FOREWORD

The guidelines in this Handbook are essentially the policies and procedures of the School of Nursing. 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 national model of excellence as a learner-centered academic community that advances nursing knowledge and practice, impacts health care economics, and enhances quality of life.

MISSION
Ball State School is an innovative, challenging, supportive academic community that inspires students by: (a) offering active, collaborative learning, including immersive clinical and culturally diverse experiences based on evidence-based practice; (b) providing access to faculty and professional practice experts who advance nursing knowledge, collaborative practice, excellence in teaching, and technology in learning; and (c) engaging with local, state, national, and international communities to enhance quality of life, cultural sensitivity, and health care delivery.”

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. Utilize knowledge from the sciences, relevant theories, and conceptual models in professional practice in a variety of settings.
2. Evaluate research evidence and utilize research in professional practice.
3. Demonstrate role competency and leadership in a selected advanced role based on professional standards.
4. Manage resources in a variety of organizational settings in collaboration with inter/intra-professional teams.
5. Address issues of human diversity, social and environmental factors in practice settings.
6. Utilize information technology in professional practice.
7. Exemplify values and ethical behaviors in professional practice.

MASTER’S PROGRAM POLICIES AND INFORMATION

ADMISSION CRITERIA

Applicants must meet the admission requirements of the Graduate School. Applicants are not required to take the GRE. Admission requirements are available online at http://cms.bsu.edu/AdmissionsLanding/GraduateAdmissions.aspx.

Approved Graduate School 5/5/10

Applicants must:

Graduate Handbook 2012-2013
• Have graduated from a National League for Nursing Accrediting Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE) accredited bachelor’s program in nursing with a minimum grade point average of 2.8 on a 4.0 scale
• Have earned a grade of C or better in at least 2 quarter or semester hours in an undergraduate research course.
• Have an unencumbered license as a registered nurse in state of practice.
• Admitted students will need to meet all required health clearance, criminal background checks, and other requirements for clinical practice. Required forms must be submitted to Certifiedprofile.com before starting classes in the Master’s Program. Non-submission of all required documentation will result in admission offer being rescinded.
• Students admitted who have been admitted before completion of the bachelor’s degree must submit the final transcript and RN license before the first day of class the semester admitted. Students who do not have a valid RN license or transcript will have the admission offer rescinded.
• Students admitted are required to complete certified profile and a background check. Students who are not in compliance with these items by the provided deadline will have the admission offer rescinded.

APPLICATION PROCEDURES

Applications with all supporting documents must be received in the School of Nursing Graduate Program Advisor office by the designated deadline. No action can be taken until all application documents have been received.

There are two (2) applications that must be completed.

1. Graduate School Admission Application http://www.bsu.edu/gradschool. This form is submitted electronically.

An official transcript from each college/university attended must be mailed directly from the institutions attended to the Graduate School, Ball State University, 2000 University Avenue, Muncie, IN 47306. It is not necessary to request Ball State transcripts as these will be on file.

Master’s Program Application will be available on the School of Nursing website during the application cycles. This form will be completed and submitted electronically.

A. Disclosure of criminal background is required for all applicants. Criminal background checks are required to be completed once admitted into the program and renewed annually thereafter. Applicants are required to disclose any pending charges, a conviction of, or entry into a diversion for a felony or misdemeanor other than a minor traffic offense, including without limitation, the following:
   • Driving under the influence (DUI or DWI)
   • Sex crime
   • Medicare/Medicaid exclusion (abuse or fraud)
   • Battery
   • Theft
Admitted students who are found to have any of the above on the required background check and failed to disclose the information on their application will have their offer of admission rescinded.

B. Copy of applicant’s current registered nursing e-verification license* with name, license number, expiration date, current status, and disciplinary action. Visit your state’s e-verification site and print out your information. Copies of your card will not be accepted.

C. Three (3) recommendation forms* (in sealed and signed envelopes from the recommender). Each recommendation form must be submitted in a sealed envelope with the recommender’s signature across the sealed flap. Envelopes not sealed or without a signature across the flap will not be accepted. The recommendation forms must meet the following criteria:
• If still in school and employed in a nursing capacity: one must be from nursing faculty member and one must be from the current employer
• If still in school, but not currently employed in a nursing capacity: two must be from nursing faculty members
• At least two of the three references must be from health care professionals
• At least two of the three references must hold a Master’s degree or higher
• Family and friends are not appropriate to use for recommendations.

