Shawnee State University
School of Nursing

Master of Science in Nursing

Student Handbook

2025 – 2026

The Shawnee State University (SSU) Master of Science in Nursing (MSN) handbook is provided to students admitted to the graduate program in the School of Nursing. The handbook provides a program overview, policies, student resources, and practicum requirements. Students are responsible for knowing and abiding by SSU policies along with information and policies provided in this handbook.

Each student must sign and return the **Statement of Understanding** form (Appendix) to the School of Nursing Administrative Assistant indicating that they: (a) were provided access to the handbook via the website, (b) read it, (c) understood the information in it, and (d) agree to abide by the policies within the handbook. The form will be kept on file in the School of Nursing. Additionally, upon admission to the MSN program, the student is required to sign and submit the **MSN Student and Advisor Responsibilities Agreement** (Appendix) form.

The School of Nursing graduate student handbook is reviewed and revised annually. Policies and procedures may change at any time. If a policy or procedure is changed, the student will be provided access to the changes via the website and asked to sign an addendum acknowledging receipt of notice of the change. If a student leaves the program and does not take graduate courses for one or more terms for any reason, (e.g., illness, personal matters, or course failure) and subsequently returns to the program in a different class, they will be issued the MSN Graduate Handbook in effect at the time of their return. The student must sign and return the **Statement of Understanding** form (Appendix) and the **MSN Student and Advisor Responsibilities Agreement** (Appendix) form associated with the current handbook upon their re-admission.

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SECTION I – HISTORY, UNIVERSITY & SCHOOL OF NURSING MISSION & PHILOSOPHY, PROGRAM OUTCOMES, ACCREDITATION STATEMENT, & FACULTY

Student Handbook Purpose

The Student Handbook provides you, the student, with a reference to the policies, rules, and regulations of the Master of Science in Nursing (MSN) program at Shawnee State University (SSU). You will receive a copy of the Student Handbook when you begin the MSN program. You are expected to read it and ask questions prior to the end of the second week upon starting the program. After completing the second week of your program, you must complete the form on the last page and give it to the Program Director. The student handbook is updated annually and posted online at:

History of Nursing at Shawnee State University

Shawnee State University's Associate Degree Nursing Program (ADN) began in 1969 at the Ohio University Portsmouth Campus under the direction of Ms. Gladys Scott. Then in 1975, a merger of the Ohio University, Portsmouth Campus and the Scioto Technical College occurred which resulted in the creation of Shawnee State General and Technical College. Two years later in 1977, Shawnee State General and Technical College became Shawnee State Community College. After a nine-year period, in 1986, an act of the legislature created what is currently Shawnee State University.

In 1971, the first of many ADN graduates took their place in community hospitals as nurses capable of functioning in a system traditionally staffed with diploma nurse graduates. As the Associate Degree Nursing Program continued to produce competent practitioners, previous skepticism was replaced with respect for the associate degree nurse. Although the basic ADN program prepares nurses to function as technical nurses caring for clients, Shawnee's graduates have assumed multiple roles in the many health care facilities across the nation. Additionally, many graduates have continued their education, pursuing higher degrees in nursing.

Since 1979, Shawnee ADN Program has had full Ohio Board of Nursing approval. In 1995, SSU celebrated the twenty-fifth anniversary of the ADN Program. Over the years, the ADN Program has become well known throughout the tri-state area for the quality of its graduates. In recognition of this quality, the National League of Nursing Accrediting Commission granted NLNAC Accreditation to the ADN Program in the fall of 2001.

In fall 1998, the RN-BSN Program of SSU admitted its first class of students. The first graduating class was in spring 1999. Each subsequent year, the number of students admitted and progressing through the curriculum has grown. In fall 2001, the National League of Nursing Accrediting Commission granted NLNAC Accreditation for the RN-BSN Program, and the accreditation continues with the Accreditation Commission for Education in Nursing (ACEN). Responding to increasing temporal demands of the practicing nurse in the 21st century, the faculty has maintained flexibility in coursework, including online programming, to permit RNs to stay in the workforce while pursuing a professional degree.

A needs assessment conducted during 2009 revealed area demand for more baccalaureate prepared nurses. To meet this local need as well as confront the changes in science, technology, and nature and settings of nursing practice, Shawnee State University admitted its first class of Bachelor of Science in

Nursing (BSN) students in the fall 2012. The BSN program is also accredited through the Accreditation Commission for Education in Nursing (ACEN).

SSU's *Shawnee at 40* (2021) strategic plan vision is "to be a best-value university offering a wide range of high-quality signature programs." Strategic plan goal one is to "serve the region by offering programs that students need to thrive in a dynamic world" (p. 5) through development of new programs including this MSN degree (SSU, 2021). In keeping with this vision and meeting the goal, the School of Nursing developed an MSN program and admitted the first class of students fall semester, 2024. This MSN program is seeking accreditation through the Commission on Collegiate Nursing Education (CCNE).

We would like to welcome you to Shawnee State University's School of Nursing MSN Program. The School of Nursing Director, MSN Program Director and faculty are dedicated to maintaining the integrity and quality of our nursing programs. You have an opportunity to become part of the proud history and tradition of our university, our nursing programs, and a leader in the nursing profession.

University and School of Nursing Missions
Shawnee State University Mission Statement
We prepare today's students to succeed in tomorrow's world.

Vision

We will be a best-value university offering a wide range of high-quality signature programs.

Enduring Values

Student-Focused Service We place students at the center of everything we do and every decision we make.

Community Engagement We value the diverse perspectives of the people with our community – on and off campus – and our role in enriching the lives of those who work, live, and discover here.

Authentic Dialogue We respect open, honest, and sincere two-way communication.

Thoughtful Risk-Taking We value innovation and encourage those around us to dream big and explore new possibilities.

Culture of Continuous Improvement We look for opportunities to make what we do well today even better tomorrow.

Shawnee State University will educate students by means of free, open, and rigorous intellectual inquiry to seek the truth. It is the University's duty to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions. Shawnee State is committed to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly. The University is committed to creating a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community. Shawnee State has a duty to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them with equality of opportunity, with regard to those individual's race, ethnicity, religion, sex, sexual orientation,

gender identity, or gender expression (Adopted June 27, 2025 by the Shawnee State University Board of Trustees).

School of Nursing Mission Statement

The School of Nursing is committed to the delivery of high-quality education, provision of service to the community, and promotion of the profession of nursing.

School of Nursing Philosophy

Shawnee State University's School of Nursing believes the client is influenced by cultural, biological, psychological, social, spiritual, and environmental dynamics that create the human experience. The client is an individual, family, group, community, or population and an integrated whole that is unique, adapts and grows, deserves respect, and has the right to make both independent and collaborative choices regarding healthcare.

The environment is the cultural, spiritual, social, economic, political, and physical surroundings affecting the client's safety and quality of the client's health. In turn, the client affects the environment and can alter the environment to enhance or diminish his/her ability to achieve a desired level of well-being.

Health is a state of wholeness which exists on a continuum across the life span. It is the result of cultural, biological, psychological, social, spiritual, and environmental dynamics interacting on different levels with varying emphases at different times. Health demands are met by assisting clients to achieve optimal outcomes.

Nursing is a profession that creatively uses knowledge from the sciences and humanities to plan, provide, and evaluate interventions grounded in evidence to compassionately meet the unique healthcare needs of the client. Nursing is an evolving science that integrates concepts, ideas, and theories through critical inquiry to develop an understanding of client responses to interventions. Nurses identify clinical problems and participate in the generation of new knowledge. Nurses assume leadership roles to identify and implement changes affecting the human experience.

Learning is a continuous process involving cognitive, affective, and psychomotor skills. Self-discovery and personal growth in the learning process are enhanced and encouraged in an environment of professional collaboration. The educational experience develops communication processes, clinical reasoning and judgment, analytical inquiry, creativity, and ethical comportment preparing the graduate for the complexities and challenges in nursing practice.

Nursing faculty are facilitators and mentors for learning. Nursing faculty encourage an appreciation and desire in each student for new knowledge and life-long learning. Graduate nurses are an integral part in the continuing development of the profession.

MSN Program Outcomes

1. Disseminate scholarly inquiry findings from nursing science and related disciplines to facilitate clinical judgment and improve outcomes.
2. Collaborate across professions to optimize healthcare and strengthen outcomes.

