceptor and student.
2. Orient students and preceptors to the respective roles and responsibilities.
3. Assess the adequacy of space and appropriateness of patients/clients within the preceptor environment to insure adequate student learning experiences and meeting learning objectives.
4. Ensure that appropriate agreements are signed with agencies and preceptors.
5. Respond to problems and concerns of preceptors and students.
6. Communicate periodically with preceptor and student about progress in meeting goals and devise new strategies for attaining goals if needed.
7. Evaluate the student's practicum competency and meeting of practicum learning objectives through scheduled communication with preceptor and in consideration of the written preceptor evaluation.
8. Schedule site visit as required or needed.
9. Evaluate the student's practicum competency via communication with student, preceptor, faculty, and through site visits as indicated.
10. Facilitate the student-preceptor-faculty relationship through continual constructive feedback.
11. Assign the final course grade.

The agency experience is guided by the practicum preceptor at that agency. Faculty in the College of Nursing are available for consultation, assistance and evaluation. If at any time a student is determined to be unsafe by preceptor or faculty, appropriate steps according to College of Nursing policy will be initiated by faculty.

**Evaluation of Practicum Experience**

**Documentation of Practicum Experience and Hours**

Documentation of practicum experiences and hours is achieved in a variety of ways. Please see course syllabus for details.

**Preceptor’s Evaluation of the Student**

The preceptor should take the opportunity to provide feedback to the student, both on an ongoing basis and at defined intervals. Students value receiving feedback as soon as possible. Feedback should be provided in a private setting. It is also helpful to provide both positive and negative feedback. Faculty will also solicit feedback from the preceptor. Face-to-face meetings or phone conversations can be scheduled throughout the semester. The preceptor is encouraged to contact the faculty at any time to provide feedback about the student’s performance. The preceptor will submit a final evaluation of student performance.

**Clinical Laboratory Improvement Amendments**

Clinical Laboratory Improvement Amendments (CLIA), is a federally guided regulatory mechanism that ensures compliance with common laboratory testing skills. Students in some of the Nurse Practitioner curricula are required to complete the competencies associated with CLIA in a 1-day on-campus experience. In addition, an on-line component is completed prior to attending the on-campus session. CLIA will occur during the first or second practicum course.
The date will be announced at the beginning of the semester and will not be on a regularly scheduled class day.

Clinical Competency Policy

After beginning clinical work in Practicum I for the individual’s specialty track, advanced practice nursing students who have an interruption in graduate clinical course work of longer than one semester may be required to demonstrate clinical competency before engaging in clinical experiences in subsequent courses. The criteria for the competency exam will be based on the last clinical course completed.

Clinical Practicum Hours

The total number of practicum hours for the various advanced practice nursing options is shown on the Program of Study for that option and on the individual student’s Plan of Study.

Direct patient care clinical hours refer to hours in which direct clinical care is provided to individuals and families; these hours do not include skill lab hours, physical assessment practice sessions, or a community project if it does not include provision of direct care.

Clinical Hours Between Semesters

The intent of accruing clinical hours between semesters is to:

- Encourage students to maintain and improve gained clinical skills,
- Utilize time frames in clinical settings when the student may have more time to devote to concentrated clinical practice,
- Utilize times in clinic settings when the student may have opportunities for practice without competition from other students who may want to use the facility and/or preceptor, and
- Allow the students to “count” these hours toward total clinical hours for the program of study.

Students are allowed to accumulate clinical hours between semesters after they have completed the second clinical practicum course. The maximum allowed is 20% of the total hours for the subsequent clinical practicum courses.

MSN Capstone Course and Scholarly Project Guidelines

Overview

The expectations for the scholarly project, a required component of the final residency or capstone course, are consistent with the stated purposes of the Master of Science with a major in Nursing (MSN) degree program. It is a scholarly demonstration of students’ abilities for flexible leadership and critical action within complex, changing systems, including health, educational,
and organizational systems. The Scholarly project demonstrates students “knowledge and skills to lead change, promote health, and elevate care in various roles and settings.”\textsuperscript{18} The Scholarly capstone demonstrates mastery of the Essentials. “These Essentials are core for all master’s programs in nursing and provide the necessary curricular elements and framework, regardless of focus, major, or intended practice setting. These Essentials delineate the outcomes expected of all graduates of master’s nursing programs.”\textsuperscript{18} The Scholarly capstone demonstrates “the knowledge, skills, and abilities that are essential to independent clinical practice” for the NP. \textsuperscript{19}

The MSN capstone courses and the Scholarly Project document achievement of program objectives. Required core and support courses provide the underlying scientific basis and the scholarly and analytic methods for evidence-based practice and for improving and transforming health care and health care delivery systems. The advanced nursing practice courses provide specialty content and experiential activities aimed at the application of skill sets associated with clinical decision-making, quality and safety initiatives, organizational and systems management and leadership, and policy advocacy.