* Due to the high volume of application materials received, any supplemental nursing materials submitted prior to the start of an application cycle or after an application cycle has ended will be discarded.

Mail the above (B & C) before the application deadline to:
Graduate Program Advisor
School of Nursing
Ball State University
Muncie, IN 47306-0265

EXCEPTION POLICIES FOR ADMISSION
The School of Nursing's Master’s Admissions and Progressions Committee may use one or more of the following requirements to grant an exception to the admission criteria.

1. NON-NLNAC or CCNE Accredited School Admission
Exception to the Master’s criteria for admission to the program. The School of Nursing's Master’s Admissions and Progressions Committee may use one or more of the following requirements to grant an exception to the admission criteria.

- Cumulative grade-point average minimum in undergraduate upper division nursing courses, 3.0 on a 4.0 scale.
- Cumulative GRE score around 1,000 or higher.
- State Approved School of Nursing.
- Two satisfactory references from employers and School of Nursing.
- Nursing Experience.
- Successful completion of selective undergraduate nursing courses.

Approved Graduate Faculty & Curriculum Committee: 2/25/87, 2/28/89, 11/14/90
Reviewed by Graduate Admissions & Progressions Committee: 10/11/06

2. NON-BSN ADMISSION
Exception to Bachelor of Science in Nursing as criteria for admission to the Master’s program. (RN to MS): Nurses who hold an Associate Degree or Diploma from an accredited School of Nursing and a Baccalaureate Degree in a field other than Nursing can be admitted to the Master’s Program in Nursing. The track is called RN to MS. They must meet the following criteria:

- Meet all criteria for admission to the Graduate School.
- Cumulative grade-point average (GPA) minimum of 2.8 on a 4.0 scale.
- An undergraduate research course, 2.0 quarter/semester hours, earning a grade of "C" or above.
- Upper division nursing courses equivalent to:
  a. Community Health -NUR 404 4 semester hour
  b. Leadership/Management -NUR 405 3 semester hours
  c. Theoretical Foundations of Nursing-NUR 302 3 semester hours
  d. Directed Electives (Evaluated) 6 semester hours

  TOTAL 16 semester hours

Meet all the requirements for admission to the School of Nursing.
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.

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. Upon completion of a course from another institution for transfer credit, one official transcript is sent to the Graduate School and approved for transfer.

5. 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.

6. 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.

TUITION AND FINANCIAL AID INFORMATION

Fees are subject to change. For the most current information on Graduate Tuition and Costs for Online and Distance Education go to http://cms.bsu.edu/academics/collegesanddepartments/online/costs

General information on financial aid is available via the BSU Bursar web site: http://www.bsu.edu/bursar.

ADMISSION PROCEDURES

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

The Master’s Admission and Progression Committee will select the most qualified applicants for the Master’s program based on a composite assessment of:
• Academic performance in all course work taken
• Application essay
• Goals for pursuing a Master’s degree
• Recommendations from references

After a review of all submitted materials, the most qualified applicants will be admitted. Meeting the minimum admission criteria does not ensure that an applicant will be admitted to the program.

CONFIRMATION OF ADMISSION
Offers of admission to the Master’s program will be provided in an e-mail letter. The offer must be accepted by the date listed in the e-mail. If confirmation of acceptance is not received by the Graduate Program Advisor by the designated date, the offer of admission will be rescinded.

NEW STUDENT ADMISSION EMAIL
Once the offer of admission has been accepted a follow-up New Student Admission email will be sent with an individualized plan of study and additional admission information.

NEW STUDENT ORIENTATION
The New Student Admission email will contain dates and times the newly admitted student is to RSVP for the video-orientation with the Program Director. Video orientations are required of all newly admitted students to verify your plan of study, and discuss the program. Students who do not participate in the video orientation will have their admission offer rescinded.

ELECTRONIC MAIL (EMAIL) COMMUNICATION POLICY
• Students are expected to read email regarding the Master’s Program and Master’s courses in a timely fashion.
• The School of Nursing uses the student’s BSU email address for all email correspondence. Make sure you have space in your e-mail account at all times so you don’t miss correspondence from the School.
• Students should send all email correspondence to the School of Nursing through their BSU email address.
• Private email accounts should not be used.
• 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!
• Information delivered to your Ball State e-mail 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. You can manage your inbox through the Communications Center, www.bsu.edu/commcenter

COMMUNICATION WITHIN THE MASTER’S PROGRAM
• Academic questions should be directed to the Program Director.
• Program, admission and updates for plan of study should be directed to the Program Advisor.
• Non-academic questions should be addressed to the Program Secretary:
  ➢ health clearance
  ➢ clinical paperwork
  ➢ graduation
• Course questions should be addressed to Course Instructor.