3. Promote policy change or development to incorporate principles of social justice, diversity, equity, and inclusion.
4. Apply informatics processes and communication technologies in accordance with best practice, professional and regulatory standards, and workplace policies.
5. Demonstrates moral and ethical comportment in practice and leadership roles.
6. Demonstrate flexibility in promoting change within complex environments to advance the profession of nursing.   (AACN, 2021)

Accreditation Statement

The master's degree program in nursing at Shawnee State University is pursuing initial accreditation by the Commission on Collegiate Nursing Education (*http://www.ccneaccreditation.org*). Applying for accreditation does not guarantee that accreditation will be granted.

The CCNE requires a program must have students enrolled for the equivalent of one academic year (two semesters) prior to hosting an on-site evaluation by CCNE. Any CCNE accreditation actions, such as approval of a program, are retroactive to the first day of the program's most recent on-site CCNE evaluation.

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SECTION II – MSN CURRICULUM, PROGRESSION, AND GRADUATION POLICIES

Graduate Student Online Orientation

Once you log into MySSU, you will see a dedicated "Orientation" tab. This module covers essential information for new graduate students including:

- How to register for classes
- Paying bills online
- Accessing Blackboard
- Information on student services and resources
- Key university policies, and
- Much more!

Please review the "Orientation" area and contact any of the MSN faculty or MSN Program Director if you have any further questions.

Master of Science in Nursing Program of Study Course Descriptions

Prefix	Course #	Course Title	Course Description	Credit Hours
Required core courses for Master of Science in Nursing degree				
STAT	5130	Statistics for Health Care Professionals	This course provides learners with an understanding of statistical methods commonly used in healthcare research with an emphasis on statistical literacy. Key statistical concepts include a review of descriptive and inferential statistics, one- and two-sample tests, analysis of variance, multiple regression, and logistic regression. *(MSN Program Outcomes 3, 4 & 5)*	3
MSNR	5130	Information Technology and Informatics in Advanced Practice Nursing	Exploration of the advance practice nurses' role and input in health information technology analysis, planning, utilization, and evaluation. Emphasis is placed on integration of healthcare technology and data management concepts, legal and ethical implications, professional and regulatory standards, and the application of appropriate healthcare technology to an area of practice. (*MSN Program Outcomes 2, 3, 4, 5 & 6)*	3
MSNR	5135	Nursing Research and Evidence-Based Practice	This course focuses on critical analysis of research literature and methods, problem identification, and strategies for application to evidence-based practice. Students will have the opportunity to apply learned principles to identify a research problem and develop a research question. (*MSN Program Outcomes 1, 2, 5 & 6)*	3
MSNR	5230	Advanced Theoretical Basis for Nursing Practice	Examination, critique, evaluation and utilization of concepts, models, and theories relevant to health care and nursing practice. Students will explore the value and contributions of diverse scholarly resources	3

			as a foundation for achieving optimal client outcomes. (*MSN Program Outcomes 1 & 2*)	
MSNR	5330	Advanced Health Assessment, Pathophysiology, and Pharmacology	This course focuses on advanced concepts of pathophysiology, physical assessment, and pharmacology as a foundation for advanced nursing practice. Acquisition and application of these concepts as they apply to diverse individuals across the lifespan is emphasized. Collaborative practice with interprofessional team members is integrated throughout the course. (*MSN Program Outcomes 1, 2, 4 & 5)*	3
			Elective course for Master of Science in Nursing degree	
MSNR	6999	Special Topics: Master of Science in Nursing	Provides individual or small-group study, under the supervision of instructor, of topics not otherwise available to students. (*MSN Program Outcomes 1, 2, 3, 4, 5 & 6)*	1-4
			Required courses for Nursing Education Track	
MSNR	5235	Teaching Methodologies and Needs Assessment	This course introduces the graduate student to the educator role in academic and healthcare settings. Characteristics and learning styles of diverse populations of healthcare learners are examined. Legal and ethical issues surrounding education will be explored. Educational models, learning environments, and instructional strategies within the theoretical foundations of education are emphasized. Prepares advanced practice nurses with knowledge and skills to promote critical thinking, clinical judgement, and positive learning outcomes in a variety of nursing education and healthcare settings. (*MSN Program Outcomes 1, 2, 3, 4, 5 & 6)*	3
MSNR	5240	Nursing Instructional and Active Learning Strategies	This course focuses on the application of educational theory and instructional strategies to facilitate interactive learning in nursing schools, continuing education programs, staff development and patient education programs. Emphasis is placed on how to promote student engagement and integrate a variety of technology tools to prepare the nurse educator to deliver educational offerings in academic and staff development nursing settings. (*MSN Program Outcomes 1, 2, 3, 4 & 6)*	3
MSNR	5335	Curriculum Development and Evaluation in Nursing Education	This course explores curriculum development, design, and implementation to achieve desired outcomes and competencies in nursing education. Students will examine evaluation models used to assess curriculum design as applied to nursing education in academic and staff development settings. Students will apply evidence-based design principles by creating learning	3

			activities, lessons, and evaluation materials for a nursing course applicable to their area of interest. Students will evaluate the influence of accreditation requirements on curriculum development and the accreditation evaluation process. (*MSN Program Outcomes 1, 2, 3, 4, 5 & 6)*	
MSNR	5340	Health Care Policy, Issues, and Trends for the Nurse Educator	This course explores health care policy, nursing issues and trends affecting nursing and health care delivery. Students will examine the economic, political, social, cultural, technological, regulatory, ethical, and legal impact of health care policy as it impacts nursing education, nursing practice and health care delivery. Changing roles of nurses, scope of practice, interdisciplinary collaboration and nursing discipline concerns will be discussed. (*MSN Program Outcomes 2, 3 & 5)*	3
MSNR	6120	The Nurse Educator Role	This course examines the role and responsibilities associated with functioning as a nurse educator in academia or health care environments. Topics explored will include the faculty role of teaching, service, and scholarship, as well as nurse educator competencies and expected professional development activities. Legal and ethical considerations related to the nurse educator and student roles will be addressed. (*MSN Program Outcomes 1, 2, 3, 4, 5 & 6)*	2
MSNR	6130	Nursing Educator Project and Practicum I	This course combines theory and practice to provide students an opportunity to apply knowledge and competencies acquired throughout the program of study in academic or clinical practice settings. In collaboration with a nurse educator mentor, the student will participate in curriculum design, implementation, instruction, evaluation, and leadership activities. The student will begin and/or continue scholarly research with graduate faculty on the final project. (*MSN Program Outcomes 1, 2, 3, 4, 5 & 6)*	3
MSNR	6240	Nursing Educator Project and Practicum II	The student will synthesize knowledge gained throughout the curriculum in the nurse educator major. With the guidance of a nurse educator mentor in precepted clinical time, the student will demonstrate application of knowledge and competencies acquired throughout the program of study in an academic or clinical practice setting. The student will sit for a comprehensive final program exam that includes concepts from all program courses in preparation to sit for a national certification exam. This final practicum course will result in	4

			implementation, presentation, and evaluation of the student's final project. ~~200 hours of scholarly research and precepted instructional time~~. (*MSN Program Outcomes 1, 2, 3, 4, 5 & 6*)	
**Required courses for Nursing Leadership Track**
MSNR	5245	Human Resources in Healthcare Systems	This course examines strategies that promote workforce performance that is continuously aligned with organizational goals. Emphasis is placed on practical approaches to ensure organizations meet ethical and legal requirements in the workforce. Personnel policies, hiring practices, employee development, labor management relations, and organizational leadership in healthcare organizations are explored. (*MSN Program Outcomes 2, 3, 4, 5 & 6*)	3
MSNR	5250	Health Care Policy, Legal, and Regulatory Management for Nursing Administrators	This course provides a critical analysis of public policies and economic, legal, and regulatory considerations that affect nursing and health care delivery. Nursing's responsibilities related to program planning, resource allocation, managed care, utilization, and outcomes are discussed. Legislative initiatives and business influences related to health care services and population health are explored. Quality, cost, and access to health care will be examined in relationship to nursing's scope of practice, standards of care, and concepts of advocacy. (*MSN Program Outcomes 2, 3 & 5*)	3
MSNR	5345	Financial Resource Management in Nursing Administration	This course focuses on budgetary practices and fiscal management in public and nonprofit health care organizations. Emphasis is placed on the healthcare leader's role in budget preparation, reimbursement, cost-benefit analysis, management of the labor force within budget parameters, and appropriate use of equipment and supplies. Students will examine best practices for financial management to achieve organizational fiscal goals. (*MSN Program Outcomes 2, 3, 4, 5 & 6*)	3
MSNR	5350	Nursing Leadership in Healthcare Organizations	This course focuses on classical and contemporary theories and concepts of leadership and management relevant to a variety of healthcare organizations. Development of leadership skills needed for collaborative practice, communication, group processes, employee motivation, conflict management, decision making, problem solving, and leading change are emphasized. Students will develop skills to apply quality improvement principles for short and long-term organizational plans. (*MSN Program Outcomes 2, 3, 4, 5 & 6*)	3

