ROAR

MASTER'S
Student Handbook

Idaho State University | School of Nursing

Master's in Nursing Education
Handbook 2021-2022

Welcome from the Director of Graduate Studies in Nursing and Associate Professor, Susan S. Tavernier, PhD, APRN-CNS, AOCN®

Welcome to the School of Nursing at Idaho State University! The faculty and I look forward to working with you as you complete your coursework. Active engagement and collaborative interaction between you and the faculty will prepare you for the educator role and collaboration with other healthcare professionals to lead changes based upon current evidence. Improving the quality of life for patients is an outcome that occurs as you integrate into your work what you learn with compassion, innovation and science.

Please take time to read the Master's in Nursing Education Handbook and utilize this as a resource as you enter and progress through the program. The Handbook is updated each year, or as needed so this is an important document to read and review on a regular basis. Please feel free to contact me if I can be of assistance as you move forward in this endeavor at (208)373-1783 (office) or tavesusa@isu.edu

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All students in the Master's in Nursing Education program must meet and maintain the requirements specified by Idaho State University (ISU), the Idaho State University Graduate School GS), and the School of Nursing (SON) including the Graduate Master's Student Homeroom and within the Master's in Nursing Education Handbook.

Students will be enrolled in a Graduate Master's Student Homeroom in Moodle upon admission. This site will provide ongoing information for Master's in Nursing Education students, documentation requirements for progression, forms, guidelines, policies and procedural information, as well as other pertinent information. The student must access the Master's Student Homeroom on a regular basis to remain informed and to support progression.

Students enter the program holding a Bachelor's degree in Nursing from an accredited nursing program. The student will complete a minimum of 43 credit hours in the Master's in Nursing Education option on full time status. See the posted curriculum pattern at www.isu.edu/nursing.

All students begin with a required on campus orientation (Pocatello) in August of year of admission.

For additional information about graduate education at ISU refer to: http://www.isu.edu/graduate

For additional information about the Master's in Nursing Education program in the SON refer to:
https://www.isu.edu/nursing/programs/master-of-science-in-nursing-msn/

School of Nursing Vision, Mission, and Philosophy

Vision

The SON vision is to be a distinguished School of Nursing committed to being as humanistic and compassionate as we are scientific and innovative.

Mission

The SON Mission is to prepare caring, exemplary nurse leaders who integrate education, practice and research, to enhance the quality of life for rural and diverse populations.

Philosophy

The faculty in the School of Nursing subscribe to a common philosophy about human beings, nursing, and nursing education that encompasses both the undergraduate and graduate programs. Faculty strive to be leaders and visionaries in their role as nurse educators, consumers and advocates for consumers of health care and health professionals.

Humans are dynamic, holistic, and multidimensional. They have intrinsic worth and needs which are uniquely experienced and expressed within the totality of their environment. The manner in which those needs are met influences the individual, family, and community growth and development through the life cycle. Humans have the right and the responsibility for their health and welfare. Moreover, they have the right to access basic services for health promotion, disease prevention, and treatment of acute or chronic illness. To this end, the faculty recognize their social and professional responsibility to sanction access for health care through educational, leadership, political, and public service activities.

Education is a community responsibility shared by recipients and providers of health care, students, and faculty. Faculty are committed to creativity in the learning process and continuous quality improvement in curriculum and program development. Faculty facilitate the educative process, promote an environment for effective application of knowledge integration, stimulate critical thinking, and professionalism. Learning is a lifelong process. Students are active participants in their education and are accountable for developing personal and professional knowledge.

Professional nursing is educative, facilitative, and caring. Professional nursing practice is grounded in sound scientific and humanistic knowledge formed from a complex and diverse field of study. Furthermore, nursing practice is a collaborative endeavor, which promotes health and wellness in a variety of ways and settings. Nurses administer healing arts and support families through normative and tragic transitions. Professional nurses use knowledge integration from theories, research and practice, to plan and deliver holistic client care. Decision-making, teaching-learning, research, therapeutic communication, and critical thinking processes are used by professional nurses.

Utilization of nursing knowledge is the major focus in the undergraduate curriculum in the development of beginning level practitioners. The undergraduate program prepares graduates to meet the present and emergent community health concerns at local and global levels. Throughout the development of the professional role, students learn to view the recipients of nursing care as individuals, families, groups, or communities within cultural and environmental contexts. The population distribution and geographical nature of Idaho mandates that graduates be proficient in rural and frontier nursing.

Graduate education is built upon undergraduate education. Students are prepared to assume advanced practice roles by developing nursing knowledge through research, theory, and practice. At the graduate level, faculty and students contribute toward the application and elaboration of nursing theories to describe, explain, predict, and understand nursing phenomena. Graduate education facilitates learning environments where students can construct their own knowledge integration at an advanced level. Advanced practice nurses develop broad based knowledge and experience to facilitate or deliver personalized, holistic health care to clients over the lifespan in a variety of settings with an emphasis on rural practice.

Master's in Nursing Education Program Overview

The Master's degree in Nursing Education program in the SON at ISU prepares the graduate for a position in advanced nursing practice in the educator role in varied settings such as hospitals, health departments, clinics, among other practice areas. Students are prepared as nurse educators and leaders to respond to current and projected changes in the health care system.