PLAN OF STUDY
Students will receive an initial plan of study with their New Student Admission Packet and will have a chance to discuss any changes or concerns about their plan, with the Director, during their New Student Telephone
Orientation. Once a plan has been agreed upon by the student and Director each plan of study is then entered into a database that is used by the School of Nursing to determine future course enrollment.

To an extent plans of study are flexible; however courses may not be offered every semester or may have prerequisites, so following the approved plan is important to endure the student remains on track.

Any changes that need to be made after the initial video orientation must have prior approval from the Graduate Advisor.

**Once a semester begins if changes are needed for the following semester a student can make changes through week 8 of the Fall and Spring semesters and through week 5 of the Summer semester. After the deadline students will not be able to add any new courses to the following semester’s schedule, they will only be able to take away courses from the following semester’s schedule.** Any exceptions will be determined on a space available basis by the Director.

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

Each semester the School of Nursing sets a **deadline** by which all Nursing students must be registered for their nursing courses each semester. Registration deadlines for the School of Nursing are different than campus registration deadline. **It is important that you are registered for your 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 contact the Nursing Graduate Advisor to have their plan of study updated accordingly.

You will receive a time ticket, from the Registrar’s office, before registration begins. The time ticket tells you when the registration system will be open to you. 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. All Nursing students must be registered for courses by the deadline set by the School of Nursing regardless of the student’s current registration status.

Time ticket information is easy to find in Self-Service Banner (SSB).

1. In a compatible web browser (Internet Explorer 8, Safari 5 or 4.1, or Firefox 3.6) go to [my.bsu.edu](http://my.bsu.edu)

2. Enter your username/password

3. Click on SSB - Self-Service Banner

4. Click on the Student Menu

5. Click on the Registration Menu

6. Click on View Registration Status (time ticket information is at the top).

For questions about time tickets please contact: Registrar’s Office 765-285-1722

Prior to registering for classes you will need to make sure you do not have any holds on your account that will prevent you from registering. Holds may be placed on your account by a variety of individuals including the Bursar’s Office and your Academic Advisor. To view any holds on your account please:

1) Visit [my.bsu.edu](http://my.bsu.edu) and enter your Ball State username and password.

2) Click on SSB—Self Service Banner, then on the Student menu, Student Records, and Institutional Hold.
The department that has a hold on your record is listed under Hold Type. You will also be able to see what processes and functions you are prevented from completing by the hold.

**CRIMINAL BACKGROUND CHECK**

- Students are required to complete a criminal background check prior to starting any nursing courses and **annually**. The student should never have an expired criminal background check while in the master’s program.
- Certified Background.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.
- Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on “Students”.
- To obtain a yearly background check you must purchase package code AT96 for your initial background check and use the package code AT96R for your yearly background check after that.
- It is the student’s responsibility to complete a yearly Criminal Background Check, certified profile **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 us. If you have questions, please contact the Master’s Program Secretary at 765-285-5768. **Students who are not in compliance** with their background or health clearance requirements check when their profile is reviewed by the School of Nursing will **not** be given permission to register for the upcoming semester’s classes and will be required to have their plans of study updated once they become compliant. 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.

**HEALTH CLEARANCE REQUIREMENTS**

- Students are required to submit specified health clearance information and documents prior to starting master’s courses and to update annually. Health clearance requirements should always be in compliance.
- Certified Background.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.
- Go to [www.CertifiedProfile.com](http://www.CertifiedProfile.com) and enter package code AT96im for the Medical Document Manager **ONLY**
- You will then be directed to set up your Certified Profile account.
- Students are responsible for uploading and maintaining all required health clearance documentation in their Certified Profile 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 Certified Profile account system if you have missing information and when updated documentation is due. Certified profile 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 School of Nursing will **not** be given permission to register for the upcoming semester’s classes and will be required to have their plans of study updated once they become compliant. 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 or emailed per instructions provided at the Certified Profile site.

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• 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.