MSNR	6125	The Nurse Administrator Role	This course explores critical leadership characteristics necessary for transformational leadership in various healthcare organizations. Nurse Administrator skills necessary to create buy-in from colleagues, stakeholders, and interdisciplinary teams are emphasized. Career advancement, role transition, professionalism, and communication are discussed. This course will provide a review of legal, regulatory, ethical, and cultural concerns that emerge with advanced practice administrative roles. (*MSN Program Outcomes 2, 3, 4, 5 & 6*)	2
MSNR	6135	Nursing Leadership Project and Practicum I	Students will apply principles of leadership and management learned throughout other program curriculum. Students acquire competencies related to leading others in a health care organization. In collaboration with a nurse-leader mentor, the student will apply leadership and management theories and concepts and essential competencies in the role of nurse executive in a variety of healthcare settings. With the guidance of faculty, the student will begin a scholarly project in professional leadership in nursing. ~~100 hours of scholarly research and precepted instructional time.~~ (*MSN Program Outcomes 2, 3, 4, 5 & 6*)	3
MSNR	6245	Nursing Leadership Project and Practicum II	The student will synthesize knowledge gained throughout the curriculum in the nurse leadership major. With the guidance of a nurse-leader mentor in precepted clinical time, the student will demonstrate application of leadership and management theories, concepts and competencies in a variety of practice settings. The student will sit for a comprehensive final program exam that includes concepts from all program courses in preparation to sit for ~~the~~ a national certification exam. This final practicum course will result in implementation, presentation, and evaluation of the student's final project. (*MSN Program Outcomes 1, 2, 3, 4, 5 & 6*)	4

Sequence of Courses

MSN: Education Concentration: Full-time

YR	Autumn	CR	Spring	CR	Summer	CR
1	STAT 5130: Statistics for Health Care Professionals (Core)	3	MSNR 5130: Information Technology & Informatics in Advanced Practice Nursing (Core)	3	MSNR 5335: Curriculum Development and Evaluation in Nursing Education	3
	MSNR 5230: Advanced Theoretical Basis for Nursing Practice (Core)	3	MSNR 5235: Teaching Methodologies and Needs Assessment	3	MSNR 5330: Advanced Health Assessment, Pathophysiology, and Pharmacology (Core)	3
	MSNR 5135: Nursing Research and Evidence-Based Practice (Core)	3	MSNR 5240: Nursing Instructional and Active Learning Strategies	3		
CR		9		9		6
YR	Autumn		Spring			
2	MSNR 6120: The Nurse Educator Role	2	MSNR 6240: Nursing Education Project & Practicum 2 (1 CR didactic; 3 CR clinical)	4	PROGRAM TOTAL: 36 Credit Hours	
	MSNR 5340: Health Care Policy, Issues & Trends for the Nurse Educator	3				
	MSNR 6130: Nursing Education Project & Practicum 1 (1 CR didactic; 2 CR clinical)	3				
CR		8		4		

MSN: Education Concentration: Part-time

YR	Autumn	CR	Spring	CR	Summer	CR
1	STAT 5130: Statistics for Health Care Professionals (Core)	3	MSNR 5235: Teaching Methodologies and Needs Assessment	3	MSNR 5330: Advanced Health Assessment, Pathophysiology, and Pharmacology (Core)	3
	MSNR 5135: Nursing Research and Evidence-Based Practice (Core)	3	MSNR 5240: Nursing Instructional and Active Learning Strategies	3		
CR		6		6		3
YR	Autumn		Spring		Summer	
2	MSNR 5230: Advanced Theoretical Basis for Nursing Practice (Core)	3	MSNR 5130: Information Technology & Informatics in Advanced Practice Nursing (Core)	3	MSNR 5335: Curriculum Development and Evaluation in Nursing Education	3
	MSNR 5340: Health Care Policy, Issues & Trends for the Nurse Educator	3				
CR		6		3		3
YR	Autumn		Spring			
3	MSNR 6120: The Nurse Educator Role	2	MSNR 6240: Nursing Education Project & Practicum 2 (1 CR didactic; 3 CR clinical)	4	PROGRAM TOTAL: 36 Credit Hours	
	MSNR 6130: Nursing Education Project & Practicum 1 (1 CR didactic; 2 CR clinical)	3				
CR		5		4		

MSN: Leadership Concentration: Full-time

YR	Autumn	CR	Spring	CR	Summer	CR
1	STAT 5130: Statistics for Health Care Professionals (Core)	3	MSNR 5130: Information Technology & Informatics in Advanced Practice Nursing (Core)	3	MSNR 5345: Financial Resource Management in Health Care Administration	3
	MSNR 5230: Advanced Theoretical Basis for Nursing Practice (Core)	3	MSNR 5245: Human Resources in Healthcare Systems	3	MSNR 5330: Advanced Health Assessment, Pathophysiology, and Pharmacology (Core)	3
	MSNR 5135: Nursing Research and Evidence-Based Practice (Core)	3	MSNR 5250: Health Care Policy, Legal & Regulatory Management for Nursing Administrators	3		
CR		9		9		6
YR	Autumn		Spring			
2	MSNR 6125: The Nurse Administrator Role	2	MSNR 6245: Nursing Leadership Project & Practicum 2 (1 CR didactic; 3 CR clinical)	4	**PROGRAM TOTAL: 36 Credit Hours**	
	MSNR 5350: Nursing Leadership in Healthcare Organizations	3				
	MSNR 6135: Nursing Leadership Project & Practicum 1 (1 CR didactic; 2 CR clinical)	3				
CR		8		4		

MSN: Leadership Concentration: Part-time

YR	Autumn	CR	Spring	CR	Summer	CR
1	STAT 5130: Statistics for Health Care Professionals (Core)	3	MSNR 5130: Information Technology & Informatics in Advanced Practice Nursing (Core)	3	MSNR 5330: Advanced Health Assessment, Pathophysiology, and Pharmacology (Core)	3
	MSNR 5135: Nursing Research and Evidence-Based Practice (Core)	3	MSNR 5250: Health Care Policy, Legal & Regulatory Management for Nursing Administrators	3		
CR		6		6		3
YR	Autumn		Spring		Summer	
2	MSNR 5350: Nursing Leadership in Healthcare Organizations	3	MSNR 5245: Human Resources in Healthcare Systems	3	MSNR 5345: Financial Resource Management in Health Care Administration	3
	MSNR 5230: Advanced Theoretical Basis for Nursing Practice (Core)	3				
CR		6		3		3
YR	Autumn		Spring			
	MSNR 6125: The Nurse Administrator Role	2	MSNR 6245: Nursing Leadership Project & Practicum 2 (1 CR didactic; 3 CR clinical)		**PROGRAM TOTAL: 36 Credit Hours**	
	MSNR 6135: Nursing Leadership Project & Practicum 1 (1 CR didactic; 2 CR clinical	3				
CR		5		4		

Course Completion

Per University Policy, all work must be completed in accordance with dates on the course syllabus. Incompletes and extensions may only be granted in cases where personal illness, family emergencies and other similar issues justify such an extension. If you believe that your circumstances might justify such an extension, it is your responsibility to contact the Professor at the earliest possible date.

Registered Nurse Licensure

MSN students must hold a current, valid, unencumbered license to practice nursing in the state where the practicum experience will take place. The MSN student must continue to meet all the requirements for the license. In addition, once admitted to the School of Nursing, students are required to report any pending criminal charges, convictions, plea agreements, and/or actions against their nursing license within 30 calendar days to the School of Nursing Graduate Program Director and to the School of Nursing Director. Furthermore, the affected student must keep the School of Nursing informed throughout the adjudication or resolution process. Court documents may be required by the school. Failure to disclose information will result in suspension and possible expulsion from the program.