**Hallmarks of the Capstone Courses and Scholarly Projects**

The MSN Capstone Courses and the Scholarly Projects provide evidence of the student’s ability to demonstrate the following competencies at the microsystem level:

1. Analyze theoretical concepts and knowledge from nursing and other disciplines relevant to advanced nursing practice in the provision and improvement of health care.
2. Assume leadership in designing, managing, and implementing quality, cost-effective, and innovative services to clients in a variety of health care settings.
3. Incorporate knowledge of population-based care and cultural influences in ensuring appropriate and sensitive health care.
4. Influence health policy formulation and implementation to address socioeconomic and health care issues.
5. Demonstrate proficiency in analyzing and utilizing research from nursing and other relevant disciplines to improve practice.
6. Engage in a systematic process of moral reasoning and values-based dialogue to resolve/address ethical dilemmas/situations.
7. Demonstrate competencies as clinical nurse leaders, nurse educators, nurse practitioners, or nursing systems administrators.

**Types of MSN Scholarly Projects**

Students, with guidance from their academic advisors, their professional experience within a specialty area, and input from stakeholders, identify and select well defined projects with a limited scope. Students conduct their projects with the approval and guidance of their MSN Scholarly Project Advisors, and may complete the MSN Scholarly Project alone or as a member


\textsuperscript{19} National Organization of Nurse Practitioner Faculties (NONPF). (p.1) 2011.
of a collaborative team. The MSN Scholarly Project and outcomes will be disseminated to stakeholders.

The types of scholarly projects include:

**Quality Improvement (QI)**

The student identifies a problem in conjunction with stakeholders. The problem is investigated using appropriate tools, and improvement strategies and outcomes are delineated based on integrative research reviews. A plan for improvement is developed and approved by stakeholders. The plan is implemented using theoretically based change strategies. An evaluation of the change is conducted for both short-term and long-term sustainability.

**Program Development and/or Evaluation**

The student develops a program and/or conducts a program evaluation. Program development will be based on a review of literature and data that identify a need, a statement of explicit goals or objectives, implementation methods and a timeline, and an evaluation plan. Evaluation includes an assessment of the inputs, processes, and outcomes of a specific program. The outcomes of the program are evaluated using appropriate measures and methods. Selected outcomes of the program are compared to evidence-based outcomes generated from a systematic review of research.

**Evaluation of New Practice Model, Guideline, or Innovation**

The student evaluates a recently implemented practice model, guideline, or innovation. The student conducts a systematic review of research on the key tenets of the model and delineates the strengths and limitations of applying the model in the micro- or macro-system. The project involves conducting an evaluation using a systematic approach and appropriate standards and tools.

**Faculty Research**

Opportunities exist in which students may be involved in replicating or extending on-going clinically-based quantitative research projects at the discretion of the faculty member. If selected for involvement in faculty research, a student will engage in activities integral to the project and that meet the student’s program objectives.

Other types of scholarly projects may be considered at the discretion of the faculty advisor. For example, participatory action research or qualitative research.

**MSN Scholarly Project Faculty Advisor and Responsibilities**

A. Criteria for MSN Scholarly Faculty Advisor

1. Holds full-time 9- or 12-month faculty appointment in the CON and agrees to be available for consultation during off months.
2. Has an earned master’s degree in nursing or doctoral degree in nursing or a related field.
3. Has expertise relevant to the scholarly project.
4. Is available to the student on a regular basis during the duration of the project.

B. Responsibilities of a Faculty Advisor

1. Approves the project.
2. Guides the development and preparation of the scholarly project, including planning, development, implementation, evaluative processes, and manuscript preparation for dissemination.
3. Meets on a regular basis with student or students regarding the project.
4. Assures Institutional Review Board (IRB) compliance (see table for specific activities).
5. Reviews and evaluates drafts of the final written project report and dissemination process (inclusive of poster or oral presentation or submission of a manuscript).

Scholarly Project Support Core and Clinical Specialty Courses

The work of Stevens (2005, 2009)¹⁹ is used as a framework or guide for the development of the master’s scholarly project. The research core, seminar, clinical specialty, and residency courses are integral for the project development, implementation, evaluation, and dissemination processes. All MSN students integrate elements of the evidence-based decision-making process with systematic review of the scientific literature. Students identify a problem of clinical importance, search and critically appraise the literature related to the identified problem and its resolution, and propose an evidence-based approach for addressing the problem and improving outcomes. Implementation, evaluation, and dissemination of the project are conducted as part of the student’s clinical practicum experience. The student completes the Scholarly Project as part of their clinical practicum courses, with a culmination during the final MSN residency.