Required information and documentation includes:

INFORMED CONSENT
This is a one-time submission that must be made within one month of admission to the program.
- Go to the School of Nursing Forms page [http://nursing.iweb.bsu.edu/forms2/](http://nursing.iweb.bsu.edu/forms2/) to access and print the Informed Consent Form.
- Read carefully and initial each statement on the form in black ink.
- Complete, date, and sign the form as indicated in black ink.

RN LICENSE
- Provide a copy of your current RN license or verification of licensure provided through your state board of nursing website.
- Update documentation each time license is renewed.

ENTRY INTO PROGRAM 7 YEAR DISCLOSURE OF CRIMINAL BACKGROUND FORM
- This is a one-time submission that must be made within one month of admission to the program.
- Go to the School of Nursing Forms page [http://nursing.iweb.bsu.edu/forms2/](http://nursing.iweb.bsu.edu/forms2/) to access and print the Entry into Program 7 Year Disclosure of Clinical Background Form.

1 YEAR DISCLOSURE OF CRIMINAL BACKGROUND FORM
- This form must be completed annually.
- Go to the School of Nursing Forms page [http://nursing.iweb.bsu.edu/forms2/](http://nursing.iweb.bsu.edu/forms2/) to access and print the 1 Year Disclosure of Clinical Background Form.

HIPAA TRAINING VERIFICATION
- This form must be completed and submitted annually.
- Go to the School of Nursing Forms page [http://nursing.iweb.bsu.edu/forms2/](http://nursing.iweb.bsu.edu/forms2/) to access and print the HIPAA Training Verification form.

STANDARD PRECAUTIONS TRAINING VERIFICATION
- This form must be completed and submitted annually.
- Go to the School of Nursing Forms page [http://nursing.iweb.bsu.edu/forms2/](http://nursing.iweb.bsu.edu/forms2/) to access and print the Standard Precautions Training Verification form.

CPR TRAINING CERTIFICATION
- Provide a copy of your CPR Training Certification
- Must be American Health Association Healthcare Provider course or American Red Cross Professional Rescuer Course
- Copy both the front and back of the card with signature on it
- Update document each time it is renewed. Renew no later than one month before expiration.

TB TEST
- Provide documentation of annual TB test results that is signed and dated by healthcare provider
- This should be the 1 step TB skin test or if positive results, provide clear Chest X-Ray lab report

HEPATITIS B IMMUNIZATION
- This is a one-time submission that must be made within one month of admission to the program.
• Documentation must indicate either 3 vaccinations or positive antibody titer with lab report

**Varicella Immunization**
- This is a one-time submission that must be made within one month of admission to the program.
- Documentation must indicate either 2 vaccinations or positive antibody titer with lab report.

**MMR Immunization**
- This is a one-time submission that must be made within one month of admission to the program.
- Documentation must indicate either 2 vaccinations or positive antibody titer for all 3 components with lab report.

**Tdap Immunization**
- This is a one-time submission that must be made within one month of admission to the program.
- Documentation must indicate Tdap booster within past 10 years.

**Influenza Immunization**
- Provide documentation of influenza vaccine administered during the current influenza season.
- Documentation must include date of administration, vaccine manufacturer, lot number, and expiration date, location of administration (i.e., left forearm), and signature of healthcare provider.

If you have questions about clinical clearance requirements, please contact the Master’s Program Secretary at 765-285-5768.

**PROGRESSION CRITERIA**

All progression criteria and procedures are in compliance with those of the University Graduate School. Admission criteria specific to the Master’s Program have been approved by the School of Nursing Master’s Administration 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 6 years of completion of the student’s first Master’s course at Ball State University. Students who need to redo courses because of not completing within the timeframe will be considered on an individual basis and courses may only be repeated once.

**Mandatory Video Orientation**
Video orientations are required of all new admits to verify your plan of study, and discuss the program. 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 student 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

3. Contracts and all required clinical evaluation forms.

4. At all times after completing 9 hours of doctoral study, a student must maintain a cumulative GPA of at least 3.0 for courses taken toward the master’s degree.
5. 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.

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

7. 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.

8. 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.

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

10. Incomplete grades (“I”) will be given for extenuating circumstances only, usually related to illness.

11. The course instructor and student must discuss plans for completion of all course requirements if an incomplete grade (“I”) is given and a written agreement must be signed by both the student and instructor.

