FOREWORD

The guidelines in this Handbook are the policies and procedures of the School of Nursing and the Master’s/Certificate Programs. The Handbook is to be used as a reference document in conjunction with the University Graduate Catalog and School of Nursing published materials. The Master’s Graduate Handbook is the product of the Master’s Curriculum Committee.
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SCHOOL OF NURSING VISION AND MISSION

VISION
Ball State University School of Nursing will be a model of excellence in nursing education, locally and globally, as a learner-centered academic community that advances nursing knowledge and practice to impact health care outcomes of populations. Revised and approved by Faculty Organization Committee 5/4/15

MISSION
Ball State University School of Nursing is an innovative, challenging, and transformative academic community that inspires students by: Offering evidence-based, interactive, transdisciplinary, collaborative learning, including immersive clinical and culturally diverse experience, providing access to faculty and professional practice experts who advance nursing knowledge, research, collaborative evidence-based practice, excellence in teaching, and applied technology, facilitating transforming information into knowledge, knowledge into clinical judgment, and clinical judgment into nursing action that addresses complex health problems in individuals and populations; and engaging with local, state, national, and international communities to enhance quality of life, reduce health disparities, and improve access to care delivery. Revised and approved by Faculty Organization Committee 5/4/15

MASTER’S PROGRAM ACCREDITATION
The program received initial accreditation in 1984. The program received full accreditation in 1988. The program was accredited by NLNAC in 1990 and in 1998. The program was accredited by CCNE in 2006 for five years and 2011 for ten years.

MASTER’S PROGRAM OUTCOMES
Graduates of the Master’s Program will:

1. Demonstrate role competency and leadership in a selected advanced nursing role based on professional standards.
2. Integrate nursing and related sciences and theories in delivery of advanced nursing practice.
3. Analyze research to support evidence-based practice. (Essential IV)
4. Function as a member of inter/intraprofessional collaborative team for improving patient and population health outcomes.
5. Utilize information systems/technology in professional practice.
6. Analyze quality improvement and safety initiatives to improve health outcomes.
7. Analyze health policy development and implementation.
8. Integrate clinical prevention and population health concepts for improving health.
9. Advocate for policies that improve the health of the public and the profession of nursing.
MASTER’S PROGRAM POLICIES AND INFORMATION

TRANSFER OF COURSE(S)

Upon recommendation of the Program Director of the Master’s Program in Nursing and with the approval of the Dean of the Graduate School, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements under the following conditions:

GRADUATE SCHOOL

Transfer of credit will be considered for graduate work taken at regionally accredited institutions provided the courses meet institutional requirements and are appropriate for the student’s planned and approved program. The research requirement must be taken at Ball State University. Please see the Graduate School Catalog for criteria regarding transfer of credit. No transfer credit is allowed to count toward the certificate program.

SCHOOL OF NURSING

Graduate courses taken at other regionally accredited institutions may be accepted as transfer credit provided:

1. The course(s) meet(s) requirements of the Graduate School at Ball State University.
2. The course(s) is/are appropriate to your master’s program and must be approved by the Program Director.
3. The course(s) were not used on a previous master’s degree.
4. A maximum of 9 credit hours may be transferred.
5. Upon completion of a course from another institution for transfer credit, one official transcript is sent to the Graduate School and approved for transfer.
6. If you plan to take a course(s) at another institution for transfer to your program, it is advisable the course(s) be taken before your last semester of the master’s degree. The time required for mailing your transcript to Ball State University may delay your graduation.
7. You have adhered to the following Policy Regarding Transfer of Course(s) from Other Schools.

For transfer courses, the advisor may request the course description, compare it to the appropriate course description in the Ball State Catalog to determine applicability, recommend credit/non-credit and forward to the Director of the Master’s Program for approval, and file the letter of decision with the course description in the student's folder.

No transfer credit will be given for classes taken after initial enrollment in the Master’s Nursing Program unless pre-approved by the Program Director and Graduate Advisor

TUITION AND FINANCIAL AID INFORMATION

For the most current information on Graduate Tuition and Costs for Online and Distance Education programs please visit the Online and Distance Education departmental website.

General information on financial aid for distance education students is available via the Scholarships and Financial Aid website.

The Certificate Program is not eligible for federal aid.
EMAIL COMMUNICATION

Student are responsible for managing and checking their Ball State e-mail for official communication about courses, registration, billing statements, campus alerts, and other administrative matters.

A student’s BSU email address should be used for all correspondences between the student and the School of Nursing (faculty, staff, advisors, administrative coordinators, etc.) as well as any other departments or individuals on campus.

A student’s BSU email is the only secure connection we have to them. We do not know who we are communicating with if it is sent from a personal email account.

Emails received from personal email accounts will be deleted and will not be responded to by faculty or staff regardless of the urgency or content of the email.

Students who choose to have their BSU email forwarded to a private email address outside of the BSU email network do so at their own risk.

Students are responsible for reading and responding as necessary to all emails in a timely fashion.