MSN Scholarly Project Development

Synthesize the research literature into a single meaningful statement of the state of knowledge; translate research evidence into recommendations for practice (Stevens, 2005).

Component of Clinical Practicum I (Spring)

MSN Scholarly Project process will be discussed as a component of the Clinical Practicum I in the spring semester.

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### Component of NUR 685 and Practicum II (Summer)

<table>
<thead>
<tr>
<th>Competencies on which course builds</th>
<th>Focus of Scholarly Project Activity During Course</th>
<th>Student Responsibilities and Activities**</th>
<th>Faculty Responsibilities and Activities</th>
</tr>
</thead>
</table>
| 1-4, 5-9, 11-17, 20-22            | • Discussion and dialogue of general topic        | • Submit narrative of the proposal in stages including problem, significance of the problem, model or framework, review of the literature/evidence, methodology with tools and measures | • NUR 685 and Practicum II Faculty meet with student to:  
  - Refine topic area  
  - Assist student in identifying topic and developing proposal |
|                                   | • Problem recognition                            |                                          | • NUR 685 faculty, provide critique, and approve proposal draft |
|                                   | • Critical appraisal to validate the significance of the problem |                                          |                                          |
|                                   | • Development of review of evidence              |                                          |                                          |
|                                   | • Initial planning, methodology, procedures, selection of tools; identify measures, benchmarks, and outcome |                                          |                                          |
|                                   | • Develop knowledge and skills related to protection of human subjects |                                          |                                          |

**Specific task assignments for accomplishing the Scholarly Project are negotiated between the student and Faculty Advisor. If a student’s performance is not consistent with the agreed-upon expectations, the Faculty Advisor will consult with the Program Coordinator for a resolution strategy.

### MSN Scholarly Project Implementation

Individual, organizational, and environmental practices are changed through formal and informal channels (Stevens, 2005, 2009).

### Component of Clinical Practicum III (Fall)

<table>
<thead>
<tr>
<th>Competencies on which course builds</th>
<th>Focus of Scholarly Project Activity During Course</th>
<th>Student Responsibilities and Activities**</th>
<th>Faculty Responsibilities and Activities</th>
</tr>
</thead>
</table>
| 1-5, 7-9, 11-17, 19-21, 22-25, 28 | • Provision of a plan for the protection of human subjects, complete IRB proposal (if needed), complete educational materials, select or complete protocol or guidelines.  
  • Readiness for full implementation of project | • Identify and select Faculty Advisor.  
  • Submit proposal for Faculty Advisor review and approval  
  • Begin preparation of IRB protocol, applications, and addendums (if needed)  
  • Submit proposal to IRB (if needed)  
  • Implement proposed project during clinical practicum  
  • Collect and analyze data for project | • Faculty advisor assigned.  
  • Faculty advisor serves as P.I. on IRB submission per CU policy.  
  • Faculty advisor serves as a resource.  
  • Faculty advisor assists in the data analysis or evaluation of the outcomes. |

**Specific task assignments for accomplishing the Scholarly Project are negotiated between the student and Faculty Advisor. If a student’s performance is not consistent with the agreed-upon expectations, the Faculty Advisor will consult with the Program Coordinator for a resolution strategy.

### MSN Scholarly Project Evaluation and Dissemination
Endpoints and outcomes are evaluated, including the impact of practice changes on clinical decision-making, organizations, research, policy, and education (Stevens, 2005).

<table>
<thead>
<tr>
<th>Competencies on which course builds*</th>
<th>Focus of Scholarly Project Activity During Course</th>
<th>Student Responsibilities and Activities**</th>
<th>Faculty Responsibilities and Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5, 7-17, 19-21, 22-24, 26-31</td>
<td>• Evaluation of project</td>
<td>• Complete MSN Scholarly Project</td>
<td>• Assist in the selection of appropriate dissemination venue</td>
</tr>
<tr>
<td></td>
<td>• Dissemination</td>
<td>• Submit final written scholarly project to faculty advisor</td>
<td>• Evaluate final project, approve written summary and validate dissemination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Disseminate MSN Scholarly Project in an approved format*</td>
<td>• Document successful completion of MSN Scholarly Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Serve as second author on manuscript, poster, or oral presentation</td>
</tr>
</tbody>
</table>

*Examples of dissemination include a manuscript, a poster presentation, or an oral presentation.

**Specific task assignments for accomplishing the Scholarly Project are negotiated between the student and Faculty Advisor. If a student’s performance is not consistent with the agreed-upon expectations, the Faculty Advisor will consult with the Program Coordinator for a resolution strategy.