Master's in Nursing Education Program Goal and Outcomes

The primary goal of the Master's in Nursing Education program is to prepare experts in nursing education principles and practices with an emphasis on leadership, innovation and evidence based applications. Specific outcomes of the program include:

1) Use an evidence based approach that critically applies evidence and integrates theory and research findings to enhance nursing practice.
2) Assume a leadership role in managing human, fiscal, and physical health care resources demonstrating application of health care policy, organization, and financing of health care.
3) Understand principles, personal values and beliefs that provide a framework for advanced nursing practice.
4) Analyze systems of health care and determine how the values underpinning them influence care delivered.
5) Understand the nursing profession, advanced nursing practice roles, the requirements for, and regulation of these roles, and integrate the advanced nursing practice role into the graduate's professional practice.
6) Understand, appreciate and value diversity in health and illness and assure the delivery of appropriate patient-centered care.
7) Partner with individuals, groups and communities to achieve and maintain an optimal level of health through an interdisciplinary process.

Master's in Nursing Education Program Curriculum

The curriculum sequence for the full time Master's in Nursing Education program is 43 credits over two years. The curriculum is posted on the School of Nursing website under Programs. Course descriptions may be found in the ISU Graduate catalog. The SON may substitute a required course with an equivalent course offered through another department within ISU. Course sequencing may be subject to change based upon student enrollment. Students should take note of the established curriculum pattern for the Master's in Nursing Education program and work closely with assigned Faculty Advisor (FA) upon admission and throughout enrollment to establish a Plan of Study (POS) which is updated each semester by the student and approved by the FA. Students are admitted under full or part time status and are required to maintain the established POS until graduation unless approved by his/her FA and the Director of Graduate nursing Studies.

MSN students may petition up to nine (9) credits approved to meet curriculum requirements for the MSN program excluding clinical hours. Transfer credits taken more than five years or more are not recommended. Request for transfer credits MUST be received by the SON Graduate Nursing Studies Council (GNSC) and the Graduate School within the first year of enrollment. The student must petition by course to have these credits reviewed by the SON Graduate Studies Council (GNSC) for approval. If the credits are approved through the SON GNSC the petition is forwarded to the GS for review and approval to meet curriculum and degree requirements. The student must work closely with his/her FA in the SON to complete this process.

Waiver of Course or Deviation from Published Curriculum

A student may petition, using the *Departmental Graduate Petition* form to waive an existing requirement, or deviate from the published curriculum for any one option in the graduate program. The student FA, SON GNSC, and the SON Director of Graduate Studies must approve such petition. Some waivers may require approval through the KDHS and/or University GC. The student completes a petition form. The written petition for waiver/deviation is to be accompanied by supporting material which is detailed on the petition form. Only a complete petition will be reviewed by the GNSC. The petition is forwarded by the student to their FA for consideration and signature. The petition is then posted by the FA in the GNSC meeting file for review by the GNSC. The FA is to make a request to the Director of Graduate Studies to place this item on the agenda for the next GNSC meeting. The petition will be placed on the GNSC agenda for consideration and outcome determination. Once the decision is made by the GNSC, the outcome is documented on the petition form by the FA and submitted to the Director of Graduate Studies for signature. Decision on such matters are documented in the student's file, and information as appropriate is forwarded to the KDHS and/or the GC by the Graduate Administrative Assistant I in the SON. The student is notified by the SON of the outcome of the petition process. A copy of the completed petition with outcome documented on the petition form, is maintained in the student file. See "MSN Program Curriculum" section of this handbook for the process to petition the transfer of previously completed course credits to meet required MSN coursework.

Electives

A minimum of three(3) elective credits at the graduate level in courses relevant to the student's desired educator role is required. An independent study course (NURS 6636 Special Problems) does not serve as an elective unless approved by the GNSC using the petition process. With the guidance of the FA, students choose elective courses in an area relevant to their career goals. The courses must be graduate level (5000-8000) and must be taken for a letter grade. Students may take additional graduate courses in the SON or in other departments as electives to further enhance their preparation. A course from another institution for credit can be taken as an elective, the course description and syllabus must be reviewed and approved by the student's FA. Each elective is documented on the student's POS.

Approval of Special Problems or Independent study courses

Students may elect to take Special Problems (Independent Study) courses in the SON or in other departments on campus to further enhance their education. Enrollment in Special Problems courses requires approval by the FA and completion of the Special Problems learning contract. The contract must include learning objectives for the semester and identification of measurable goals or outcomes to be accomplished. The student can petition (using the ISU SON petition form) to have an independent study approved to meet an elective requirement on a case by case basis.

Student Progression

The SON has delineated the following grading system:

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	59 and below
Must pass all courses with a "B" or higher					

Student Progression Policy

Students enrolled in all graduate programs must achieve a B or higher in all required courses and electives toward the degree based on POS in order to progress. If a student receives a B-, C+, C or C- in any one required course or elective, the student will be initially placed on probationary status. At the discretion of the GNSC, a student may be required to retake a course in which a B- or less was achieved. If the student receives a second B-, C+, C or C- in any additional required course or elective, the student will be dismissed from the program. Any student who receives a D or F in any required course or elective based on the POS will be dismissed from the program.

Students who receive a grade of "U" or unsatisfactory in any required clinical or lab course will be dismissed from the graduate program.