While it is acceptable to periodically check a BSU email account on a smartphone it is strongly recommended that students also regularly log into their BSU email using a laptop or desktop computer as attachments, etc. are easily overlooked or missed when only using a smartphone for their primary means of email communication.

Emails regarding specific course questions should include the course number and section number so the recipient can easily identify with whom they are communicating.

Please allow a minimum of 48 hours (not including weekends) to receive a response to any email. If it is an emergency situation it is recommended students try contacting the individual by phone prior to sending an email.

Emails should be constructed in a professional manner with complete sentences, punctuation, an appropriate subject line, and signature which includes the student’s first and last name as well the concentration they are enrolled in. (Administrator, Educator, Family Nurse Practitioner, etc.)

The Master’s Nursing Program is a professional program and throughout a student’s time in the program they will be dealing with a variety of professional individuals including: directors, professors, department administrators, professional staff, clinical supervisors, preceptors, hospital administrators, potential job sites, etc. so it is important they present their self in a professional manner. This includes the type and color of font used when communicating with these and other individuals they may encounter in the program.

It is important for students to use a professional style of font in a darker, blue or black color. A fun, green or purple, etc. font is acceptable for personal emails with friends or family, however in professional settings emails received with this type of personalization may not be taken seriously when received by professional colleagues; additionally, it may also be difficult for some individuals to read. Students would not want to miss out on important information, clinical sites, or job opportunities because someone did not take their email seriously or because the font was too difficult to read.
Emails should be set to send and receive in HTML. Emails sent by the School of Nursing may contain formatted grids or active hyperlinks to various webpages, etc. and to ensure you receive the correct information in a way that is easy to read and access, enable HTML. The instructions below ensure the best settings for the BSU email account.

- Login to Ball State Webmail
- Click on the gear icon at the top-right and select Options
- Click on the General tab to expand the options
- Click on Outlook on the web version
- Make sure that “Use the light version of Outlook on the web is unchecked’

Information delivered to a student’s Ball State email account from the bursar, advising, the university administration, or a faculty member is considered received. Students are responsible for managing and checking their Ball State e-mail on a regular basis. Student can manage their inbox through the Communications Center.

Outlook has a “clutter” feature option, which takes emails it deems to be unnecessary and reroutes them into a clutter folder. However, not all emails that end up in the clutter folder should be there.

Students who would like to disable the clutter feature in Outlook should click here for instructions. Once clutter is disabled you will still need to monitor your junk email folder for any emails that may be relevant to your progression in the program.

Students who choose to keep the clutter feature active in Outlook are responsible for regularly monitoring both their clutter and junk email folders for any emails that may be relevant to their progression in the program.

**COMMUNITY OF MASTER’S STUDENTS**

All students in the Master’s Nursing/Certificate Programs are added to the Community of Master’s Students found in Blackboard. The Community of Master’s Students houses clinical information, health forms, the program handbook, etc. The announcements section of the Community is where all announcements related to the program are posted. Announcements are posted on an as needed basis and cover topics including: registration, clinicals, program changes, graduation deadlines, etc. It is the student’s responsibility to log into the Community on a regular basis (at least weekly) and be aware of and respond accordingly to any
information posted that pertains to them. To access the Community of Master’s Students please follow the
steps below:

1) Go to www.bsu.edu
2) Click on the “current students” link in the upper left corner of the page
3) Under the header “Key Academic Services“ you will find a link for Blackboard.
4) Log in using your username and password
5) Locate the “My Communities” header and there you should see a link titled “Community of Master’s Students” – this link will take you directly into the Community. (On the main Blackboard page there may be a header titled “My Announcements” and announcements that are posted will show up here but in order to make sure information posted is not missed students will always need to access the “Community of Master’s Students” directly.)

COMMUNICATION WITHIN THE MASTER’S PROGRAM

Each member of the Master’s Nursing Program Staff plays a unique and individual role in the success of the program. In order to avoid confusion, redundant information, and to receive the timeliest and most accurate responses, please familiarize yourself with the different roles of each staff member so you are able address your questions, comments, or concerns to the appropriate individual. If you are unsure of who best to contact regarding a specific situation, please contact the Graduate Advisor and she can direct you to the correct individual.

<table>
<thead>
<tr>
<th>Dr. Diana Bantz</th>
<th>Shantelle Estes</th>
<th>Stephanie Wilson</th>
<th>Course Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director</td>
<td>Graduate Advisor</td>
<td>Program Coordinator</td>
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<tr>
<td><a href="mailto:dbantz@bsu.edu">dbantz@bsu.edu</a></td>
<td><a href="mailto:smestes@bsu.edu">smestes@bsu.edu</a></td>
<td><a href="mailto:sswilson@bsu.edu">sswilson@bsu.edu</a></td>
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</tbody>
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Academic questions:
- Concerns about courses or curriculum
- Unresolved concerns after speaking with course faculty, etc.
- Questions about the Nurse Practitioner Certification Exam

Advising Related questions:
- Plan of Study
- Dropping or withdrawing from courses
- Leave of absence
- Graduation
- Transfer credit
- Admission

Non-Academic questions:
- Registration
- Submission of clinical paperwork
- Background Check
- CastleBranch
- Health Clearance requirements
- Paperwork for certification exam
- Who to contact on campus regarding various situations

Course or Clinical questions:
- Course related issues
- Issues in a particular online classroom setting
- Concerns about clinical requirements including preceptor and clinical supervisor questions, clinical hours, etc.
- The instructors for clinical classes will be posted in the Community of Master’s Students
PLAN OF STUDY

All students will receive their plan of study via their BSU email address once they have been admitted into the Master’s Nursing/Certificate Programs and have complete the mandatory orientation with the Program Director. Students should retain all emails containing their plans of study for future reference.