Evaluation of the Scholarly Project will consist of the MSN Scholarly Project Faculty Advisor’s evaluation of the final written paper and the dissemination. Successful completion of the Scholarly Project is required to obtain a satisfactory grade in the residency and to graduate from the MSN Program.

**Academic Support Services**

**Library Resources and Services**

There are three libraries on campus that will prove most useful to nursing students:

1. The Health Sciences Library/Learning Resources Center (HSL/LRC): [http://www.creighton.edu/health/library/](http://www.creighton.edu/health/library/)

Current Student IDs are needed to use materials and check out resources. There is no fee to copy materials in the HSL/LRC collection to send to distance students. HSL/LRC is unable to copy more than a chapter or two for a book because of copyright. HSL/LRC does not charge for interlibrary loan for all students.

**Writing Center**
Smart Thinking
Recently, Creighton added a service for graduate students that allows them to seek the assistance of online tutoring services from Smart Thinking. Students can access this help in several ways via any internet connection. APA formatting, grammar, mechanics and other services are available, often with a 24-48 hour turnaround. Students can connect with a tutor by going to http://blueline.instructure.com, login using your Creighton NetID and Blue Password, and find the course titled Group: Online Tutoring.

For assistance, contact the Edge at EDGE@creighton.edu or call 402.280.5566 Creighton Service Desk 402.280.1111, option 2

Creighton Intercultural Center

The purpose of the Creighton Intercultural Center is to develop, facilitate, and maintain an appreciation for cultural diversity within the Creighton community. The staff is committed to providing an environment where students are free to pursue their academic, spiritual, and personal development in a supportive and challenging atmosphere of mutual respect and appreciation.

The office collaborates with multicultural student organizations and sponsors cultural events and leadership opportunities throughout the year such as the Luau, All Nations Pow-wow, Intercultural Expo, Fiesta Latino, African American and African Student Banquet, and nationally-known speakers and performers. Inter-cultural learning events are open to all students, faculty, and staff.

Multicultural students can receive assistance with issues such as financial aid, academic needs, and technology access. Creating an inclusive environment for all is the priority of this office. Students may contact the Creighton Intercultural Center at 402.280.2459, or at the Harper Center Suite 1109.

Health Sciences–Multicultural and Community Affairs (HS-MACA) Support Services

HS-MACA’s mission is to help Creighton University Health Science schools in the training and development of future leaders for an increasingly multicultural society. HS-MACA provides support and retention services to students by providing diversity awareness to the entire campus community. Omaha students contact the HS-MACA office, 402.280.2124. Hastings Campus students contact Moses Dogbevia at Hastings College, 402.461.7466, or mdogbevia@hastings.edu.

Student Technology Requirements: Hardware, Software, and Internet
All Undergraduate and Graduate Nursing students are required to have a laptop they can bring to class activities and exams when notified to do so. The laptop must meet the requirements listed below, including Microsoft Office (Word, Excel, and PowerPoint).

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>REQUIRED</th>
<th>PREFERRED (IF APPLICABLE)</th>
<th>RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows: 8.1, 10*</td>
<td></td>
<td>*See note below.</td>
</tr>
<tr>
<td>Display</td>
<td>11.6&quot;</td>
<td>12&quot; or higher</td>
<td>Online exams are easier to view using a larger screen.</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel i-Series (i3, i5, i7) or equivalent</td>
<td>Intel Core i5 or higher or equivalent (Windows/Mac)</td>
<td>The latest operating systems and applications require advanced processors to be used effectively.</td>
</tr>
<tr>
<td>Memory (RAM)</td>
<td>4 GB</td>
<td>8 GB or higher</td>
<td>Memory demands for Windows operating system will require at least 4 gigabytes (GB) of memory.</td>
</tr>
<tr>
<td>Hard drive</td>
<td>250 GB</td>
<td>500 GB or higher</td>
<td>Storing class materials on the computer. A backup solution is also strongly recommended for storage.</td>
</tr>
<tr>
<td>Camera, speakers,</td>
<td>Internal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>microphone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headset/ear buds</td>
<td></td>
<td>USB headset/ear buds and microphone (preferred for online students)</td>
<td></td>
</tr>
<tr>
<td>Internet speed</td>
<td>3 Mbps upload/3 Mbps download</td>
<td>3 Mbps upload/3 Mbps download or higher</td>
<td>Streaming lecture capture and online exams.</td>
</tr>
<tr>
<td>Office 365</td>
<td>Free for all students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Browsers</td>
<td>Latest version of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internet Explorer/Edge (PC Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Safari (Mac only)</td>
<td></td>
<td></td>
</tr>
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<th>PREFERRED (IF APPLICABLE)</th>
<th>RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Chrome:</td>
<td><img src="https://www.google.com/chrome" alt="Link" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mozilla Firefox:</td>
<td><img src="www.mozilla.org/firefox" alt="Link" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plugins</td>
<td>Latest version of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Reader to view PDF files (PCs only):</td>
<td><img src="http://www.adobe.com" alt="Link" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Flash Player:</td>
<td><img src="http://www.adobe.com" alt="Link" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Java:</td>
<td><img src="http://java.com" alt="Link" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virus Protection Software</td>
<td>Free options available. See DoIT.</td>
<td>Virus protection software with frequent updates.</td>
<td></td>
</tr>
</tbody>
</table>