A grade point average of 3.0 must be maintained for progression in the Masters in Nursing Education program. If the FA in the SON determines that a student is not making satisfactory progression toward the degree, a request may be submitted to the Director of Graduate Studies to place the student on probation. Unsatisfactory progress may include; unsatisfactory grades, incomplete grade not completed by the time agreed to on the "Incomplete Contract", failure to maintain communication with FA, failure to maintain documentation requirements in the Master's Student Homeroom, and/or failure to successfully complete any component of the Master's in Nursing Education program. Failure to maintain any requirements may result in dismissal from the graduate program in the SON.

See the GS home page at https://www.isu.edu/graduate/; and Graduate Catalog at http://coursecat.isu.edu/graduate/ for further information.

Final Program of Study

The Final Program of Study lists all course requirements that must be completed by the student in order to receive the Master's in Nursing Education degree. The Final Program of Study is electronically signed by the student and submitted to their FA for review and signature. The signed form is then forwarded to the SON Director of Graduate Studies for required signatures and then to the Graduate School for final review and approval. The final Program of Study must be submitted and approved by the Graduate School according to Graduate School posted deadline, usually found at http://coursecat.isu.edu/previouscatalogs/2020-21/graduate/generalinfoandpolicies/proceduresummary/.

Advisement

Upon admission, each student is assigned a faculty advisor (FA). The student is expected to meet with his/her FA early in the first semester and at the beginning of each semester thereafter. In collaboration with his/her FA, each student develops a POS that constitutes a unified program, planned within the framework of the established curriculum for the program.

Role of the Faculty Advisor

The FA plays an important role in orienting the student to the SON and the program, assisting with the initial POS and clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in adjusting to graduate study.

The specific responsibilities of the FA to the student are to:
- Interpret the Master's in Nursing Education program design, requirements and policies.
- Assist in planning objectives for Master's in Nursing Education study and clarifying career goals.
- Assist in developing the student's original and ongoing POS in accordance with program degree

requirements, individual project interests and career goals.
- Assist with selection of appropriate elective courses to create a program of study supportive of the student's project interests and career goals.
- Monitor student progress through verification of completion of coursework and progression in required nursing and elective courses as indicated in established POS.
- Communicate with the student on a regular basis and assist the student to identify strategies for success in the program.

Student Responsibilities with Respect to Advisement*

The student is responsible for:
- Communicating each semester with his/her FA regarding progress, goals and plans.
- Meeting with the FA at the beginning of each semester to review and update the Plan of Study.
- Initiating contact with the FA with questions regarding the program, progression, student concerns in a timely manner.
- Reporting problems that delay completion of the degree requirements to the FA in a timely manner.
- Becoming familiar with and complying with all relevant policies and procedures as set forth by the SON, GNSC, Graduate School, Kasiska Division of Health Sciences, (KDHS), and ISU. Policies and procedures relevant to the SON can be found in the Student Homeroom. Policies related to the Graduate School can be found at the Graduate School website at http://www.isu.edu/graduate/ or in the Graduate Catalog at http://coursecat.isu.edu/graduate/ which is updated yearly. ISU policies and procedures can be found at http://www.isu.edu/policy/.

*Note: Reference to deadlines presented in this MSN Handbook are based on a full-time admission status and Plan of Study. Determination of deadlines will be modified based on part-time status and the established Plan of Study.

Procedure for Changing a Faculty Advisor

When a graduate student seeks a change in his/her FA, the following procedure must be followed:
1. It is highly recommended that the student speaks first with his/her FA prior to requesting a change.
2. The student must submit to the SON Director of Graduate Studies a written request for change of FA. This request shall contain the rationale on which the request is based and may if the student wishes, propose a specific replacement.
3. If the Director of Graduate Studies accept the rationale, and if a qualified replacement is secured, the student will be reassigned to a FA and the Director will document final approval, placed in the student file and with the GS.
4. Should the Director of Graduate Studies not agree to the proposed change and the conditions thereof, and if no compromise acceptable to all parties can be reached, the matter shall be arbitrated by the GNSC.
5. Any student appeal of the decision in this regard shall be directed to the Director of Graduate Studies in the SON.

In Progress Grades (IP) for NURS 6647 Practicum credits

See ISU GS policy for in-progress grades at:
http://coursecat.isu.edu/graduate/generalinfoandpolicies/courselevelcreditsgrading/

Students receive an IP for NURS6647 practicum credits until all six credits are completed. After completion in the final semester of study, the student will receive a grade for all NURS 6647 credits. An ISU *Change of Grade Form* is completed to have the grade recorded for all NURS 6647 credits.

If expectations for NURS6647 are not met during any given semester in which the student is enrolled, consideration for progression in the MSN program will be evaluated through the GNSC based upon course outcomes. Failure to complete IP grade and/or earning an unsatisfactory grade in NURS 6647 constitutes grounds for dismissal from the graduate program.

Incomplete Grades (I)
See the GS catalog for the ISU GS policy for Incomplete Grades found at:
http://coursecat.isu.edu/graduate/generalinfoandpolicies/courselevelcreditsgrading/ . Please be aware that an incomplete grade may change the POS and/or targeted date of graduation.