Graduate Grading Policy

School of Nursing Grading Scale

All MSN faculty will use the following grading scale unless otherwise noted in syllabus:

A	=	94 – 100
A-	=	92 – 93.99
B+	=	90 – 91.99
B	=	84 – 89.99
B-	=	82 – 83.99
C+	=	80 – 81.99
C	=	78 – 79.99
F	=	Below 78

Academic Advising

Advising is scheduled with your assigned advisor. Once in the MSN program, students must meet/talk with their advisor at least once during each semester. This is to ensure proper class schedules and to avoid any problems at graduation. Be familiar with the SSU catalog and course schedule to ensure all required courses are complete prior to the practicums.

Counselors are available in the Student Services Office to assist with personal and financial problems. In addition to the designated counselors, the MSN faculty will gladly attempt to help with academic or personal problems. One faculty member is assigned as a faculty advisor to each student as he/she enters the MSN program. He/She will follow your academic progress. Please refer to the Advising-Academic Counseling Section. https://www.shawnee.edu/areas-study/student-success-center/academic-advising

SSU Campus Counseling Services: https://www.shawnee.edu/admission-and-financial-aid/veteran-services/health-and-wellness
Financial Aid: https://www.shawnee.edu/financial-aid

Academic Requirements

For a student to remain enrolled in the MSN program, he/she must meet the following criteria:

- Earn a grade of B (84%) or better in all nursing graduate courses to meet the requirements for the program.
- Maintain an overall GPA of 3.00 or better on all graduate-level coursework to be in good academic standing.
- Any single course in the required program of study may be repeated only once. When a course is repeated, it is counted only once in meeting requirements for the degree and only once in the student's GPA.
- A maximum of two required nursing courses may be repeated.

If any one of these criteria is not met, the student will be dismissed from the MSN Program. Conditions for MSN Program readmission will be detailed by the Program Director at dismissal. The student has the option to re-apply to the MSN program; however, admission is not guaranteed. Re- application to the program will be evaluated on an individualized basis and is granted at the discretion of the MSN Program Director and MSN Graduate Faculty.

Grades in Practicum Clinical Courses

Each concentration (Nursing Education; Nursing Leadership) in the MSN Program has two Project & Practicum courses with a precepted clinical component. To pass these courses, a student must receive a grade of Satisfactory in the practicum precepted clinical component of the course and achieve the required percentage of points in the theory portion of the course for the specified program. "Unsatisfactory" in the precepted clinical component of a course will result in automatic failure in the course regardless of the number of points obtained in the theory portion of the course.

Grades of Incomplete

The student is expected to complete all course requirements (didactic and clinical) for each semester. Grades of incomplete (I) are not automatically given when there are missing assignments at the end of the semester. An Incomplete (I) is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the student's control prevent completion of course requirements by the end of the academic term. As soon as the student recognizes a problem exists, the student must discuss with the faculty member the reasons why an incomplete grade is being requested. To request an incomplete grade, the student must fill out the Application for Incomplete Grade (https://www.shawnee.edu/admission-and-financial-aid/registrar/forms-policies#incomplete-grade) and return it along with the documentation it requests to the Student

Business Center. Faculty members, while willing to be as flexible as possible, are not obligated to grant the use of an incomplete grade.

Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;
- The instructor and student complete and submit the "Application for Incomplete Grade" form before the end of the academic term to the Office of the Registrar.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

Grade Appeals

If you have reason to believe that you have been assigned a grade on a basis that is not in accordance with the course syllabus, and you have already discussed that issue with the Professor and the Department Chair or School Director then you can file a grade appeal. You can find the relevant information here. https://www.shawnee.edu/about-us/university-policies/academic-policies-and-appeals/academic-concerns#grade-appeal

Progression Criteria

Full and Part-time status

Students registered for nine (9) or more graduate credits in a term are considered full-time status. If a student wishes to change their status from full-time to part-time or from part-time to full-time status, the student must meet with their Graduate Academic Advisor to develop a revised program of study.

Time Limit

It is possible to take time off from the program for family or professional reasons; however, nursing courses are only offered during certain semesters, so taking time off may affect the length of time for the program of study. If a student needs to step out of the program for a year or longer, they must re-apply for the MSN program and develop a revised program of study with the MSN Program Director. Admission is not guaranteed.

Graduate Academic Status

Academic Standing

Students must maintain a minimum cumulative GPA of 3.0 on all graduate-level coursework to be in good academic standing. If a student's cumulative GPA falls below 3.0, they will no longer be considered in good academic standing and will be placed on Academic Probation.

Academic Probation

If a student's cumulative GPA falls below 3.0 then the student is not in good academic standing and will be placed on Academic Probation. Students who are placed on Academic Probation should schedule a meeting with their Program Director or advisor.

- If the student does not achieve at least a 3.0 GPA for the next term in which they are enrolled in classes (cumulative GPA remains below 3.0) then they will be placed on Academic Suspension.
- If a student achieves at least a 3.0 GPA for the next term in which they are enrolled but does not raise their cumulative GPA to at least 3.0 then the student will remain on Academic Probation and permitted to enroll in classes one additional term.
- If a student raises their cumulative GPA in the next term in which they are enrolled to above the suspension standard then they will be considered in good academic standing.

After being placed on Academic Probation the first time, if a student returns to good academic standing but their cumulative GPA falls below 3.0 for a second time then the student will be placed on Academic Suspension.

Academic Suspension

Academic Suspension constitutes a separation of the student from the University for academic reasons. Students on suspension will not be permitted to register for courses, including registering as a non-degree student. If a student is placed on Academic Suspension, they must wait one academic year (three semesters) before submitting a written appeal to return to Shawnee State University.

Reinstatement after Academic Suspension

Upon reinstatement after being placed on Academic Suspension, the student will remain on Academic Probation. The terms for being placed on Academic Probation after returning from Academic Suspension:

- If the student does not achieve at least a 3.00 GPA in the next term in which they are enrolled (cumulative GPA remains under 3.0) then they will be placed on Academic Dismissal.
- If the student raises their cumulative GPA to 3.0 or higher in the next term in which they are enrolled then they will be considered in good academic standing.
- If the student achieves at least a 3.0 GPA for the next term in which they are enrolled but do not raise their cumulative GPA to 3.0 or higher then they remain on Academic Probation and permitted to enroll in classes for one additional term.

Academic Dismissal

If a student is placed on Academic Dismissal then they must sit out for two academic years (six semesters) before submitting a written appeal to return to Shawnee State University.

Permanent Dismissal

If a student does not meet the required GPA requirements (cumulative GPA of at least 3.0 or at least a 3.0 GPA for the term) after reinstatement from one Academic Dismissal period then they will be placed on Permanent Dismissal, which cannot be appealed.

Appealing a Suspension or Dismissal

At the time of Academic Suspension or Dismissal, the student may submit an Appeal for Academic Re-instatement to the Student Business Center. The appeal must include a letter of support from the student's advisor or faculty within the program. The appeal must be received by the published deadlines for the term the student plans to return with all supporting documentation.

Graduate Academic Appeals Committee

The Graduate Academic Appeals Committee is the final arbiter in the academic appeals process and the decision of the committee is final.

Voting Members:

- Graduate Program Director

One representative from the Graduate Program, preferably a member with graduate faculty status

- Dean of the appropriate College
- One representative from the Registrar's Office
- Associate Provost of the Graduate School

Graduate Graduation Requirement

A 3.00 minimum cumulative grade point average (GPA) is required for conferral of a graduate degree or certificate.

Procedure for Graduation

To graduate, whether or not the student plans to attend Commencement, a Graduation Petition must be submitted to the Registrar's Office and a fee paid by the application deadline. If a student applies for graduation and then does not qualify for the degree, the student must reapply and submit a reapplication fee to the Bursar's Office. The same deadlines apply to reapplications. Petitioning to graduate is an easy online process that can be completed using this link: Petition to Graduate | Shawnee State

Section III: MSN Project and Practicums

The MSN program includes two practicums for each concentration which will be taken when the student is within nine semester hours of program completion. Students will complete required practicums in the area where they live and work upon acquisition of appropriate clinical sites and qualified preceptors. These precepted experiences are designed to greatly enhance the student's professional preparation and meet the requirements set forth by the American Association of Colleges of Nursing (AACN, 2021) that advanced-level nursing education programs include both direct and indirect practice experiences for attainment of disciplinary expertise and advanced nursing practice role competencies. The practicums will provide real-world experience in an appropriate setting of the student's choice and afford the opportunity to build professional relationships throughout the practicums. With guidance and oversight from faculty and the preceptor, students will work through the various steps of development, completion, presentation, and evaluation of their MSN project.