Plans of study are designed to move a student though the program at a steady, part-time pace and to receive the best learning experiences. They are also used by the School of Nursing to project future course enrollment and instructor assignments.

All plans of study are tentative. Course and course availability are subject to change based upon enrollment needs. Students are expected to take two classes each semester unless otherwise approved by the Program Director and Graduate Advisor.

Should the need to request a plan change arise, the Program Director and Graduate Advisor will try to accommodate the request as much as possible, however it may not be possible to accommodate all requests, due to class capacity, course availability, etc.

Requests for any changes to a student’s plan of study must be made to the Graduate Advisor by the following deadlines.

<table>
<thead>
<tr>
<th>1st Semester affected by the requested plan change</th>
<th>Deadline to request changes to plan of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer</td>
<td>March 1</td>
</tr>
</tbody>
</table>

If a student does not register for any or all the classes they were given permission for or if they withdraw from or drop any classes they registered for it is the student’s responsibility to email the Graduate Advisor to request an updated plan of study. A Leave of Absence form may be required depending on the student’s situation. A current plan of study is required for progression in the program.

Courses may not be offered every semester and students failing to follow their plan as initially outlined may result in having their graduation date delayed.

For course descriptions and pre-requisite please refer to the Graduate School Catalog location on the Graduate School website.
**LEAVE OF ABSENCE (LOA)**

A student may take a leave of absence (LOA) from the School of Nursing for up to two consecutive semesters without applying for re-admission. The student must contact the Graduate Advisor to confirm the LOA for each semester requested and complete the required LOA form. The form is located in the Community of Master’s Students under the “Leave of Absence” tab. A LOA from the program without the approved form will result in the student becoming inactive and require petitioning the Master’s Admission and Progression Committee for considered continuation in the program.

A LOA for one year (3 semesters) or longer requires re-application and re-admission to the nursing program and will result in a new plan of study. The student assumes responsibility for monitoring the curriculum plan changes and implications that may result from the leave of absence. The student, through the Graduate Advisor, registers for a leave of absence for each semester requested, upon approval from the Program Director.

Students may be required to retake courses if it is determined by the Admission & Progression Committee that the time lapse between courses would negatively affect completion of the courses in their program.

**REGISTRATION, TIME TICKETS, & HOLDS ON STUDENT ACCOUNTS**

The School of Nursing has specific registration policies which do not always coincide with the timeline that is outlined by Ball State University for general campus registration. Each semester the School of Nursing sets a deadline by which all Nursing students must be registered for their nursing courses. It is important students are registered for their nursing courses prior to the deadline, as students will be unable to register after the deadline. Students who miss the registration deadline will need to need to submit a Leave of Absence form to the Graduate Advisor prior to having their plan of study updated.

Below is additional information about registration and the various aspects of registration which students need to be familiar with:

**SCHOOL OF NURSING REGISTRATION INFORMATION**

Registration for Nursing classes (classes starting with NUR) is by permission only and permission is only given if the student has a current background check and has no overdue or rejected health clearance items in CastleBranch at the time the Program Coordinator reviews their account. Background checks are only good for one year and it is the student’s responsibility to monitor when their background check is going to expire and then renew it accordingly. It is also the student’s responsibility to make sure all of their health clearance items are updated prior to expiring so that nothing is ever overdue.

Announcements regarding registration for Nursing classes are posted in the Community of Master’s Students on Blackboard at various times throughout the semester. Once permissions have been given an announcement will be posted in the Community along with a deadline by which all students must be registered for their nursing courses. Students who are not registered by the deadline set by the School of Nursing will not be able to take classes for that semester and will need to submit a Leave of Absence form to the Graduate Advisor prior to having their plan of study updated.

If a student has hold on their account (Bursar, Advising, etc.) it is the student’s responsibility to take care of the hold(s) prior to the registration deadline so the hold(s) does not interfere with the student’s ability to register by the deadline. All Nursing students must be registered for their all of their nursing courses by the deadline set by the School of Nursing regardless of the student’s current registration status.
If a student is scheduled to take non-nursing classes (such as MGT 500 or MKG 505) they will need to register for those classes as soon as their time ticket allows as they are not nursing classes and do not require School of Nursing permission to register for them. MGT 500 and MKG 505 are both courses which tend to fill up quickly so students will want to register early to ensure they get a seat in the course.