Final Course Grade Appeal
The SON adheres to the policy and procedure of the Graduate School for course grade appeals, found at http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/. If a student disagrees with a final grade assigned in a course, the professor of that course is the first point of resolution. If the instructor agrees to make a grade change based on evidence submitted by the student, the grade is changed using standard procedures. If the student is not satisfied with the outcome of the meeting with the professor of the course, the student can choose to move forward with the formal appeal process, outlined in the GS catalog. Written appeal must be submitted to the SON Director of Graduate Studies within 10 business days of when a final grade is posted in Bengal Web.

Of Note: the SON Director for Graduate Studies is the equivalent to the Department Chair role found in the GS policy.

Policy on Appeals and Dismissals, Graduate Catalog:
http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/

Leave of Absence
A student needing to take a brief period of time off from graduate studies for an appropriate reason may request a Leave of Absence (LOA). It is recommended that the student first meet with his/her FA to discuss options. The student must have completed at least one semester in good standing (minimum cumulative GPA of 3.0) prior to making the request. The *ISU SON Request for Leave of Absence* form must be completed, submitted, and approved by the FA and forwarded to the SON Director of Graduate Studies for final decision. Examples of appropriate reasons to request a LOA are: personal illness, pregnancy complications, illness in the family, or unexpected financial crisis requiring the student to work additional hours. A LOA may be granted for no more than two. The student is expected to re-enter the program according to what was outlined on the *ISU LOA Request for Leave of Absence* form. Failure to do so may place the student at risk for losing his/her seat in the program. Should the student wish to extend the leave of absence beyond the agreed upon time but still within the two semester limit, he/she must submit an additional *Request for Leave of Absence* form. If the student wishes to re-enter sooner than agreed upon, she/he must submit the request via email directly to the SON Director of. Re-entry to the program prior to or later than the timeline established in the initial *Request for Leave of Absence* cannot be guaranteed.

Once the LOA time limit is exceeded, the student will be considered dropped from the program and must apply for readmission to the university, GS, and the SON and will be considered in competition with other applicants to the program. The student may need to retake classes. The SON Director of Graduate Studies will notify the student, FA and GS if a graduate student has been approved for a LOA.

Policy on Medical or Other Withdrawal

Students wishing to withdraw completely, medically or otherwise, after the established deadline for withdrawals (see current academic calendar) should contact their FA in order to determine available options (i.e. incomplete, LOA, medical withdrawal, staying enrolled) and begin the required documentation. If the student makes the decision to pursue a medical withdrawal, the ISU SON adheres to all written polices related to medical withdrawal at the university level. Please see the ISU policies on medical withdrawal in the ISU Student Handbook located at:
https://www.isu.edu/registrar/student-resources/ and policy on withdrawal for non-medical reasons in the ISU Graduate School catalog at http://coursecat.isu.edu/graduate/generalinfoandpolicies/.

Any student that withdraws from the ISU SON graduate program related to medical reasons will be required to submit a formal petition to the Director of Graduate Studies to request readmission to the graduate program. The petition must be received within three months of planned date of intent to return to the graduate program. The GNSC will review student progression given intent to return and determine if there is space available to re-enter the program in which the student was enrolled. There is no guarantee of placement; re-entry into the program will be determined based on space availability. All students will be evaluated for progression and may be required to repeat a course or remedial work prior to readmission to any option. The student may be required to submit a letter from a licensed professional indicating medical clearance to return to the graduate program. The Medical Withdrawal Application Form is located at the following website:
http://www.isu.edu/healthcenter/forms/

Any student that withdraws from the ISU SON graduate program for reasons other than medical reasons and wishing to re-enroll in the SON is required to submit a formal petition to the SON Director of Graduate Studies to request readmission to the graduate program. The petition must be received within three months of planned date of intent to return to the graduate program. The petition must include the reason for withdrawal and specific plan for academic success if approved for re-enrollment. The GNSC will review prior student performance, progression and the written petition. The student will be evaluated for progression and may be required to repeat a course or remedial work prior to readmission to any option.

The student will receive a letter from the Director of Graduate Studies regarding decision made on re-entry within 15 working days of receipt of letter of intent to return to the graduate program in any fall or spring academic semester. If the student submits a letter of intent to return during the summer session, a letter of decision may not occur until the fall or spring academic semester begins.

Student Responsibilities Related to Completion of Degree Requirements

The student is expected to:
- Take an active part in planning his/her Plan of Study, including selecting appropriate elective courses, collaborating with faculty on clinical placements and updating the POS each semester. The student is responsible for submitting an updated POS each semester to the FA for review and signature.
- Submit any petitions required for approval of any course to meet curriculum requirements within the first year of enrollment.
- Check transcript at the end of each semester to be certain that courses are listed correctly and grades are reported. If an error was made in enrolling or a grade is missing, it is the student's responsibility to follow-up with the completion of appropriate form(s) or to notify the instructor that the grade must be filed. This includes courses taken through another institution.
- Complete any incomplete coursework by the end of the next full semester of enrollment or by a deadline mutually agreed upon with course professor. Incompletes must be completed in no more

than two (2) years per university policy.
- Maintain a cumulative grade point average of at least 3.0 on a 4 point grade scale and per ISU Graduate School policy.
- Meet all program requirements based on established guidelines.
- Submit all necessary forms at the appropriate time.
- Submit changes of name, address, phone or email in writing to the advisor, to the SON Graduate office, and online through BengalWeb.
- Participate in the program evaluation process via completion of instructor and course evaluations, surveys, or other as requested by the SON and/or the ISU Graduate School.