12. Courses with an incomplete grade (“I”) must be completed within one year of the close of the semester in which the course was taken. If the one year time limit is not met the course grade will become an F. Faculty have the option of giving a date for completion less than a year, if the requirements are not met by the designated date the course grade will become an F.

13. 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 allowed to take the next course.

14. Students must follow policies and guidelines for portfolio and meet all course requirements.

15. Students who stop following their plan or who do not take classes for a semester or more will be required to contact the Graduate Program Advisor the semester before they wish to return (by the end of week 8 of the Fall and Spring semesters or by the end of week 5 of the Summer semester) to have their plan of study updated and be reactivated in the system before they will be allowed to register for the next semester’s courses. All nursing and campus deadlines apply regardless of a student’s current enrollment status.

16. After one (1) year with no nursing course work, the student will be on the inactive list. The student will need to petition the Admissions and Progressions Committee to be allowed to continue in the program.

17. After two (2) years with no nursing course work, the student will be dropped from the program. The student will need to reapply to the program and will be considered with all other applicants.

**STUDENT PORTFOLIO**
Students must maintain electronic portfolios to demonstrate attainment of Master’s program outcomes. Graduates of the Master’s Program will:

1. Utilize knowledge from the sciences, relevant theories, and conceptual models in professional practice in a variety of settings.

2. Evaluate research evidence and utilize research in professional practice.

3. Demonstrate role competency and leadership in a selected advanced role based on professional standards.
4. Manage resources in a variety of organizational settings in collaboration with inter/intra-professional teams.

5. Address issues of human diversity, social and environmental factors in practice settings.

6. Utilize information technology in professional practice.

7. Exemplify values and ethical behaviors in professional practice.

**Portfolio Content:**

1. CV/Resume

2. Final papers/projects for each Master’s course

3. Other papers/projects as determined by each Master’s course

Faculty may use the portfolio to evaluate progress based on substantive examples of student work that integrate new knowledge, scholarship and skills at an expert level. Graduates are encouraged to present their portfolio to potential employers.

**APPLICATION FOR GRADUATION**

Students must apply for graduation through the Graduate School no later than the end of the first four weeks of the last semester before graduation.

The following requirements must be met prior to 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.

Students who have not met these requirements prior to the end of the semester in which they have applied for graduation may be need to delay graduation until the next semester or until all requirements are met.

**APPLICATION FOR POST-MASTER’S CERTIFICATE**

Students completing a Post-Master’s Certificate must apply for the certificate no later than the end of the first four weeks of the last semester before graduation. Contact the Master’s Program Secretary for the form.

**ACADEMIC POLICIES**

**WITHDRAWAL POLICIES**

The School of Nursing follows the guidelines established by the University for withdrawal from a course or courses. Prior to Day 6 of the semester or Day 4 of a summer session the student may drop a course. The course will not appear on the student’s transcript.

**COURSE WITHDRAWAL DURING DESIGNATED WITHDRAWAL PERIOD**

Student initiated withdrawal during the designated withdrawal period for the semester will be accepted and recorded as W (withdrawal) on the student’s transcript.

**Students wishing to withdraw during this time period should:**

1. Contact the instructor to discuss the withdrawal.
2. Follow the distance education procedure
   http://cms.bsu.edu/Academics/CollegesandDepartments/Distance/StudentsFaculty/Current/Registration/
   DroppingWithdrawing.aspx

3. Contact the Program Director to revise plan of study.

**Course Withdrawal Period:**
   - Day 6 through Day 45 of classes in fall and spring semester
   - Day 6 through Day 13 of classes in summer semester
   - Day 4 through Day 15 of classes in a summer session

**Course Withdrawal After Designated Withdrawal Period**
If there are extenuating circumstances that make withdrawal from a course academically justifiable after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy. If the student is not passing the course at the time of the withdrawal, the withdrawal will be recorded as an F. If the student is passing the course, the withdrawal will be recorded as a W. The instructor for the course is responsible for determining if the grade to be assigned will be a W or an F.

**Students wanting to withdraw from a course after the withdrawal period should:**
1. Contact the instructor to discuss the withdrawal.
2. Follow the distance education procedure
   http://cms.bsu.edu/Academics/CollegesandDepartments/Distance/StudentsFaculty/Current/Registration/
   DroppingWithdrawing.aspx
3. Contact the Program Director to revise plan of study.

Students finding it necessary to withdraw from all courses in a semester must follow the distance education policy.