**TIME TICKET**

Ball State University generates a time ticket for each active student (Freshman through Doctoral) and a time ticket tells the earliest day and time a student is eligible to register for classes for a given semester. Time tickets will only be issued to students who are currently registered in courses. For students who are not currently taking courses, it is the student’s responsibility to contact the Graduate Advisor in a timely fashion to be reactivated in the system and receive a time ticket. Even though a student has received a time ticket if permission for nursing classes has not yet been given the student will not be able to register for any nursing classes.

**BALL STATE UNIVERSITY REGISTRATION INFORMATION FOR CAMPUS**

Ball State University will send out several mass emails to students over the course of a semester regarding registration and encouraging students to register for the upcoming semester. These emails are sent as registration reminders to all students however please remember Master’s Nursing students will not be able to register for any nursing classes if permissions have not yet been given.

**HOW TO VIEW YOUR TIME TICKET AND CHECK YOUR REGISTRATION STATUS**

- Visit my.bsu.edu and login with your BSU username and password.
- Click on the “Banner” folder/tab
- Click on “Self Service (SSB)”
- Click on the “Student” tab.
- Click on “Registration”
- Click on “Registration Status”
- You will see your time ticket.
- This screen also tells you if you have any holds that will prevent you from registering, your academic standing, and your student status. If all of the bullet points show green check marks, you will be ready to register for classes when your time ticket opens and permission for nursing classes have been given. If not, please resolve the issue(s) prior to registration.

**PROGRESSION CRITERIA**

All progression criteria and procedures are in compliance with those of the University Graduate School. Admission criteria specific to the Master’s/Certificate Programs have been approved by the School of Nursing Master’s Admission and Progression Committee and the School of Nursing Faculty Organization.

**TIME LIMIT ON CREDITS**

All requirements for the Master’s degree must be met within six (6) years of completion of the student’s first Master’s course at Ball State University. All certificate requirements must be met within five (5) years.

**MANDATORY CONFERENCE MEETING & VIDEO ORIENTATION**

All students are required to attend a conference orientation meeting and view the orientation videos. There are two mandatory videos required to be completed before the conference meeting. The first video provides general information on the master’s program. The second video is role specific and focuses on role requirements, clinical policies, plan of study. The conference meeting allows students the opportunity to meet other students and ask questions. Students who do not participate in the scheduled orientation will have their admission offer rescinded.
PROGRAM PROGRESSION

The School of Nursing has established criteria on progression of the master’s/certificate students through the program. These criteria are as follows:

1. Students must follow policies on submission of documentation related to RN license, national advanced practice certification, informed consent, criminal background check, HIPAA, standard precautions, CPR, TB, Hepatitis B.

2. Students must follow policies for submission of clinical forms including agency contracts and all required clinical evaluation forms.

3. At all times after completing 9 hours of graduate study, a student must maintain a cumulative GPA of at least 3.0 for courses taken toward the master’s degree.

4. A student will be placed on academic probation if cumulative GPA for courses taken toward the master’s degree falls below 3.0 any time after completion of 9 hours of credit.

5. Probationary status will be removed if a student, in completing the next 9 hours, brings the cumulative GPA to at least 3.0.

6. If probationary status is not removed, a student’s admission to graduate study will be canceled and student will need to reapply for re-admission consideration.

7. No course with a grade below C may be counted toward the master’s program degree. If a student earns a C- or lower, the course may be repeated with approval of the Master’s Admission and Progression Committee.

8. A course may be repeated only once time and the last grade will be used in computing the grade average.

9. Students may not progress to courses until prerequisites are completed. In the event that an Incomplete grade (“I”) was given in a prerequisite nursing course, the student must complete the requirements before being allowed to take the next course. Students who have an incomplete in a required NP clinical course may not take another clinical course until the incomplete requirements have been met (SEE Incomplete Grade Policy).

10. A student may only fail one clinical course. If a second failure occurs the student will be dismissed from the program.

11. See Leave of Absence policy

CRIMINAL BACKGROUND CHECK

Detailed information/instructions about the criminal background check requirements is located in the “Health Requirements” tab in the Community of Master’s Students on Blackboard. All information included in the “Health Requirements” tab is considered to be part of the Master’s Nursing Handbook. It is the student’s responsibility to read and be familiar with the health clearance information and forms.

- Students are required to complete a criminal background check prior to starting any nursing courses and annually thereafter. Students should never have an expired criminal background check while in the master’s/certificate programs.
- Castlebranch.com is the background check service used by the School of Nursing. The background check is initiated by each student. The secure website allows you and the school to view the results.
- It is the student’s responsibility to complete a yearly Criminal Background Check. CastleBranch will not send out reminders for the background check renewals.
- The School of Nursing can download the report after you create an account and pay for it.
- Do not mail the report to the School of Nursing. If you have questions, please contact the Program Coordinator at sswilson@bsu.edu. Students who are not in compliance with their background check or health clearance requirements when their profile is reviewed by the Program Coordinator will not be given permission to register for the upcoming semester’s classes and their plan of study will be updated. Once a non-compliant student becomes compliant permission for the upcoming semester will still not be granted as the student was not in compliance on the day their profile was reviewed.
For students admitted Spring 2016 and after the Criminal Background Check is to be completed annually between July 20th – August 3rd. This provides time to correct any denials that occur, corrections are to be taken care of by August 10th. Students are responsible for the cost of purchasing or renewing the background check. Failure to complete the background check by the stated date will result in the student not being able to take courses and may result in the student being dropped from the program. Criminal Background Checks submitted prior to this timeframe will not be accepted and the student will be responsible for resubmitting their materials during the time frame and for any additional costs associated with resubmitting their materials.