Length of Time to Complete Requirements

The student is expected to follow the POS established in the fall of the year of admission. The expected time for completion of the Master's in Nursing Education program is expected to be 4 semesters including one summer course (two year curriculum full time). Student progress including completion of all required courses in the established curriculum and elective courses is the responsibility of the student, supported by the FA. Prolonged time to degree beyond 2 years will result in action ranging from counseling by the FA or SON Director of Graduate Studies, to consideration for dismissal from the program. Unsatisfactory academic progress could result in temporary ineligibility for any Teaching Assistant, Graduate Student Research position(s) or other award.

Continuous Registration Requirements

Students are expected to enroll each semester from admission through graduation. All graduate students must maintain enrollment and follow the Plan of Study. Graduate students who fail to meet the continuing registration requirement will be judged to have dropped out of their programs and will no longer enjoy access to university resources, including the library and computer facilities. To regain access to university resources, students will be required to reapply to the Graduate School and be readmitted. A corollary of this requirement is that a graduate student must be registered for at least one graduate credit to take a final oral examination or be processed for graduation. Any student who registers for the required credit and then subsequently drops the credit, will be considered in violation of this Graduate School policy.
See ISU Graduate School policy for continuing registration for graduate students at:
http://coursecat.isu.edu/graduate/generalinfoandpolicies/courselevelcreditsgrading/

Application for the Master's in Nursing Education Degree

The student is expected to apply for graduation through the GS. The application and a processing fee are submitted the first two weeks in the semester in which the student is expected to graduate. See
https://www.isu.edu/graduate/current-students/graduation-information/ for more information.

Graduation

Primary steps to be accomplished to graduate include:
1. Development of an initial and ongoing POS working with the FA.
2. Successful completion of all required coursework.
3. Successful completion of all components of the Master's in Nursing Education Program based on established curriculum.
4. Submission to the FA of a Final Program of Study. This Final Program of Study must be approved by the FA, signed and forwarded to the SON Director of Graduate Studies.
5. Application for Graduation and submission of associated fee(s).

The graduation checklist and other procedures can be found at: https://www.isu.edu/graduate/current-students/graduation-information/

Policy Regarding Participation in Commencement/Convocation Ceremony

The student must successfully complete and pass all requirements for the degree set by ISU, SON, and GS and meet all ISU, GS and SON deadlines related to graduation in order to participate in SON convocation or ISU commencement ceremonies.

Dismissal from the Graduate Nursing Program:

Dismissal from the School of Nursing graduate programs follows the policies and procedures of the ISU Graduate School. These may be found at http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/. The following will constitute grounds for dismissal from the graduate program:

- Failure to complete and update as necessary all requirements of the Graduate Program. These include required health documents posted on Typhon Group.
- Background check results that make the student ineligible to complete clinical hours and requirements.
- Failure to meet grade requirements as detailed in the progression policy.
- Failure to complete any course according to SON policy
- Failure to maintain a 3.0 grade average.
- The academic judgment of two thirds of the graduate faculty in the SON that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote of the GNSC.
- Violation of academic, ethical, or professional standards of nursing practice and the SON, including plagiarism and cheating. Violations of plagiarism or cheating related to GS work do not proceed through the Student Conduct Process.

If the student disagrees with the dismissal from the Graduate Nursing Program, the student can choose to move forward with a formal appeal process, outlined in the Graduate School catalog.
Of Note: the SON Associate Dean is the equivalent to the Dean of the Academic College and Academic Dean.

SON Student Concerns and Formal Complaint

This process excludes final course grade appeal or dismissal appeal- see separate sections of this Handbook

A formal complaint is a written letter or email communication, which includes a statement of fact and rationale for a claim of difference in opinion, judgement or evaluation by a student, faculty, staff or community member, regarding an issue involving the university, a university program(s), individual, or circumstance at or about the university. Formal complaints are managed as directed by university policy in the University Student Handbook, the ISU Faculty/Staff Handbook, the GS Catalog, and the SON Faculty Staff Handbook, Undergraduate Student Handbook, and the Graduate Student Handbook. A formal complaint in all SON programs is a written document that provides a clear, substantive statement of the issue and supportive documentation of fact. A formal complaint can be submitted to a course instructor, program administrative personnel based on chain of command, Associate Dean, or Dean. Any complainant is encouraged to first attempt to resolve a concern/complaint through direct conversation with those involved and/or at the appropriate level of administration before taking formal, written action in the form of a formal complaint. Should resolution not be possible, the complainant can file a formal, written complaint according to the process herein.