Practicum and Project courses (I & II) each span the 14-week semester to provide students the opportunity to complete the required precepted practicum hours. During Practicum I for each concentration of study, the student will complete 60 hours of face-to-face precepted instructional time and a minimum of 24 hours of scholarly research. During Practicum II, the student will complete 90 hours of required face-to-face precepted time and a minimum of 36 hours of scholarly research. Practicum experiences will integrate "didactic learning, promote innovate thinking, and test new potential solutions to clinical practice or system issues" (AACN, 2021, p. 21).

MSNR 6130 & MSNR 6240: Nursing Educator Project & Practicum I & II:
During the Nursing Educator culminating project and practicum courses, the student will use the knowledge gained throughout the program to develop curricula, advance teaching skills and strategies, and evaluate both self and students. Practicum I & II clinical hours will facilitate transition into the nurse educator role. With faculty and preceptor guidance, students will integrate didactic teaching, collaborate across professions to strengthen educational outcomes, identify an area of interest for development and implementation of a scholarly project and evaluate outcomes. During MSNR 6240, the student will take a comprehensive final program exam that will include concepts from all program courses in preparation to sit for a national certification exam.

MSNR 6135 & MSNR 6245: Nursing Leadership Project & Practicum I & II:
During the Nursing Leadership culminating project and practicum courses, the student will use knowledge gained through program curricula to develop collaborative relationships as a healthcare leader. During practicum I & II clinical hours, the student will apply leadership and management theories, concepts, and essential competencies in the role of a nurse executive through participation in varied healthcare settings. With faculty and preceptor guidance, these experiences will afford the opportunity for the student to disseminate nursing knowledge to improve health and transform health care, demonstrate ability to lead within an academic or clinical practice setting, identify an area of interest for development and implementation of a scholarly project, and evaluate outcomes. During MSNR 6245, the student will take a comprehensive final program exam that will include concepts from all program courses in preparation to sit for a national certification exam.

Practicum Hours and Locations

The practicum hours may be accomplished through diverse methodologies including appropriate clinical site placement, simulation, and/or virtual technology. Only academic or clinical sites approved by the MSN Program Director and Faculty Supervisor may be utilized for the Practicum Experience. Students may request practicum placement with a specific academic setting and/or healthcare facility. All sites are subject to approval by the MSN Program Director and faculty supervisor. The Director and course faculty will ensure there is a current contract with the agency designated for the practicum if one is required. The School of Nursing will maintain a list of pre-approved sites, which may include sites both in and outside of Scioto County, OH.

The practicum hours must be divided between areas of direct patient care and in the role specified by their concentration. Learning experiences will be designed to advance the student's disciplinary expertise in their chosen concentration of study or advanced nursing practice role. The practicum hours may be accomplished through diverse methodologies including appropriate clinical site placement, simulation, and/or virtual technology. The nursing education student will have designated precepted practicum hours with an educator in an academic setting. The student will also have practicum hours in a healthcare facility with a preceptor in direct patient care and in an educator role within the organization. The nursing leadership student will have practicum hours in an area of direct patient care with a nursing leader, whether that be with a clinical specialist nurse or a unit manager. They will also have designated practicum hours with an upper-level nurse administrator.

Clinical Requirements

Students are required to complete and submit required documentation as outlined prior to starting any clinical experiences. Failure to provide documentation of requirements will result in the student being ineligible for enrollment in clinical courses.

- Personal Health Insurance Policy
- Health Requirements documentation of immunizations or titers
- Current Cardiopulmonary Resuscitation (CPR) Certification (BLS and/or ACLS must include adult, child, and AED)
- Clear State and Federal level Criminal Background Checks (cost is responsibility of student)
- Liability Insurance minimum of $1,000,000 per occurrence and $3,000,000 aggregate
- Blood borne Pathogen Compliance
- HIPAA Compliance

Internship Approval

The MSN Program Director, course faculty, and students will work closely to identify qualified preceptors for the practicum experience. Director/faculty responsibilities include but are not limited to review of the preceptor resume/CV, validation of preceptor licensure, current contract with agency, and ongoing evaluation of the student and preceptor experience. Preceptors will be assessed for fit after providing their curriculum vitae and/or resume and completed SSU School of Nursing Graduate Preceptor Agreement form. Additionally, the following processes/procedures are required:

- The MSN student must submit proposal for a practicum site and preceptor to the practicum faculty supervisor a minimum of two months prior to beginning experience, using forms provided.
- The MSN student will provide the preceptor with the approved SSU School of Nursing Preceptor Qualification orientation packet and forms, which includes contact information for the Director and Practicum Faculty.
- Upon approval of the preceptor and practicum site by the Director of the MSN program and designated faculty member, the student, in collaboration with the faculty supervisor will submit the following:
  - a general description of experience/project to be undertaken
  - specific learning objectives of the experience
- The proposal must be approved by Practicum faculty supervisor a minimum of one month prior to start of experience.
- The MSN Student will submit all completed forms to the MSN Practicum Faculty and MSN Program Director. The MSN Program Director will approve or deny the practicum.
- If approved, the Practicum Faculty will notify the student of approval. No hours may be logged until the practicum has been approved.

Focus of Practicum Experiences:

- Prepare students to engage in collaborative practice
- Provide opportunities for students to collaborate with a variety of individuals and/or organizations that enable students to develop necessary communication and negotiation skills to enhance patient outcomes
- Provide experiences that contribute to the student's expertise in an area of practice to develop advanced nursing knowledge, skills, and abilities of the student

Qualifications of Faculty and Preceptors

- Faculty Supervisor(s) of Practicum and Project I & II will:
  - be an/the instructor(s) of record for the course, and will have met the standards for Shawnee State University graduate faculty status as defined and granted by the SSU Graduate Council, and
  - be experienced in the clinical area of the course and maintain clinical expertise.
- Academic Setting and Healthcare Facility Preceptors must:
  - hold a minimum of an MSN degree
  - have demonstrated competence in the area of clinical practice in which they are providing supervision to an MSN nursing student, and
  - possess a current, active license as a registered nurse in the jurisdiction where the supervision of the MSN student's clinical experience is occurring (OAC rule, 4723-5-10, A-5d).

Role of Faculty Supervisor

- Students will be under the direct supervision and guidance of a Shawnee State University nursing graduate faculty member.
- SSU nursing graduate faculty will be available and accessible to the preceptors, students, and facilities and/or health care agencies to facilitate a positive experience for all involved.

Graduate faculty will support the experience through the following activities:

- Communicate clear guidelines and expectations between faculty, students, and preceptors. A collaborative process will be carried out regarding specific student experiences and evaluation criteria.
- Maintain frequent contact with students and preceptors and be available as needed.
- Understand and articulate the roles of the preceptor, faculty, and student for the practicum experience.
- Assist with the orientation of the preceptor and student as to roles and functions of involved parties and course requirements.
- Supply the preceptors with written materials related to the intent of the clinical experience to include at least the syllabus with specific objectives, student experience evaluation forms and contact phone and email information.
- Ensure that the student's clinical placement will promote the attainment of learning goals and objectives.
- Be available for consultations with the preceptor and student by telephone, visitation, or email.
- Act as a resource for the student and preceptor.
- Meet with the preceptor for a mid-term and final evaluation of the student, at which time, the learning objectives attained, student growth, preceptor experiences, and the effectiveness of the experience will be discussed.
- Complete the summative evaluation of student achievement after consulting with preceptor and student.

Role of Preceptors

The volunteer preceptor providing supervision of an MSN student shall:

- Provide a completed clinical preceptor qualification form, agreement form, and vita/resume to SSU.
- Review the Preceptor Orientation packet and familiarize self with the guidelines for the practicum along with the roles of the preceptor, faculty, and student.
- Orient the student to the practicum site, facility, policies and procedures.
- Guide, direct, mentor, and support the student, in collaboration with the SSU graduate faculty member, to facilitate the achievement of practicum learning objectives.
- Facilitate learning experiences with the student that meet the learning objectives.
- Provide the student with ongoing constructive feedback about their performance and progress in meeting practicum objectives and goals.
- Serve as a mentor for the student in professional development.
- Complete formative conference meetings with the instructor and student to discuss the student's practicum experience and performance.
- Sign off on time logs to verify the student's completion of required practicum hours.
- Contribute to mid-term and final evaluations that assess and evaluate the student's performance and achievement of the practicum learning objectives.