**HEALTH CLEARANCE REQUIREMENTS**

Detailed information/instructions about the health clearance requirements and any forms required are located in the “Health Requirements” tab in the Community of Master’s Students on Blackboard. All information included in the “Health Requirements” tab is considered to be part of the Master’s Nursing Handbook. It is the student’s responsibility to read and be familiar with the health clearance information and forms.

- Students are required to submit specified health clearance information and documents prior to starting master’s courses and to update annually. Health clearance requirements are always to be in compliance.
- [Castlebranch.com](http://castlebranch.com) is the health clearance documentation service used by the School of Nursing. The health clearance is initiated by each student. The secure website allows you and the school to view the results.
- Students are responsible for uploading and maintaining all required health clearance documentation in their CastleBranch account.
- Once you have uploaded your health clearance documents you are responsible for making sure the items were approved. It is recommended you log back into your profile a few days later to make sure your documents were approved.
- You are notified through the CastleBranch account system if you have missing information and when updated documentation is due. CastleBranch does send out reminders, however, it is your responsibility to know when your documents are due and submit current documents before the expiration date.
- It is very important to complete all renewals prior to time of expiration to assure that you will be able to register for courses each semester.
- **Students who are not in compliance** with their health clearance requirements or background check when their profile is reviewed by the Program Coordinator will not be given permission to register for the upcoming semester’s classes and their plan of study will be updated. Once a non-compliant student becomes compliant permission for the upcoming semester will still not be granted as the student was not in compliance on the day their profile was reviewed. **Exceptions for this policy will not be granted, please do not ask.**
- Documents can be scanned and uploaded to your account or faxed per instructions provided at the CastleBranch site.
- **School of Nursing requirements are different and may not coincide with work requirements. You may have to seek resources outside of your employment to meet School of Nursing requirements.**
- Do **not** mail any health clearance documents to the School of Nursing.

Students admitted Spring 2016 and after are required to follow the above requirements with the exception of HIPAA and OSHA training, TB Screen, and the 1-year disclosure of criminal background and annual background check renewal. These items are to be completed, dated, and submitted annually between July 20th – August 3rd. This provides time to correct any denials that occur, corrections are to be taken care of by August 10th. Students are required to pay for the costs associated with the HIPAA and OSHA training, and TB screen. Failure to complete these requirements by the stated date will result in the student not being able to take courses and may result in the student being dropped from the program. Documentation submitted prior to this timeframe
will not be accepted and the student will be responsible for resubmitting their materials during the time frame. The student will also be responsible for any additional costs associated with resubmitting their materials.

**SOCIAL MEDIA POLICY**

As stated from the ANA:
1. Nurses (and nursing students) must not transmit or place online individually identifiable patient or university information.
2. Nurses (and nursing students) must observe ethically prescribed professional patient -nurse boundaries.
3. Nurses (and nursing students) should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses (and nursing students) should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses (and nursing students) should bring content that could harm a patient’s privacy to appropriate authorities.
6. Professional behavior should be adhered to on the online environment as well as clinical setting.

Tip sheet:
1. Do not share or post information or photos gained through the nurse - patient relationship or clinical setting.
2. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
3. Do not make disparaging remarks about patients/families, employers, peers, faculty/professors, facilities, or co-workers, even if they are not identified.
4. Do not take photos or videos of patients on personal devices, including cell phones.


**STATE AUTHORIZATION**

The School of Nursing takes pride in the diverse group of students from across the country the Master’s Nursing Program. The School of Nursing is authorized to offer its online programs in many states; however, the School of Nursing is currently not authorized to operate in all states.

All clinicals must be completed in a state where the Ball State University School of Nursing is authorized to offer its programs. A list of the states where the School of Nursing is currently authorized can be found on the [Online and Distance Education](#) website. The information on the Online and Distance Education website is updated on an as needed basis.

Students moving to a state where the Ball State University School of Nursing and the Master’s Nursing Program is not authorized will need to do their clinicals in an authorized state in order to complete the program.

The Post-Master’s Certificate Program is only available to Indiana residents, who hold an unencumbered license as a registered nursing in the state of Indiana, and all clinicals must be completed within the state of Indiana.
NAME CHANGE

During a student’s time in the program if a name change occurs, the student will need to notify both of the following areas immediately:

1. Registrar’s Office (there is a name change request form that will need to be submitted)
2. The School of Nursing (you will need to email both the Graduate Advisor & and Program Coordinator)

Failure to notify both areas of the change may cause issues with graduation, clinical paperwork, registration, plans of study, departmental communication, financial aid, etc.