Student Formal Complaints

A formal complaint is resolved with the student attempting to resolve the complaint with the

faculty/instructor responsible for the course, policy, procedure, or decision that resulted in the complaint/grievance. The student will make an appointment to meet with the faculty/instructor to discuss the student's concern as soon as the problem is identified. Documentation of the meeting (including written narrative of the student's problem, disagreement or issue) and result of the meeting will be placed in the student's permanent file. The student will receive a copy of this documentation. If a mutually agreeable resolution cannot be reached with the faculty/instructor and there is clear documentation that the student and faculty/instructor cannot reach a resolution, the student needs to make an appointment with their advisor to discuss next steps. The faculty advisor can discuss plans and help guide the student to resolution of any complaint. The student then can move to the administrative faculty to discuss the issue according to chain of command and organizational structure based on organizational chart in the SON. The student should bring copies of all documentation and the plans for action he/she would like to take to seek resolution. If the student is unable to resolve the complaint, the student can proceed through the chain of command following the same process to the point of the Associate Dean. If a settlement cannot be reached and the student wants to pursue acceptable resolution, the Associate Dean shall appoint a committee of three (3) faculty members who are not directly involved in the student's situation. This committee will meet within five (5) days of its appointment. The function of this SON ad hoc committee is to hear the student's concern and the faculty's response and make a recommendation within 24 hours to the Associate Dean. The Associate Dean will make a final decision on the student complaint. The Associate Dean will meet with the student and discuss his/her final decision. If a settlement cannot be reached and the student wants to pursue acceptable resolution, the student may proceed to the Division of Health Science Scholastic Appeals Committee (in the case of a grade appeal) and follow the appeals process established at the KDHS level.

A formal complaint process beyond the Associate Dean of the SON will be handled according to university policies (and GS policies as appropriate) and then to the Idaho State Board of Education policies (see links below).

 Policy on student complaints and grievances can be found in the ISU Student Handbook at
https://www.isu.edu/media/libraries/student-affairs/Student-Handbook.pdf

ISU Graduate Council policies can be found at:
http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/

Idaho State Board of Education Complaint procedures can be found at:
https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/state-authorization-reciprocity-agreement-sara/complaint-procedures/

Other Information
Protection of Human Subjects
Any scholarship/research conducted as an ISU graduate student must be reviewed by the Office for Research, the ISU Human Subjects Committee (HSC), and the Institutional Review Board (IRB). The link to the Office for Research is https://www.isu.edu/research/. The IRB determines if the project qualifies as research or not and the level of review required. The application is made using the Cayuse system. The student is responsible for requesting access to Cayuse by contacting the ISU Office for Research. CITI training must be completed and a certificate obtained before access will be granted. Once access is approved for the student, the student completes the application for IRB review through the Cayuse system. Once access is approved for the student, the student completes the application for IRB review through the Cayuse system. The project faculty must review the IRB application in the Cayuse system, be listed as the faculty advisor, and then move the application forward through Cayuse to the IRB for review.

Once the project has been approved through the university and facility (if applicable) IRB, the student can move forward with implementing the project. Adherence to timelines and communication between the student and project faculty is critical to move this process forward in a timely manner.

Information on the Human Subjects project approval process, CITI training, and Cayuse IRB are available in the ISU Office for Research, Research Outreach and Compliance at:
https://www.isu.edu/research/research-support/research-outreach-and-compliance/human-subjects/

Documentation
All graduate students will be required to complete the health documentation process. Students can access required health documentation information and/or forms from the Master's in Nursing SON Graduate Student Homeroom. All health related documentation must be completed and on file in the Typhon Group Healthcare Solutions website in order to progress in the Master's in Nursing Education program and prior to lab/clinical/practicum hours being completed in any setting. Failure to maintain current documentation records can result in dismissal from the Master's in Nursing Education program.

Background Checks
All students must complete a criminal background check prior to beginning the program and yearly while continuing as a student. Results of the check will be released to and reviewed by the Associate Dean, designated administrative faculty, or the Office of General Counsel to determine if the criminal background check is "clean." A "clean" background check is defined as an evaluation with no pending or past criminal charges described herein, or a charge determined to be a misdemeanor and occurring greater than seven (7) years ago. If the search is "clean" the student will be eligible for admission to and/or continue in the SON program. Any "hits" on the criminal background check will be reviewed confidentially by the Director of Graduate Studies and action will be taken as appropriate. The student may be dismissed from the program based on criminal background check and potential inability to complete clinical rotations based on institutional/organizational policies extent to the SON and ISU.

Clinical/Lab/Practicum Requirements
Be aware that you are expected to meet all requirements outlined in this handbook. Failure to do so may result in in withdrawing you from the clinical site and/or dismissal from the program based upon not meeting program documentation requirements and/or violation of university, ethical and/or professional standards. All agency requirements/protocols such as professional behavior/demeanor, HIPAA education classes or verification of same, and documentation must be followed.

All requirements posted in the Homeroom must be met prior to any lab/clinical/practicum experience. The student has the responsibility to meet all posted deadlines in the Homeroom. Failure to meet posted deadlines can result in dismissal from the graduate program.

Clinical Placement
It is the expectation that students collaborate with the Placement Coordinator in securing clinical sites to meet course requirements. All clinical placements must be approved and coordinated by the course faculty prior to beginning any practicum whether the student or faculty had initiated initial contact with the agency or preceptor. When the clinical faculty has indicated that a preceptor has agreed to work with the MSN student and all legal agreements are in order, the student will work the schedule that is most conducive to the needs and requirements of the preceptor's schedule.

Any changes in a clinical assignment must be reported to, and approved by, the course faculty prior to implementing any change. The student may not arbitrarily leave or suspend a clinical assignment by their own decision making.

Clinical Travel
Travel to clinical sites may be required and are completed at the student's expense. While all attempts are made to arrange clinical placement in a local area, students may be required to travel during the graduate program.