Please note:
- The Microsoft Surface Laptop with Windows 10s and tablet devices, such as iPad, iPad Pro, Android, Amazon Fire, Chromebook, etc. are not sufficient to support all activities in the College of Nursing.
- Virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, Apple Boot Camp or any other virtual environments are not allowed.
- Only genuine U.S. English, French, Portuguese, Swedish, and British versions of Windows operating systems are supported.
- Exam Testing software currently does not support **Windows 10 Creator**.

**Hardware:**
Printer (optional, may choose to print on campus at student’s expense)
*NEW Operating System Updates Notice:*
New computer operating systems become available at various times through any given school year. It is in each students’ best interest to verify before updating to a new operating system that all required educational software (exam software for example) is compatible with a new operating system. Sometimes there is a period of time where one must wait to update an operating system in order to continue to be able to complete requirements for class. Please direct questions to the eLearning Director for the College of Nursing.

**Office 365:**
As part of Office 365, faculty, staff, and students receive five (5) free copies of Office 365 to install on personally owned computers and devices. To access the download, sign in at http://office365.creighton.edu using your netID@creighton.edu (i.e. abc12345@creighton.edu) and your Blue password. Click on “Install Office 2016” button. This will locally install Word, Excel, PowerPoint, Outlook, and other Office 365 apps – a great benefit as you will not have purchase Microsoft Office.

- Office Online: The latest versions of Microsoft Word, Excel, Access, PowerPoint, Outlook, OneNote, Publisher and Skype for Business.
- Installation on up to five (5) PCs or Macs and Office apps on mobile devices including Windows tablets and iPads.
- 1 TB of OneDrive cloud storage.

**Internet Requirements:**
Connection to the internet (on campus or at home) is essential. Access to a high speed DSL or better internet connection includes:

- A minimum broadband connection of 3 Mbps upload and 3Mbps download for viewing lecture captures, simultaneous screen sharing, video and audio conferencing is required of all students.

**Mobile Device Requirement:**
Students enrolled in NUR351/352 and NUR 290/291 as well as subsequent Care Management courses will be required to use a mobile device (i.e. Smartphone, iPod Touch, iPad Mini, etc.) in clinical and some classes.

**Optional Items (may be required - see course syllabi for details):**
- Digital camera, video camera
- USB flash drive
- SPSS software (statistical software)
- Some classes may require web or application services that require a fee

**Student Technical Support Information:**
If a student has a technical problem using an application supported by Creighton University or a vendor that the College of Nursing contracts with to provide support to students directly, remote technical support is usually handled by a technician over the phone and a request for remote access to the student’s computer maybe necessary to diagnose the problem. Students grant technician’s remote access and can watch what a technician does while connected. Before any suggested changes are made to a student’s computer, the technician will explain the change and the reason for the change. The student is responsible for agreeing to allow the change to be made or figuring out a
different method or computer to use to complete the necessary task with the application should the student be unwilling to allow changes or remote access to their computer. A student may disconnect remote access at any time and technicians are not able to reconnect a remote session without the student agreeing to the session.

Blood and Body Fluid Exposure Procedure for Students

CHI Facilities:
1. Stop current activity since evaluation and treatment should begin within one hour of the incident
2. Cleanse wound with soap and water, and flush eyes with water after any splash
3. Report to supervisor/faculty and the appropriate facility supervisor
4. Locate a red “source Body Fluid Exposure” folder
5. Call 402-727-OUCH (6824) – the OUCH line is answered 24/7

Phoenix Campus:
Procedure to Follow at St. Joseph Hospital and Medical Center – Phoenix 1. Monday-Friday (7:00 a.m. – 3:30 p.m.) – students shall go directly to Employee Health in the 222 Building located east of the hospital across 3rd Avenue (Room 212) 2. Evenings, night shifts, and after hours – students shall go directly to the Emergency Department located on the 1st floor 3. Weekends and holidays – students shall go directly to the emergency Department. 4. All students must notify Employee Health (602) 406-3172) within 24-48 hours to coordinate follow-up procedures.