Role of the MSN Student

The MSN student who is registered for a course which includes a precepted practicum experience will:

- Have an unrestricted Registered Nursing license in the state where the practicum occurs.
- Develop knowledge and skills in the defined area of nursing practice.
- Demonstrate understanding of the roles of the preceptor, graduate faculty, and student for the practicum experience.
- Contact the preceptor when appropriate; and, with faculty approval, negotiate, according to agency policies and experiences available, potential learning experiences.
- Identify and communicate learning needs to the preceptor to facilitate selection of learning strategies.
- Seek appropriate learning opportunities throughout the clinical experience.
- Demonstrate responsible, accountable, and ethical behaviors.
- Communicate with the preceptor throughout an experience to ensure that clinical objectives are attained.
- Adhere to agency policies and procedures.
- Develop collaborative professional relationships with clients, the preceptor, agency personnel, and other health care professionals.
- Have an opportunity to provide evaluation of their preceptors.

Competencies to be Evaluated

- Advanced practice nursing experiences are required during practicums.

- The Nurse Educator practicums will afford students the opportunity to apply knowledge and competencies acquired throughout the program of study in academic and clinical practice settings. Precepted instructional time will focus on curriculum design, implementation, instruction, evaluation, and leadership activities.
    - Examples of direct care activities at the graduate level are contributing to an area of practice to develop advanced nursing knowledge, skills, and abilities; participate in community outreach activities; provide patient and family education; implement quality improvement initiatives; and/or implement a community-based project related to patient or system /organization/unit level changes.
    - Scholarly projects could be development of advanced patient/family educational materials, face-to-face unit of study, online module, simulation, or evaluation tools.
- The Nursing Leadership practicums will afford students the opportunity to apply leadership and management theories, concepts, and essential competencies in the role of nurse executive in collaboration with a nurse-leader mentor in a variety of healthcare settings.
    - Examples of direct care activities at the graduate level may include implementing a project related to patient care or system/organization/unit level changes (quality evidence-based applications); participating in patient care activities related to quality and safety; and contributing to expertise in an area to develop advanced nursing knowledge and skills for health care delivery.
    - Examples of scholarly projects could be development of an evidence-based initiative to promote quality outcomes, an informatics performance improvement project, or interventions to improve patient or organizational outcomes.

Assessment Strategies Used to Evaluate Student Performance

Specific expectations/documentation of the practicum direct and indirect experiences will include:

- Mid-Term Progress Report: a written evaluation to be completed at the halfway point of each practicum and submitted to Faculty Supervisor
- Mid-Term Check-In at halfway point of each practicum: Informal Teams or Zoom meeting with student, preceptor, and faculty advisor OR a video-taped discussion of experiences, progress and evaluation with preceptor submitted to Faculty Supervisor
- Minimum of four journal entries per semester via Blackboard of practicum experiences, assessment of growth as an advanced professional, and progress with scholarly project
- Self-assessment for discipline-appropriate certification
- Professional portfolio development
- Final project, paper, and presentation of scholarly findings (development, implementation, evaluation, and presentation).
- Updated Resume: Due: End of Practicum II. Reflective of practicum experiences and accomplishments
- Self-Evaluation/Practicum Program Evaluation, Preceptor and Faculty Supervisor Evaluations Due at End of Semester
- Post-evaluation Zoom or Teams meeting with Faculty Supervisor, Preceptor and Student to review progress, growth, experience, and accomplishments.

SECTION IV: REGULATIONS ON STUDENT CONDUCT

American Nurses Association Code for Nurses

The American Nurses Association (ANA) adopted its first formal code of ethics in 1950. Over the years, many of the specifics have evolved and been clarified, yet the essentials remain. (The International Council of Nurses (ICN) also has had a Code of Ethics for Nurses since 1953.) The Code has since been through thoughtful and lengthy revision processes, which included seeking input from nursing leaders and staff nurses alike, and developing examples of how the new Code could be used in specific clinical situations. The most recent revised document, known as the *2025 Code of Ethics for Nurses*, consists of the 2015 nine provisions with edits and the addition of a tenth provision that focuses on global ethical issues in nursing.

To access the ANA Code of Ethics with Interpretive Statements"
http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

Provision 1: Dignity and Respect
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2: Primary Commitment
A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
Provision 3: Trust and Advocacy
The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
Provision 4: Responsibility and Accountability for Practice
Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
Provision 5: Duties to Self
The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
Provision 6: Ethical Work Environments
Nurses, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting that affects nursing care and the well-being of nurses.
Provision 7: Knowledge Development and Social Policy
Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
Provision 8: Collaborative Relationships
Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.
Provision 9: Commitment to Society and Social Justice
Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
Provision 10: A Global Nursing Community
Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

American Nurses Association (2025), Code of Ethics for Nurses with Interpretive Statements, codeofethics.ana.org/provisions

Email as Communication

Shawnee State University (SSU) provides an email address for all students, faculty, and staff. This email address is used by academic departments and administrative offices to send official communications to SSU students. This includes, but is not limited to, notices about registration, financial responsibilities, class communications, grades, instructor evaluations, library notices, and all other official communications. MSN students are expected to check their SSU email regularly. Personal emails (i.e., yahoo, gmail, etc.) will not be used by the university, faculty, administration, or offices for official University communications. For any issues regarding your email account, please refer to https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services/student-and-employee-email.

Program Honor Code

Plagiarism

Plagiarism and other forms of academic misconduct: Plagiarism is the intentional or unintentional use of someone else's work without attribution. Other similar forms of academic misconduct include, but are not limited to examples such as copying someone else's work or unauthorized collaboration. In cases where it is determined that plagiarism is minor and unintentional, the student will be asked to resubmit the assignment with corrections. The course instructor reserves the right to assign a penalty to the student's grade. In cases where the instructor has reason to believe the conduct was intentional, the instructor will follow the appropriate University policies.

Academic Misconduct

All forms of academic dishonesty and misconduct are prohibited and incur disciplinary sanctions. According to the SSU website (2024), "Academic misconduct refers to any conduct that evidence deceit, dishonesty or fraud to obtain an unfair advantage over other students, or violation of the academic standards and policies of the University." The School of Nursing adheres to the Shawnee State University Policies and Procedures and students should refer to the following link for further information regarding the academic misconduct policy: https://www.shawnee.edu/about-us/university-policies/academic-policies-appeals/academic-misconduct

Dismissal Policy

A student may be dismissed from the MSN program by the Director for any of the following reasons:

1). Inability of the student to maintain a grade point average of 3.00 or greater.
2) Excessive absence and/or tardiness for lecture, laboratory, and/or clinical course.
3)Deficiencies as described in the "Professional Probation Policy" of this handbook.
4) Plagiarism (to steal another's ideas or words and to pass them off as your own) or cheating on any type of program evaluation.
5) Falsification of patient or therapeutic records.
6)Appearing in classes or clinical experiences while under the influence of mind-altering substances.
7) Patient abuse of any type (i.e., physical, verbal, or mental)
8) Theft of University, facility, or patient property.
9)Inappropriate use of social media concerning SSU's Master of Nursing Program.

Dismissal Process

If a student is dismissed from his/her academic program, then the Graduate Program Director sends an email and/or an official letter to the student stating the reason(s) for dismissal. The Graduate Program Director notifies the Graduate School Administrator, the Registrar, and the Associate Provost, if applicable.

Appeal of Program Dismissal

Any student desiring to appeal dismissal from this program should follow the "Guidelines for Appealing a Dismissal from a Nursing Program" as outlined in the University catalog (via SSU website). Each of the programs within the School of Nursing has minimum academic and clinical performance standards that permit a student to continue in the program. Failure to meet these standards may result in dismissal from the program. Information concerning the performance standards is available in the University catalog, the School of Nursing MSN Student Handbook, from the MSN Program Director, and from the School of Nursing Director. Dismissal from Nursing programs may be appealed by the following process:

1. Within three working days following a dismissal notification a request in writing to appeal the dismissal must be made to the Director of the School of Nursing. The Director will notify the student of the result of this appeal within three working days following the meeting.
2. The Director's decision may be appealed by submitting a written request to the director to arrange for a review by the dean (or designee), the director (or designee), and the provost (or designee). The student will be informed of the result of this review within two working days following that meeting.