Clinical Site Protocol
Be advised that graduate clinical placements are a delicate process and involve legal processes and clear communication. The availability of appropriate and quality preceptors and educational experiences is unpredictable and not all preceptors work Monday through Friday. Once an appropriate preceptor is found, it is expected that the student will work with the preceptor's schedule and this is not negotiable. If it is determined that a student has asked a preceptor to work around the student's personal work schedule, it will be grounds for immediate dismissal from the ISU Graduate Nursing Program. Placements will not accommodate personal work schedules.

In the event of clinical absence, timely notification must be made to the preceptor **in advance of** scheduled hours at site. Text messages or emails are not acceptable methods of communication for clinical absence. Notification must be by telephone speaking directly with a clinical manager or the preceptor. It is not acceptable to leave messages on answering machines, emails or text messages.

Tardiness to regular clinical hours will not be tolerated. The only excuse for tardiness is severe weather conditions or emergencies as outlined in the student handbook. More than one unexcused absence or tardy will be grounds for dismissal from the ISU Graduate Nursing program.

ISU GNSC Site Visit Policy
Clinical site visits are an important part of the evaluation process for both the MSN student and the clinical site. Supervising clinical faculty will conduct at least one (1) in-person or virtual site visit with each student and preceptor at one of their assigned clinical sites per clinical course. The purpose is to provide guidance, evaluation, and feedback regarding observed and/or reported performance and preceptor interaction. If a concern arises in the clinical setting by a student or preceptor, the supervising faculty must be contacted. The supervising faculty will decide if an additional site visit and follow-up with the preceptor and student is needed.

Identification
The student obtains an Idaho State University School of Nursing name tag through the Idaho State University Campus Connections. A name tag with full name and identification is required to be worn during clinical experiences and when on campus. Instructions for obtaining name tags are posted in the SON Graduate Homeroom.

Bloodborne Pathogen Exposure Control
All lab/clinical/practicum settings present a risk of exposure to bloodborne and other pathogens, including but not limited to hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV). The student must read and fully understand the Bloodborne Pathogen Exposure Control Plan and follow the procedures outlined by the ISU SON *Bloodborne Pathogen Exposure Control* posted in the Homeroom. The document serves to inform the student of potential risks of blood and other infectious exposures.

Students are expected to review and understand the unique policies and/or procedures of each agency as it relates to bloodborne pathogen exposure control when they are in any lab/practicum setting.

Students are expected to report any potential risks of exposure that are not clearly outlined in policy and/or procedure in all healthcare settings where they are assigned to clinical care of clients. Students are expected to report any exposure incident and to work with primary faculty and staff to complete the required documents mandated by the faculty and the ISU SON. If the student is exposed to blood or other potentially infectious materials, the student is expected to follow the established policy.

Standards of Confidentiality
Due to the personal nature of nursing and nursing education, students are bound to strict confidentiality expectations under all circumstances. Confidentiality is defined as private information confined to persons or groups. Confidentiality is a professional standard. The student will be required to sign the Acceptance of Responsibility for Access to Protected Information form found within the Contracts and Agreements section of the Moodle SON Graduate Homeroom. Violation of the standards of confidentiality can place the SON and ISU at a significant legal risk; therefore, consequences can include dismissal from the nursing program. Students are bound to the standards of confidentiality related to HIPAA, and follow standards detailed in the *ISU SON Electronic Professionalism Policy* found in the School of Nursing Graduate Homeroom Policy folder in Moodle.

HIPAA Training
All information relating to a client's health and/or personal status per the Health Information Privacy and Accountability Act (HIPAA) is confidential. HIPAA training is required **annually** by all nursing students Instructions are posted in the SON Graduate Homeroom. HIPAA training requirements and process is posted in the SON Graduate Homeroom. All students must complete HIPAA training by the established deadline. Students are required to sign a *Confidentiality Agreement Acceptance of Responsibility for Access to Protected Information* form which must be signed and posted by the student at the appropriate site in the Contracts and Agreements section of the Homeroom.

Simulation
All observations made during the performance of other participants in the SON's simulation, learning and testing environments are confidential. All events, procedures, and information are confidential at all times during the simulation, learning, and testing and after it has ended, including patient history information obtained prior to the actual simulation experience, as well as information obtained and utilized in the pre-briefing sessions. Information about a simulation, content, learning, or testing process cannot be shared with others. Students are required to sign a *Confidentiality Understanding and Consent and Release for Simulation Experiences* form prior to start of first semester of study and by deadline posted in the Homeroom. The form can be found in the Student Contracts section of the Homeroom. Violation of this policy can lead to dismissal from the SON graduate program as a violation of professional standards and program policy.

Affiliating Agencies
Lab/clinical/practicum experiences are provided in a variety of health care settings/agencies. In all agencies where students have learning opportunities, the ISU SON must hold an affiliation agreement which provides for placement of a student in a clinical site. An affiliation agreement between the agency and ISU must be on file in the SON before a lab/clinical/practicum experience begins. Identification of appropriate clinical sites and preceptors is a responsibility held jointly but the SON and the student. In some cases, the student is required to set up a lab/clinical/practicum experience and must communicate with appropriate faculty and staff who will facilitate the affiliation agreement process in the SON. Students may not participate in learning experiences in any agency in which there is no affiliation agreement.