CHANGE OF ADDRESS & MOVING POLICY

During a student’s time in the program if an address change occurs, the student will need to update their address in Banner within seven (7) days of the address change.

Due to changes in state regulations across the county, which affect the Master’s Nursing Program, including clinical placements, all students are to make sure that the address information Ball State University has on file for them is up-to-date at all times throughout the program.

Student need to make sure that a local living address is listed for them as well a mailing address (if different than the local living address). A student’s ability to complete nursing clinicals may be impacted, and ultimately the student’s progress in the program may be halted if their address is not accurate.

To access/change/review your address in myBSU:
1) Log into myBSU
2) Select the Self-Service Banner
3) Select the Personal Information tab
4) Select the Update Address and Phones option
5) Update as necessary and hit submit

GRADING SCALE FOR MASTER’S/CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92.9</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89.9</td>
</tr>
<tr>
<td>B</td>
<td>84 - 86.9</td>
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<tr>
<td>B-</td>
<td>81 - 83.9</td>
</tr>
<tr>
<td>C</td>
<td>78 - 80.9</td>
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<tr>
<td>C-</td>
<td>74 - 77.9</td>
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LATE ASSIGNMENTS

All assignments are due on the date and time posted. Assignments not posted/submitted when due will receive a zero for that assignment unless the syllabus of a course specifies a different policy.
DISMISSAL FROM THE MASTER’S NURSING/CERTIFICATE PROGRAMS

A student may be dismissed from the program if:

- There are failures (didactic and/or clinical) in two clinical courses.
- Unsafe practice and/or unprofessional behavior, defined as:
  - An act or behavior of the type which violates the Nursing Practice Act of the state you are doing your clinicals.
  - An act or behavior which violates the Code for Nurses of the American Nurses Association.
  - Any act or behavior which violates School or agency policy.
  - Any act or behavior which places in jeopardy or has the potential to threaten the physical, mental, emotional, or environmental safety of the patient, a faculty member, another student, or any other person within the settings of classroom, clinical or laboratory experiences.
  - Any act, knowledge, or practice for which the student is not authorized, not oriented or trained for the behavior, or where the behavior is carried out without appropriate assistance or supervision.
  - Dishonesty/Plagiarism (The university Student Academic Ethics Policy is available on the Students Rights and Community Standards website.)
- Violation of confidentiality of client and/or agency information.

CLINICAL EVALUATION

Because of the professional accountability required in nursing, students must demonstrate satisfactory nursing performance in the clinical setting. Students in the Master’s Nursing/Certificate Programs are evaluated by course faculty, preceptors, and clinical supervisors in various clinical settings. Evaluations are satisfactory or unsatisfactory based on the clinical and course outcomes, which the student may access in the appropriate clinical packet found on the community of master’s students. In addition to a passing [C: 78% (2.00) or better] theory grade, satisfactory clinical performance is required of the student to successfully complete any clinical course. Should the student’s clinical performance be evaluated as unsatisfactory, a grade of F will be given for the course.

GRADUATION (MASTER’S DEGREE)

Per the Graduate School students must meet all degree requirements for graduation within six (6) years. Any transfer credit used to meet degree requirements is also subject to the six-year time limit.

Graduation is not automatic. Students must apply to graduate regardless of whether or not they choose to participate in commencement. Information about the commencement ceremonies including: time, location, cap & gown requirements, etc. can be found on the Commencement website.

Information about preparing for graduation as well as the deadlines for applying to graduation can be found on the Graduate School website. Announcements about graduation will be posted each semester in the Community of Master’s Students and students who are set to graduate will also receive emails from the Graduate School notifying them of the deadline. Late applications are not accepted so students will not want to miss the deadline.

Master’s Nursing students are not required to complete a research paper or thesis as other departments may require. Instead the NUR 604 (Research) course meets the graduation research requirements for the Graduate School.
The following requirements must be met prior to the end of the semester in which the student has applied for graduation:

1. Successful completion of the practicum and submission of all final practicum documentation.
2. Completion of all program requirements

Student who have not met the above requirements, prior to the end of the semester in which they have applied to graduate, will have to delay graduation until the next semester or until all requirements have been met. The student will also have to reapply for graduation and will be charged another processing fee for the new term.

**CERTIFICATE COMPLETION**

Per the Graduate School, certificate students must meet all certificate requirements within five (5) years. No transfer credit is allowed to count toward the certificate.

Before completing the certificate program, students will need to complete an application for graduation and submit it to the Graduate School. The deadlines for submitting a graduation application are found on the Graduate School website. Students completing the certificate program are not recognized at the commencement ceremonies, but they must apply for graduation to have the certificate awarded.

The following requirements must be met prior to the end of the semester in which the student has applied for graduation:

1. Successful completion of the practicum and submission of all final practicum documentation.
2. Completion of all certificate program requirements

Student who have not met the above requirements, prior to the end of the semester in which they have applied to graduate, will have to delay certificate completion until the next semester or until all requirements have been met. The student will also have to reapply for graduation and will be charged another processing fee for the new term.