**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 agreement 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.
POLICY ON GRADE APPEAL

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, 6.5.2, Student Rights and Community Standards at http://www.bsu.edu/sa/srcs/.
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 will only address those appeals for which a procedural or fairness issue is in question.

A. Notification of intent to appeal. If the matter cannot be resolved satisfactorily at the School level, the student may request consideration of a grade appeal hearing. To do so, the student must submit a formal appeal of the grade in writing to the Office of Student Rights and Community Standards within five (5) business days after notification from the Director, School of Nursing, clearly stating the basis for appeal and providing supporting argument. The Director of Student Rights and Community Standards or his/her designee shall solicit a written response from the instructor. Within five (5) business days after receipt of the written appeal in the Office of Student Rights and Community Standards, the director or
designee, in collaboration with the associate provost or designee and the vice president of the Student Government Association, will make a decision on whether to refer the appeal to the University Grade Appeal Committee for a hearing. The decision to refer or not to refer shall be based upon the student’s compliance with grade appeal procedures, the written request for appeal and the criteria cited within the written appeal. If the decision is not to forward the appeal to a hearing, the matter is concluded.

See STUDENT CODE for University Grade Appeal Process.

B. For grade appeal of the clinical grade, if the grievance is not resolved, the student may submit the appeal in writing to the Dean of the College of Applied Sciences and Technology. (Code of Student Rights and Responsibilities, 6.5.1.f.) Special circumstances exist for courses involving the placement of students in settings external to the University. In those courses, if it has been determined prior to the issuance of a final grade that removal of the student from the placement is necessary; a review of that decision is available solely upon request to the office of the Dean of the College in which the course is offered. The review and determination of the dean is final.

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

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 NP/DNP Program Director

2. If the issue remains unresolved after steps 1 and 2, schedule a meeting with the Director of the School of Nursing.

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 at http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIIEthicsPolicy.aspx.

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**

Within the first week of class, it is the student’s responsibility to notify the faculty if course adaptations or accommodations are needed because of a disability, if the student has emergency medical information, or if special arrangements need to be made in case the building must be evacuated.

To request an accommodation, the student must submit official medical and psychometric documentation to verify a disability to the Director of the office of Disabled Student Development. The Director of the office of Disabled Student Development will provide a letter to verify the disability, list appropriate accommodations, and describe options for the administration of accommodated tests. The student will present this letter to the faculty and the original letter will be placed in the student’s permanent file.

Protocols for students with disabilities are at the following web site: [http://www.bsu.edu/dsd/](http://www.bsu.edu/dsd/)

**FINANCIAL AID RESOURCES**

**AMERICAN ACADEMY OF NURSE PRACTITIONER FOUNDATION SCHOLARSHIP AND GRANT PROGRAM**

Various scholarships for current AANP members enrolled in accredited master’s, post master’s or doctoral programs as well as grants for DNP projects Web site: [www.aanpfoundation.org](http://www.aanpfoundation.org)

**ENCOURAGING MINORITY PARTICIPATION IN GRADUATE EDUCATION**

Department of Education – Division of Higher Education Incentive Programs

400 Maryland Ave SW  
Washington, DC 20202  
202-708-9393

**NURSES EDUCATIONAL FUNDS**

*M. Elizabeth Carnegie Scholarship; Estelle Massey Osborne Scholarship*

For minority RNs enrolled in a master's or doctoral degree program in nursing. Various Other graduate level scholarships are also available. Must be a U.S. citizen and a member of a professional nursing association.  
Web site: [www.n-e-f.org](http://www.n-e-f.org)

**NURSING SCHOLARSHIP PROGRAM**

Health Resources and Services Administration, Bureau of Health Professions  
Available to full or part time nursing students in undergraduate and graduate programs  
Very competitive with preference given first to full time undergraduate nursing students  
Must commit to at least two years’ service at a health care facility with a critical shortage Of nurses  

**NATIONAL COALITION OF ETHNIC MINORITY NURSES ASSOCIATIONS (NCEMNA)**

*Aetna/NCEMNA Scholars Program*

Must be a member of one of the five NCEMNA member associations: Asian American/Pacific Islander Nurses Association, National Alaska Native American Indian Nurses Association, National Association of Hispanic Nurses, National Black Nurses Association and Philippine Nurses Association of America. Scholarship recipients are nominated by their association. Contact: The president of the appropriate NCEMNA member association Web site: [www.ncemna.org](http://www.ncemna.org)

**SCHOLARSHIPS AND FINANCIAL AID RESOURCES FOR NURSING STUDENTS**

American Association of Colleges of Nursing  
Web site: [http://www.aacn.nche.edu/Education/financialaid.htm#grad](http://www.aacn.nche.edu/Education/financialaid.htm#grad)
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. Detailed descriptions of these committees are available in the Graduate School. Interested students should contact Mary Kite, Acting Dean of the Graduate School. 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.