Criteria to be used in ruling on a student's dismissal appeal include the student's past academic achievement, the student's rationale for current grade status, and the prediction of future performance in the program. Dismissal from this program is different from dismissal from the University. University dismissal policies are outlined in the Shawnee State University Catalog section on academics.

Petition for Readmission

An applicant dismissed from a program may submit a Petition for Readmission to the respective graduate program. The petition should give a rationale for why the student believes they should be readmitted and a plan for successful completion. The graduate program will notify the student of its decision promptly. The student may appeal the graduate program's decision by submitting a petition to the respective graduate program. If the appeal is denied by the Graduate Program, then a student can appeal the decision to the Graduate Council. The Graduate Council will review the petition(s) and notify the student of its decision via an official letter signed by the Graduate Council Chairperson. If a resolution is not reached by the Graduate Council, then the issue may be taken to the Associate Provost, whose decision is final.

SECTION V– STUDENT RESOURCES, GUIDELINES, POLICIES AND PROCEDURES, & OPPORTUNITIES

Transfer Credit

A maximum of nine (9) semester hours of graduate work earned at other accredited graduate schools may be applied toward a graduate degree at SSU if approved by the Program Director. Only courses in which the student earned at least a B can be considered for transfer credit. Students must request credit for such transfer work at the time of their application for admission.

There may be extenuating circumstances that will allow for the transfer of additional credits from a program offering the same program curriculum. This will be handled individually and must be approved by the Program Director and the Associate Provost.

Transfer credit is awarded based on program area requirements. Official transcripts must be forwarded from the transferring institution and must be mailed directly to the Graduate School. The grades of transferred courses are not posted to the Shawnee State transcript and are not used to calculate grade point averages.

Change of Program Concentration Request

Students in good standing may request to change to a different program concentration at any point during progression in the MSN program. The process for requesting a change of program concentration includes notifying the current MSN Program Director in writing of the request to change. The student should also submit an updated Personal Statement outlining their professional goals regarding the updated program concentration. This Personal Statement should be no more than two pages, typed, and double-spaced. Once the student request for a program concentration change and the revised Personal Statement has been reviewed and approved by MSN Program Director, the School will submit the Update of Program form to Graduate Council. Approval of the program change request is contingent upon the student meeting all admission requirements to the requested program concentration. Any change of program concentration may add additional credit hours, time to completion, and costs to the student.

Leave of Absence Policy

If a student is considering a leave of absence from the MSN program, the student is encouraged to first speak with their academic advisor. Depending on the circumstances necessitating the LOA, the student may also need to seek advice from other sources. Students taking time away to manage a medical condition should discuss the leave with their healthcare provider.

If a student needs to request a leave of absence (LOA) from the MSN program, a completed LOA request form must be submitted for any requested absence of at least one semester, including Summer semester. A leave of absence for up to one academic year may be granted when circumstances necessitate academic work. In unusual circumstances, and at the written request of the student, such leaves may be extended for no longer than one additional year. Students on leave for over two years may be withdrawn from the program and asked to re-apply. These restrictions do not include time spent in the military. The request must include the following information:

Instructions: Complete the Petition Form for the LOA with inclusion of the following:

- The reason for the LOA request
- The term the LOA will begin and expected term of return
- A list of required courses completed
- An updated curriculum plan for remaining required courses upon return from LOA
- The new proposed date (semester/year) of graduation

Students who request a leave of absence due to medical reasons are required to provide supporting documentation.

All LOAs must be approved by the School of Nursing in advance. Students who are not in good standing or who have disciplinary action pending against them require special approval. Discontinuance of study without permission from the University does not constitute a leave of absence.

Before re-admission, the student must submit a Leave of Absence Return Form two weeks before the advance registration period for the proposed semester of re-enrollment. Approval of the reactivation request depends on available space for clinical placement, if applicable for the semester of re-enrollment, and cannot be guaranteed for a particular semester.

Students who were not in good academic standing at the time of the leave of absence request will return to the same academic standing status they held (for example, probation) when they left.

If a student has been on leave for less than 12 months, they must disclose any criminal conviction to the Director, Master of Science in Nursing program, before enrolling in courses.

MSN COMMITTEE MEMBERSHIP
Students are encouraged to be involved in the School of Nursing MSN Graduate Faculty Committee as a student representative for the period of one year. The committee meets a minimum of once a month and student participants can attend the meeting in person or using technology such as MS Teams or Zoom.

MSN GRADUATE ASSISTANT
A Graduate Assistant (GA) for the Master of Science in Nursing (MSN) program is intended for a full-time student granted unconditional admission to the MSN degree program. Appointments are made by the hiring program or unit according to the policies of this manual and the procedures established by the Graduate School.

The GA in Nursing will work 16 – 20 hours per week and receive a stipend of $8000 per academic year (fall & spring semesters) plus a tuition waiver. Applications for assistantships are competitive and must be made directly to the Shawnee State University (SSU) School of Nursing, MSN Program Director.

Terms and Conditions for Assistantships
A GA's duties should require service to the University and should be in support of an instructional, research, teaching, or public service function. This category includes graduate students performing functions such as grading or reading class materials, assisting faculty in research endeavors, or other types of assistance that cannot be classified as routine clerical work.

Length of Appointment

The GA will receive the position appointment for two semesters, typically beginning with the fall semester. Graduate assistantship support may be provided for up to a maximum of six (6) semesters for master's degree candidates, not including summer extensions.

To receive continued support, the GA must perform satisfactorily in both the MSN degree requirements and the assistantship duties. Satisfactory progress toward a degree means meeting minimum registration requirements, maintaining a cumulative grade point average of at least 3.0, and fulfilling other academic requirements of the MSN program. Failure to meet these standards or failure to perform satisfactorily as an assistant will be grounds for cancellation of the assistantship agreement. (Please see Appendix D: Graduate Assistant Evaluation Form.)

Tuition Remission

Students under an assistantship agreement are eligible to be awarded a tuition remission for all instructional fees, not including laboratory or other program fees. Tuition remissions are not authorized for audited courses. Those Graduate Assistants not completing the terms of their assistantship agreements in a given academic semester may be required to reimburse the University for part or all the tuition that was remitted.

GA desiring information about student health insurance should contact Employee Benefits in the Department of Human Resources. GA are eligible for gate-controlled parking area access, and this benefit is available through the Department of Human Resources.

Minimum Credit Hour and Work Hour Requirements

- The GA must carry a minimum of nine (9) semester hours of graduate credit per academic semester (excluding summer semester) or their assistantship may be terminated.
- The GA will devote a minimum of sixteen (16) hours per week to assistantship assignments.
- The GA will be under the direct supervision of the MSN Program Director. Additionally, if assigned to a teaching assistant position for a portion of their assignment, the GA will also work closely with the Course Leader of the assigned course/clinical.
- The GA may perform no more than 1,500 hours of service to the University in any calendar year.
- International students who are Graduate Assistants may have additional limitations and should contact the Director of CIPSA for relevant information.

GAs may hold concurrent active appointments with the Graduate School and the Office of Student Employment provided that the students:

• Receive permission from the program area that sponsors the graduate appointment.

• Maintain a 3.0 cumulative graduate grade point average.

• Do not work more than 30 hours per week in all campus positions while classes are in session.

• Do not work more than 40 hours per week at any time when classes are not in session.

• Abide by all other rules governing the Student Employment and graduate programs.

Failure to adhere to any of the above conditions may result in termination from student

employment and/or the graduate assistantship positions.