**WITHDRAWAL & DROP POLICIES**

While dropping a class and withdrawing from a class may sound like the same thing they are two separate actions, with two different consequences. Below is the definition of each action and the follow-up process which must take place for each one. Students who drop or withdraw from any class must contact the Graduate Advisor within seven (7) days of the drop or withdraw.

For additional information on the drop and withdraw policy (including the refund schedule, deadlines, etc.) please visit the Online and Distance Education website.

**Drop** means that you have dropped the course during the add/drop period where there is a 100 percent refund. No entry is made on the student’s transcript.

Students who drop all courses listed on their plan of study will need to fill out a Leave of Absence form for that semester and submit it to the Graduate Advisor before their plan of study will be updated.

Students who drop at least one course, but not all courses, listed on their plan of study will need to email the Graduate Advisor to have their plan of study updated.
Withdrawal means that you have withdrawn from the course after the university’s official drop period. Students can only withdraw from courses during the course withdrawal period. Withdrawing from a class usually means you will owe at least a part of the tuition for that course.

If a student withdraws from a course, any of the following may appear on their transcript:

- A grade of "W" is automatically given for each course in which the student is registered for when the student withdraws from all courses during this period.
- If a student abandons a course(s) without having properly followed these procedures, they may receive an “F” grade.
- If a student withdraws from all courses, the faculty members are notified. The faculty members teaching the course will record the last date of attendance and a grade of “W”

Students who withdraw from all courses listed on their plan of study will need to fill out a Leave of Absence form for that semester and submit it to the Graduate Advisor before their plan of study will be updated.

Students who withdraw from at least one course, but not all courses, listed on their plan of study will need to email the Graduate Advisor to have their plan of study updated.

**INCOMPLETE COURSE WORK POLICY**

The School of Nursing follows the guidelines established by the University for Incomplete course work.

An incomplete (“I”) is only given for extenuating circumstances, usually related to illness. An “I” is only given when the instructor for the course in cooperation with the department chairperson determines that there is a valid reason.

If an “I” is approved:

1. The instructor and student must discuss plans for completion of all course work requirements along with the time frame for completion.
2. A written agreement outlining the plan must be signed by both the student and instructor.
3. One copy of the memorandum of incomplete form is provided to the student and one copy is kept in the student’s file.
4. If course work is not completed within the time agreed upon, the grade will be changed to “F”.
5. The maximum time permitted by the University for completion of course work is one year from the close of the semester when the course was taken.
6. If the course with an “I” is a pre-requisite to another course, the student may not register for that course until the course with an “I” is completed.
7. A student who has an incomplete in a clinical course due to non-completion of required clinical hours cannot register for another clinical course until the incomplete course requirements have been met.

**GRIEVANCES AND CHAIN OF COMMUNICATION**

For grievances or concerns other than grade appeals the appropriate chain of communication is:

1. Discuss the concern with the course instructor most directly involved with the concern.
2. If the issue is not resolved, schedule a meeting with the Master’s Nursing Director
3. If the issue remains unresolved after steps 1 and 2, schedule a meeting with the Director of the School of Nursing.
SCHOOL OF NURSING GRADE APPEAL PROCESS

1. Basis for Grade Appeal: The presentation of the case appeal is entirely the responsibility of the student. The only basis for a grade appeal is a procedural or fairness issue as follows:
   A. An obvious error in the calculation of the grade
   B. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the course
   C. The assignment of a grade to a particular student on some basis other than performance in the course
   D. The assignment of a grade by a substantial departure from the instructor’s previously announced standards

2. A student wishing to appeal a final grade must meet with the instructor and inform the instructor in writing (via letter) of the request for review of the grade within ten (10) business days after the final grade is posted by the Registrar’s Office.

3. The faculty member, or in faculty’s absence, the Director, School of Nursing, must respond via letter with a decision regarding the student’s grade within five (5) business days after receipt of the request. A copy of the Appeal and the decision will be placed in the student’s permanent file.

4. If the matter cannot be resolved with the faculty member, the student may notify the Director, School of Nursing within five (5) business days after the date of the instructor’s response. This notification shall be made via letter to the Director and should outline the nature of the dispute. The Director will meet with the student and faculty and attempt to resolve the dispute.
   A. If resolution is successful, the Director shall inform the student and the faculty member of the nature of the resolution in writing. A copy of the decision will be placed in the student’s permanent file.
   B. If the matter cannot be resolved, the Director shall notify the student via letter. Notification must be made within five (5) business days of the student’s contact with the Director. The student may then choose to proceed with a university appeal. A copy of the decision will be placed in the student’s permanent file.

5. If a student chooses to proceed with a university appeal, the student is referred to the University Grade Appeal Process, on the Student Rights and Community Standards website.

6. The decision as to whether or not the grade is changed rests finally with the instructor (s) issuing the grade.

UNIVERSITY GRADE APPEAL PROCESS
The University Grade Appeal Committee process can be found on the Student Rights and Community Standards website.

A copy of the Appeal and the decision will be placed in the student’s permanent file.