All other campuses and facilities:
Contact the house or nursing supervisor at the hospital or clinic and follow the procedures for Blood and Body Fluid Exposure.

Complete an incident report for the agency and/or Creighton University (found on CON Student Affairs BlueLine site). Submit either completed incident report to the institution and fax a copy of the Creighton University report to Student Health Services (402) 280-1859 and to the Assistant Dean for Student Affairs (402) 280-2045. All faxes are confidential.

Student Affairs office will fax the report to the Creighton University Risk Management office (402) 280-5719.

Claims for Emergency Department visits, treatment, and required follow-up visits should be submitted to the student’s own insurance.

Health Services/Information

Availability of Health Care Services:

Omaha Campus

The variety of services available at Creighton University Student Health Services will meet the health care needs of most students. Every effort is made to help students obtain appropriate consultation or referral when additional or specialized services are required. A physician,
physician's assistant, or nurse practitioner provides services. Services are available to all currently enrolled Creighton University students.

**Services Available:**

- Allergy Injections
- Physicals
- EKG's
- Immunizations
- Laboratory

- Travel Health Consultations
- Pap Smears
- Radiology
- Health Promotion
- Educational Materials

Services are supported by student fees, personal insurance, and/or self pay. Immunizations, laboratory tests, x-rays, splints, specialist referrals etc. not covered by personal/family health insurance will be the financial responsibility of the student.

It is essential that a current insurance card be presented at each visit.

**How to Obtain Student Health Services**

Call 402.280.2735, Monday through Friday. Appointments should be made for all health needs other than emergencies. It is important that you keep scheduled appointments and that you arrive on time. If you will be late or must cancel, please call as soon as possible. Your courtesy will result in the best use of our available appointment times.

Students will be seen in the Center for Health and Counseling located in the Harper Center Room 1034.

**After Hours Care**

Urgent care services are available at local urgent care centers. These centers have laboratory and x-ray services and can treat most acute illness and injury. CHI Health Creighton University Medical Center's Emergency Department is conveniently located adjacent to campus. Any after hours care received will be the financial responsibility of the student. Campus Health Aides are available to students living in Residence Halls and can be reached by calling 402.280.2104.

**Services Available During the Summer**

Services provided during the summer are the same as those offered during the academic year. These services are provided through personal health insurance and/or self-pay. Summer hours may vary.

For additional information please contact Health Services:
Harper Center for Student Life and Learning
2500 California Plaza, Omaha, NE 68178
Phone: 402.280.2735
Fax: 402.280.1859
[https://www.creighton.edu/chc/studenthealthservices/](https://www.creighton.edu/chc/studenthealthservices/)
Center for Health and Counseling

Services offered by the Center include crisis intervention, consultation, personal counseling, referrals, couples counseling, psychological evaluations, alcohol/drug counseling, career exploration, and academic counseling (study skills and test taking). It is located in the Harper Center Room 1034, and the phone number is 402.280.2735. Office hours are 8:00 a.m. to 6:30 p.m. Monday through Thursday, 8:00 a.m. to 4:30 p.m. Friday. See http://www.creighton.edu/chc/index.php for more information. If immediate lifesaving medical care is necessary, call Public Safety 402.280.2911 for on-campus students and the Omaha Police Department (911) for off-campus students.

Insurance Information

Health Insurance

Health insurance is required of all students. A complete announcement of the insurance plan is sent to each student and prospective student.

- An assessment for health insurance is made with charges for tuition and fees unless a waiver is obtained by submitting complete information on comparable health insurance to the Student Health Services Office via the NEST. The waiver can also be found at: http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupID=812848.
- In the event of a needle stick or body fluid exposure and the need to obtained treatment from an Emergency Department, students will be expected to utilize their insurance to cover the treatment cost. A co-pay may be required at the time of treatment.

Professional Liability Insurance

All nursing students in clinical courses are required to be covered by professional liability or malpractice insurance. To facilitate adequate coverage at reasonable rates, this insurance is provided through the College of Nursing. The premium is included in the course or lab academic program fee.

Motor Vehicle Insurance

Nebraska regulations require that insurance coverage for a vehicle must be retained by the vehicle owner. Initial insurance claims on the vehicle are always made to the owner’s insurance policy. The University cannot be responsible for damage to a student’s vehicle while the vehicle is in use for student learning experiences. Since the student must look to personal auto insurance coverage if an accident occurs, it is important that adequate limits of personal liability and physical damage coverage be maintained on your vehicle.

Financial Information
Tuition and Fees

For the most up to date tuition and fee information, visit the Business Office website at http://www.creighton.edu/businessoffice/welcometothecreightonbusinessoffice/index.php.