Specific duties will vary depending on the qualifications and experience of the candidates. The GA will work with MSN faculty under the direction of the Director of the School of Nursing and the MSN Program Director. Duties include but are not limited to:

- ▶ Assist faculty/department
    - ▪ Develop teaching materials such as syllabi, visual aids
    - ▪ Explore best supplies/evaluation tools/instructional materials to meet class needs
- ▶ Support faculty research initiatives
- ▶ Assist grant development for faculty
- ▶ Assist faculty in teaching courses
- ▶ Clinical teaching assistant for BSN &/or ADN courses
- ▶ Have a strong understanding of the most current version of APA
- ▶ Lab assistant for Level I and Level II fieldwork including contract research
- ▶ Provide MSN students with updated library and technology assistance for class work and research projects including
- ▶ Will be available for specific requests made by the Director

SECTION VI – UNIVERSITY GUIDELINES, POLICIES, RESOURCES AND SERVICES

Campus Safety & Security

For any information regarding SSU's commitment to a safe and secure campus, including but not limited to information about the Clery Act, SSU alerts and severe weather warnings, emergency contact information, criminal background checks and payment, policies and procedures, and parking guidelines visit https://www.shawnee.edu/campus-life/safety-campus-police.

Student Success Center & Writing Center

The Student Success Center is the hub of learning for all students across campus. Within the Student Success Center, you can find a table to study alone or with a group, use a computer, see professional academic advisors, get tutoring or attend supplemental instruction. Additionally, the Writing Center, located in the Clark Memorial Library LIB 120, is available for assistance with writing. Appointments with the Writing Center can be made through email at ShawneeWC@gmail.com. Both in-person and online tutoring is available at the Writing Center. Links for both resources are provided below.

> http://www.shawnee.edu/areas-study/student-successcenter/

> http://www.shawnee.edu/areas-study/clark-memorial-library/writing-center

Information Technology Services

Information Technology Services (ITS) is the centralized provider of technology services to the students, faculty and staff of Shawnee State University. ITS ensures that enterprise systems and mission-critical functions are fully operational on a continuous basis, standard technology is regularly refreshed, and that networked computing resources are available based on user roles, appropriate access guidelines and campus policy.

The Service Desk is located on the lower level of the Clark Memorial Library. To request assistance or make an inquiry about any of the technology services offered on campus, please submit an IT Service Form and a member of the team will contact you. Information Technology Services (ITS) at Shawnee State

University ADA Policy Statement for Accessibility Services (2025 – 2026)

Any student who believes they may need an accommodation based on a documented disability should first contact the Coordinator of Accessibility Services at (740) 351- 3163, or mboldman@shawnee.edu (Student Success Center, Massie Hall) and schedule a meeting to identify potential reasonable accommodation(s). Students are strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized. The Office of Accessibility Services will gather relevant information and determine whether an accommodation is warranted. When an accommodation is determined to be warranted, an accommodation letter will be sent to the instructor(s) and student via secure e-mail prior to the semester start date, when possible, or as soon as is feasible. The Office of Accessibility Services will not disclose the nature of any disability with instructor(s); if the student wishes to discuss the disability with one or more instructors, they may do so. Any questions regarding the academic accommodation on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for academic

accommodation and/or fails to meet with the Coordinator of Accessibility Services, a reasonable accommodation may be denied or delayed.

Michelle Boldman, MS
Accessibility Services Coordinator
(740) 351-3163 mboldman@shawnee.edu

Title IX and Other Unlawful Discrimination Information

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sex discrimination is a continuum of behaviors ranging from sexual harassment and intimidation to sexual assault.

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of sex, which includes sexual harassment and sexual violence. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. The University seeks to address sex discrimination, sexual harassment, and sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff and visitors to report concerns or complaints. Prompt corrective measures will be taken to stop sex discrimination, sexual harassment and sexual violence whenever it occurs.

Academic Freedom and First Amendment

A University education requires understanding of multiple, differing perspectives and viewpoints. Thus, the free and open exchange of ideas is vital both in and outside of the classroom. You can access University information on free speech here. You may also find additional information in the Faculty Collective Bargaining Agreement, Article VII. For more information on First Amendment and Academic Freedom issues, you can also access the AAUP Statement or the Foundation for Individual Rights in Education.

SSU's Religious Accommodations Statement (2025 – 2026)

As an essential part of a liberal society, an individual should have the freedom to believe or not in a religion or spiritual belief system. Under the Ohio Revised Code section 3345.026, also known as "The Testing Your Faith Act," a student may be absent for up to three days per semester to "take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization."

Pursuant to University Policy 2.21 and Procedure 2.21:1, students are required to notify faculty of their various classes about necessary absences as early as possible after the commencement of a course, and not more than fourteen (14) calendar days after the first day of instruction in the course. Faculty will make accommodations without questioning the sincerity of the student's religious or spiritual belief system, and will keep all requests confidential.

For additional information about this policy or procedure, please contact the Office of the Registrar at (740) 351-4734 or ssu_registrar@shawnee.edu. Complaints regarding this policy and procedure may be submitted by selecting "Religious Accommodation" online at shawnee.edu/complaint.

Shawnee State University
School of Nursing

Appendices

Shawnee State University
School of Nursing

Master of Science in Nursing Program
Petition for a Leave of Absence

After conferring with the assigned academic advisor, the student must submit the Petition for Leave of Absence Form to Dr. Adair Carroll, Director, MSN Program, @ acarroll2@shawnee.edu.

Name of Student: _____ Student ID # _____

Requested date for LOA: _____ Return Date: _____

Student's Overall GPA: _____ Designate Track in MSN program ___Education ___ Leadership

Briefly Describe Reason for LOA

_____
_____
_____
_____
_____
_____
_____
_____

Courses in MSN Program Completed Prior to LOA:

Course Number	Course Name	Course Grade	Credit Hours Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Signature: _____ Date: _____

Approve _____   Disapprove _____

Signature of MSN Program Director _____ Date: _____

Shawnee State University
School of Nursing

Master of Science in Nursing Program
Student and Advisor Responsibilities: Agreement Form

1. Students and advisors have the responsibility to meet a minimum of one time during each semester throughout the Master Science in Nursing Program. During this meeting, degree audits will be prepared and discussed with the students for career planning.

2. If a student is at risk for failure at any time while in the MSN program, the student and/or advisor are encouraged to schedule an additional meeting to discuss strategies for success in the program and make the student aware of any consequences which may be imposed due to poor progression.

3. All student/advisor meetings will be recorded and placed in the student's electronic file. Any developmental plans devised with the advisor and student will be kept in the student's electronic file for follow-up and future reference.

4. Students and Advisors have responsibilities to one another and to faculty to make sure all are aware of any problems that arise that may affect the student's success in any coursework in the Master of Science in Nursing Program.

Student: _____

Student ID # _____

Advisor: _____

Date: _____

Shawnee State University
School of Nursing

Master of Science in Nursing Program

Student Copyright Permission

Student Copyright Permission

I give permission to **Clark Memorial Library, Shawnee State University**, to retain and catalog a copy of the following:

Title of paper or work: _____

Prepared for (name of class): _____

Date class was completed: _____

- In granting this permission, I understand that I am not surrendering my intellectual property rights regarding this material. Such permission will continue indefinitely unless I specifically revoke it in writing.
- I understand that this material will be used to promote scholarship, personal study, and not for profit educational use.
- I also understand that Clark Memorial Library, Shawnee State University, reserves the right to convert my material, without changing the content, to any format or medium for the purpose of preservation.
- I state that to the best of my knowledge this material does not infringe upon any third-party copyright.

Student Name (*please print*) _____ Student ID # _____
Student Address _____
Student Signature _____ Date _____
SSU Library Director Signature _____ Date _____

Shawnee State University
School of Nursing

Master of Science in Nursing Graduate Assistant Application

Applicant Information			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐			
Have you ever been convicted of a felony? YES ☐ NO ☐ If yes, explain			

Job/Professional/volunteer Experience	
Supervisor Name	Phone
Company	Job Duties
Address	
Supervisor Name	Phone
Company	Job Duties
Address	
Supervisor Name	Phone
Company	Job Duties
Address	

(Attach additional information if needed.)

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature   Date

Applications will be accepted until July 15th (or position filled)
Return application to:
Adair Carroll, via email, acarroll2@shawnee.edu
Or mail to: Shawnee State University in c/o Adair Carroll, DNP, RN
940 Second Street

Portsmouth, OH 45662

Shawnee State University
School of Nursing

Master of Science in Nursing Program
Student Handbook Statement of Understanding

I have read and understand my responsibilities as outline in the 2024 Entering Class, Shawnee State University Master of Science in Nursing, MSN Student Handbook.

I agree to abide by all policies set forth in this handbook.

Student Name: _____

(Please Print)

Student Signature: _____

Student ID Number: _____

Date: _____