ASSESSMENT REQUIREMENT

NP students are required to take a review course in the NUR 672 or 673 practicums. The student will pay the fee directly to the company providing the review. Fee’s generally run between $250.00-400. The review must be completed as outlined in the NUR 672 or 673 syllabi to pass the course and graduate from the program.
SURVEYS

All masters/certificate students will complete the Exit survey, Graduate survey, and SITC Survey. The Exit and Graduate Surveys must be completed by students in order to meet the requirements of NUR 672 or 673.

STUDENT ACADEMIC ETHICS

Students of BSU must conduct themselves in accordance with the highest standards of academic honesty and integrity. The university Student Academic Ethics Policy is available on the Students Rights and Community Standards website.

FRATERNIZATION

During and following your clinical experience, fraternization with clients previously unknown to you is inappropriate and professionally unethical. In addition, students are not to buy items/gifts for clients nor should items/gifts be accepted from clients. Students are not to give personal phone numbers, addresses, or information related to other students to clients/families/significant others.

CONFIDENTIALITY

Breach of confidentiality is a serious error and may result in course failure. Students are required to complete annual Health Information Portability and Accountability Act (HIPAA) training and to comply with all HIPAA regulations.

DISABLED STUDENT POLICIES

If you need course adaptations or accommodations because of a disability, please contact Disability Services. Ball State’s Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Protocols for students with disabilities are available on the Disability Services website.

NURSE PRACTITIONER CERTIFICATION

This Nurse Practitioner Program in Family/Adult Health was designed for Registered Nurses who hold a Baccalaureate Degree in Nursing. You will receive a Master of Science Degree in Nursing or a Post-Master’s Certificate from Ball State University. Students may apply to take the certification exam during the last semester of the program or on completion of the program from one of two certifying agencies: The American Academy of Nurse Practitioners or the American Nurse Credentialing Center. Both have national certifying exams.

NURSING AND GRADUATE STUDENT ASSOCIATIONS

SIGMA THETA TAU, BETA RHO CHAPTER MEMBERSHIP

Sigma Theta Tau is the International Honor Society of Nursing. Beta Rho Chapter is the Ball State University's chapter of the honor society, which was established in 1974. The purposes of the organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen the commitment to the ideals and purposes of the profession.
Candidates for membership are selected from the baccalaureate and graduate students as well as outstanding nurses from the community. Selection is based on scholastic achievement, leadership qualities, creativity, professional standards, and commitment. Graduate nursing students are eligible for membership if they have achieved a grade-point average (GPA) of 3.5 on a 4.0 scale and if they have completed one-fourth of their program of study. The Chapter accepts nominations for an award to a student member who has demonstrated outstanding leadership and scholarship skills and presents the award at the annual new member induction ceremony.

**Nursing Alumni Society**
The Ball State University Nursing Alumni Society is a part of the Ball State Alumni Association and is responsible for planning nursing alumni activities throughout the year. Scholarships and awards are available to assist nursing student’s financial needs for tuition and fees. The Society sponsors, with the School of Nursing, the Pinning Ceremony for graduating seniors. An Annual Alumni Banquet is held in April. Financial support for the Society is from nursing alumni.

**University Governance Committees**
Several university committees have graduate student representatives. Graduate students serve on the following university committees, Contract Faculty Affairs Committee, Creative Arts Committee, Creative Teaching Committee, Research Committee, Academic Assessment Advisory Committee, Academic Resources Committee, Admissions and Credits Committee, Continuing and Distance Education Committee, International Affairs Committee, Events Programming and Scheduling, the Student Center Committee, and the Graduate Education Committee. Interested students should contact the Graduate School 765-285-1301 to ask about openings and to request a University Senate Council and Committee Application.

**Student Representation on School of Nursing Committees**
All committees of the faculty except Salary Committees, Admission/Progression Committees, and the Promotion and Tenure Committee are open to students. The policy for student representation on faculty committees follows senate policy. Students are granted all privileges of membership except the right to hold office and vote.

Selection of graduate students for representation on departmental committees is made by the Faculty Organization and Curriculum Committees. Students interested in serving on a school committee should contact Dr. Diana Bantz, Master’s Nursing Program Director.

**Clinical Packets**
Clinical packets for the Nurse Practitioner, Educator, and Administrator concentrations are located in the “Clinical Packets” tab in Community of Master’s Students on Blackboard. All information included in the packets is considered to be part of the Master’s Nursing Handbook. It is the student’s responsibility to read and be familiar with the clinical packets required for their individual concentration. Students should start planning clinical experience at least one year in advance of when they are scheduled to take the course. Often students find there is competition for clinical placement and planning early may help in securing a spot. Students who wait and begin looking for clinical placement one or two months before the deadline will likely result in being unable to secure an appropriate clinical site, clinical supervisor, or preceptor.

Information in the packets may include but are not limited to:
- Clinical paperwork submission policies and deadlines
- Clinical policies
- Clinical information
- Clinical forms
• Preceptor qualification and responsibilities
• Clinical Supervisor qualification and responsibilities
• Student responsibilities
• Agency agreement form
• Student evaluation form
• Preceptor evaluation form
• Clinical time sheet
• Clinical Supervisor W-9 instructions