Financial Aid

To be considered for financial aid, a student must be accepted for admission as a degree-seeking student. Financial aid for nursing students is handled by the Office of Financial Aid. Students should contact that office for information regarding scholarships and loans or refer to the Financial Aid website at http://www.creighton.edu/financialaid/ - or call 402.280.2731. The Office of Financial Aid is located in the Harper Center, room 2054.

College of Nursing Scholarships

The information obtained via the “Creighton University College of Nursing Scholarship Application” form can be used for future scholarship or grant awards. The form is available on the College of Nursing Student Affairs BlueLine site.

Short-term Emergency Loans

Short-term emergency loans are available for students encountering a period of unexpected financial need. Contact the Assistant Dean for Student Affairs if you are experiencing such a financial crisis. Web access to the application is found at http://www.ecsi.net/emloani2.html.

Withdrawals and Refunds

Students withdrawing before the end of a semester will be charged tuition and recurring fees. More information can be found at http://www.creighton.edu/businessoffice/policies/index.php.

Student Honor Societies & Awards

- The Sigma Theta Tau, Iota Tau Chapter, is affiliated with Creighton University College of Nursing. The purposes of Sigma Theta Tau, the international honor society for nursing, include: a) recognizing superior achievement in nursing, b) encouraging and facilitating leadership development, c) fostering high nursing standards, d) stimulating creative work, and e) strengthening the commitment to the ideals of the profession. Students demonstrating scholarly achievement and leadership may be invited to join after completing over half of the program of study. Additional members from the community may also be invited based on their achievements.

- DNP Student Excellence Award, faculty will nominate students graduating from either the BSN to DNP or MSN to DNP tracks. The student who is selected to receive the award will demonstrate excellence in advanced practice, leadership and research/practice inquiry. In addition, the student selected will show evidence of incorporating the Jesuit values into practice.
• Graduate students nearing completion of their programs of study are eligible to be nominated to Creighton’s chapter of Omicron Delta Kappa (ODK), a national leadership honor society. Nominations are made by faculty members and students who agree to be nominated may be asked to provide biographical data.

• The St. Albert’s Day Poster Award showcases the research of undergraduate and graduate students at Creighton. This award began in 2008, and is awarded annually. Awards are given for “Best Poster” in three categories: clinical sciences, basic sciences, and arts & sciences. In addition, an award is given for the “Best Presentation”. Posters are judged based on content as well as presentation.

Graduation Preparation

Application for Degree

See the Creighton University Graduate Catalog (http://www.creighton.edu/registrar/catalogs/) and the Registrar’s website (http://www.creighton.edu/Registrar/Commencement/) for details and deadlines about graduation. Students must file a formal application (Application for Graduation, Graduate Activity Form, and Cap and Gown Form) to be considered for a degree. The application may be accessed through NEST (https://thenest.creighton.edu/PROD/twbkwbis.P_WWWLogin).

It is the student’s responsibility to meet the deadlines.

Pinning and Hooding Ceremony

At the completion of every semester a Pinning and Hooding ceremony is conducted. This ceremony is an opportunity for the College of Nursing graduates to celebrate their achievements with classmates, family, faculty and staff. Student awards are presented at the ceremony. Depending on the program completed, students are honored with a College of Nursing pin and/or a hood representing their accomplishment.

Commencement

Annual University Commencement ceremonies are held in May. Students who complete their degree programs in the spring semester are expected to be present at the annual commencement exercises in May to receive their degrees. Diplomas will be mailed upon confirmation, by the College of Nursing Dean, of the completion of all degree requirements.

Students who complete their degree programs in August or December may attend Commencement in May following completion or, with approval of the Dean’s Office, in the preceding May. Your diploma will be mailed upon confirmation of the completion of all degree requirements by the Dean.

The guideline for determining if you can walk in the May commencement PRIOR to your December graduation is you must be within 12 graduate credits of successfully completing all degree requirements and able to register for the remaining credits in the summer and fall terms. In addition, you must have the approval of your advisor and program chair.
All candidates who receive degrees at the end of a Fall Semester or Summer Session are listed in the next Annual Commencement Program.

To participate in the May Commencement, a candidate must have successfully completed all degree requirements and must be approved for graduation, or be able to and plan to complete all requirements by the date for conferral of degrees the following August or December. The respective deans of the Schools and Colleges of the University shall have the responsibility for clearing all participants in the Commencement. Those participants in the May ceremony who have not completed all degree requirements shall be so designated in the Commencement Program. Refer to the Creighton University Graduate Bulletin (http://www.creighton.edu/registrar/catalogs/) in regards to mandatory presence at Commencement.