Transportation to Clinical Agencies

Students are responsible for their own transportation to and from clinical sites. In order to meet practicum requirements, students may travel up to 2-4 hours one way from their home community and/or spend multiple days in any one area for lab/clinical/practicum experiences. All costs associated with lab/clinical/practicum experiences, including overnight stays (multiple days) away from home, are the responsibility of the student.

Code of Professional and Ethical Conduct

Professional behavior is an essential part of each student's nursing education. The student enrolled in any program in the ISU SON has the responsibility to maintain professional conduct in both classroom and lab/practicum settings. Unprofessional behaviors that violate the *ISU SON Electronic Professionalism Policy* (found in Graduate Student Homeroom) or any ISU policy in this regard can result in immediate dismissal from the graduate program.

Graduate students are expected to be accountable and responsible for professional and ethical behaviors outlined by the American Nurses Association in addition to but not limited to: academic honesty in all activities, professional dress when representing ISU, and demonstration of respect for all individuals. Students are expected to communicate appropriately in every situation in which you are representing ISU. This includes but is not limited to faculty, staff, preceptors, patients/clients, peers and the community at large in any verbal, written or electronic communications.

Academic Dishonesty

Academic integrity is expected of all individuals in academic settings. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication. Students in ISU SON must comply with ISU and GS Policy and Procedures regarding academic dishonesty. The consequence for academic dishonesty of any kind can be immediate dismissal from the SON graduate program. See GS policies in the Graduate Catalog at: http://coursecat.isu.edu/graduate/generalinfoandpolicies/academicdishonesty/

Sexual Misconduct/Harassment in External Lab/Practicum Sites

There may be instances in external lab/practicum sites where a student feels he/she has been sexually harassed OR the student may be accused of sexually harassing another person. The SON expects the same appropriate conduct in external clinical sites as the university expects on campus. See the University Student Handbook. The student should contact their advisor with questions in this regard.

In the event there is reason to believe criminal conduct has occurred, i.e., such as sexual assault, battery, rape or attempted rape, etc., the student to is to refer to the Student Handbook regarding action.
See ISU Student Handbook at:
https://www.isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/

Important Resources

Instructional Technology Support

Instructional technology (IT) support is provided through the ISU Help Desk at (208)282-4357 or help@isu.edu. For assistance with Moodle, contact the Instructional Technology Resource Center (ITRC) at (208)282-5880 or itrc@isu.edu

Library
The ISU Health Sciences Library has a collection of the standard nursing journals and books that will be needed for the DNP program. The student can access major databases for journal articles through the library. Interlibrary loan service is also available through the library. See SON Graduate Homeroom in the Research and Library Resources section for further information on library resources, or go to the Library web site, https://isu.edu/library/.

Student Health Center
The Student Health Center makes available a complete range of preventive, diagnostic and primary care therapeutic health services at little or no cost to registered ISU students. All registered and enrolled students are eligible to use the facilities.

Procedural Information
Change in Name/Address/Telephone Number
It is the student's responsibility to maintain up-to-date contact information including name, address, and/or telephone number with each the following:
- Graduate School
- Office of the Registrar
- SON Graduate program Administrative Assistant 1

To update your information, go to Bengal Web and select "Password and Account Management" from the home page

Status as a Licensed Registered Nurse
All Master's in Nursing Education students must maintain current and unencumbered licensure as a registered nurse. In order to complete clinical hours, verification of current licensure as a registered nurse in the State of Idaho, in the state student plans to complete clinical hours, or other state including a compact state is mandatory. Verification of a current license must also be posted and remain current at all times in the appropriate section of Typhon Group Health Solutions Website.

Student Health Insurance
All students are required to hold and provide proof of health insurance through the duration of the program. See Master's in Nursing Education Homeroom in Moodle for specific information on provision of proof of health insurance requirement and contract.

Malpractice Insurance
All students must purchase malpractice insurance through Idaho State University which is a component of the Cost of Attendance.

Financial Assistance
Sources for student financial assistance vary from year to year. Many sources of funding are listed on the Financial Aid website: http://www.isu.edu/finaid/ and https://www.isu.edu/financialaid/apply-for-financial-aid/graduate-students/.

Students may contact the Financial Aid office at (208) 282-2756 for information on other sources of funding. If there are questions about Financial Aid, please access the Financial Aid office at http://www.isu.edu/finaid/.

Registration/Enrollment Procedures

Registration, payment of fees, and enrollment in classes are separate processes at ISU. Registration fees and other University charges are paid through Bengal web at
https://bengalweb.isu.edu/cp/home/displaylogin.

For Registration and enrollment assistance, please call the Registrar's Office at 208-282-2661.
For information regarding payment of fees, please call the Cashier's Office at 208-282-2900.

Students are responsible for checking their account online and making sure they do not have any outstanding bills. Students will receive an electronic registration bill at the email address they maintain on file in BengalWeb. Payments can be mailed, paid with cash, credit card, ACH, and installment loans Students cannot register or graduate if there is an academic or financial hold placed on their account.
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Enrollment in classes at ISU is completed online through BengalWeb

Students will need their ISU student ID number (9 digit number) and password to enroll or access their records through BengalWeb. The student should meet with their Faculty Advisor each semester and review/update the Plan of Study.