NOTE: A student may participate in only one Commencement ceremony for each degree granted.

Certification Exams

Prior to graduation in some tracks students will be required to take a pre-certification exam ($50-$100) to assist with preparation for the certification exam following graduation.

Upon completion of the respective program option graduate nursing students are eligible to take a certification exam. Certification exams are national standardized exams that are prepared and offered by a variety of professional organizations. For some students, there may be an option of more than one certifying exam. Information and application forms will be posted in the appropriate Residency course, as it is the final clinical course. Faculty and administration will facilitate the student’s process of applying to sit for the certifying exam. However, it is the student’s responsibility to know the required information and ensure that an application is completed and submitted.

Graduates who complete the Adult-Gerontology ACNP program meet eligibility for national certification through the American Association of Critical-Care Nurses (AACN) and the American Nurses Credentialing Center (ANCC).

Graduates who complete the Pediatric Dual NP program meet eligibility for national certification through the Pediatric Nurse Credentialing Board (PNCB).

Graduates who complete the Pediatric Dual Track (Acute/Primary Care NP) program meet eligibility for national certification through the Pediatric Nurse Credentialing Board (PNCB) for both the acute and the primary care certifications.

Graduates who complete the Neonatal NP program meet eligibility for national certification through the National Certification Corporation (NCC).
Graduates who complete the Family NP program meet eligibility for national certification through the American Nurses Credentialing Center (ANCC) and the American Academy of Nurse Practitioners Certification Program (AANPCP).

Graduates who complete the Adult-Gerontology Primary Care NP program meet eligibility for national certification through the American Nurses Credentialing Center (ANCC) the American Academy of Nurse Practitioners Certification Program (AANPCP).

Graduates who complete the Clinical Nurse Leader program meet eligibility for national certification through the Commission on Nurse Certification (CNC), an autonomous arm of American Association of Colleges of Nursing and governed by the CNC Board of Commissioners.

**Miscellaneous Information**

**Name and Address Changes**

Students whose names and addresses change while enrolled in the program should submit an official name or address change form to the Registrar’s Office. Forms are available in the Registrar’s Office and on the website at [http://www.creighton.edu/registrar/otherservicesandforms/index.php](http://www.creighton.edu/registrar/otherservicesandforms/index.php).

Students should let the College of Nursing’s Office of Student Affairs know of any name or address changes.

**Part-time Employment**

While students may be engaged in part-time employment, the College of Nursing is under no obligation to adjust class times and clinical experiences, exams, etc. to accommodate students work schedules.

**Photographs**

Photographs may be taken for internal use (on password protected web pages and printed documents). Students may reserve the right to refuse permission for their photograph to be used.

**Parking**

To park on the Creighton University campus before the hour of 4:30 p.m., students are required to have a valid parking sticker on their cars. Parking permits are obtained from Public Safety, 2204 Burt Street, Omaha, NE, 68178; [http://www.creighton.edu/PublicSafety/](http://www.creighton.edu/PublicSafety/)

**Campus Emergency Procedures**

Students may find emergency procedures for specific situations in the Creighton University Student Handbook, [http://www.creighton.edu/studentservices/centerforstudentintegrity/](http://www.creighton.edu/studentservices/centerforstudentintegrity/).
Public Safety Telephone Numbers:
EMERGENCY 402.280.2911
NON-EMERGENCY 402.280.2104

Public Safety Website:
http://www.creighton.edu/PublicSafety/

**Bookstore and Textbook Acquisition**

Students may arrange to have required and recommended textbooks sent directly to them by the Bookstore at 402.280.2796 or at [http://www.bkstr.com/creightonstore/shop/textbooks-and-course-materials](http://www.bkstr.com/creightonstore/shop/textbooks-and-course-materials). Follow the Textbooks links, selecting the term, courses, and sections. Follow directions onscreen for checking out and submitting payment information. Students will be given an order number and receive an order confirmation by email. The ordered books will be shipped in 48 hours. With this service, students may arrange to:

- Pick textbooks up at the bookstore. *(Students must provide proper ID and the order number to pick up textbooks in-person)*
- Have textbooks shipped directly to the student’s address.

The Bookstore is located on the main floor of the Harper Center.

**Transcripts**

A copy of a student’s academic record is called a transcript and is issued by the University Registrar upon written request of the student. A special Request for Transcript form is available via the student’s NEST, at the Registrar’s Office, or on the Registrar’s website [http://www.creighton.edu/registrar/transcripts/index.php](http://www.creighton.edu/registrar/transcripts/index.php). Copies are not made of transcripts of records on file from other institutions. Any additional copies of these must be requested by the student directly from the original issuing institution.