Selection of graduate students for representation on departmental committees is made by the Faculty Organization and Curriculum Committees. Students interested in serving on a departmental committee should contact Dr. Linda Siktberg, Director of the School of Nursing.

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 from Ball State University. You will need to apply for certification from one of two certifying agencies: The American
The American Academy of Nurse Practitioners (AANP) is a non-profit organization whose purpose is to promote high standards of health care delivered by Nurse Practitioners and to enhance the identity and continuity of Nurse Practitioners. Ball State University Master’s Program prepares the nurse to be eligible for a certification exam given by the American Academy of Nurse Practitioners Certification Program, PO Box 12926, Austin, TX 78711 (512-442-4262) or PO Box 40013, Washington, DC (202-966-6414). E-mail: admin@aanp.org Web Site: http://www.aanp.org.

The American Nurse Credentialing Center is a separate incorporated center of ANA. Board certification is based on national standards of nursing practice for clinical or functional practice in a specialized field. The American Nurse Credentialing Commission on Certification is accredited by the National Commission for Certifying Agencies, 600 Maryland Avenue, SW, Suite 100 West, Washington, DC, 20024-2571 (800-284-2378). E-mail: ancc@ana.org Web Site: www.ana.org/ancc/index.htm

Description of the practice by ANA Credentialing Center: A family nurse practitioner is a registered nurse with a graduate degree in nursing who is prepared for advanced practice with individuals and families throughout the life span and across the health continuum. Credentialing Criteria for Certification from (ANCC)

1. Currently hold an active RN license in the United States or its territories; and

2. Hold a master’s or higher degree in nursing; and

3. Have been prepared as an adult/family nurse practitioner in:
   A. An adult/family nurse practitioner master’s degree in nursing program; or
   B. A formal post-graduate ANP/FNP track or program within a school of nursing granting graduate-level academic credit (e.g., a graduate non-matriculating program). Evidence of successful completion will be a certificate or a letter from the program director.

The educational program that prepared you as an adult/family nurse practitioner must have included both didactic and clinical components as defined in Guidelines for Educational Preparation of Adult/Family Nurse Practitioners. Verification by the program director is required.
CLINICAL CRITERIA AND PAPERWORK POLICIES

CLINICAL PAPERWORK POLICIES FOR NUR 672 (ALL TRACKS) AND NP CLINICAL COURSES:
NUR 634, NUR 680, NUR 682, NUR 684- FOR DETAILED INFORMATION ON REQUIREMENTS FOR
THE ABOVE CLINICAL COURSES GO TO THE SCHOOL OF NURSING HOME PAGE, ON THE RIGHT
SIDE CLICK ON CURRENT STUDENTS, CLICK ON CLINICAL FORMS, CLICK ON THE APPROPRIATE
COURSE.

THE FOLLOWING POLICIES DO NOT APPLY TO NUR 610 OR NUR 614
(INFORMATION REGARDING 610 AND 614 WILL BE PROVIDED BY THE INSTRUCTOR
CLOSER TO THE START OF THE SEMESTER YOU HAVE ENROLLED IN THE CLASS.)

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LEADERSHIP PRACTICUM POLICIES/CLINICAL INFORMATION

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POLICIES AND PROCEDURES FOR SUBMISSION DATES AND CLINICAL INFORMATION FOR
LEADERSHIP PRACTICUM COURSE (EDUCATOR AND ADMINISTRATOR)

Students are responsible for arranging clinical placements within their selected community. To assure students
select and receive appropriate clinical experiences, faculty have established requirements for the practicum.
Read through the requirements carefully so timely and appropriate selections are made. Start planning early in
your program for practicum placement. Often students find there is competition for clinical preceptors and
faculty, planning early may help in securing a spot. Waiting until a month or two before the semester begins will
likely result in not securing an appropriate clinical/educational site, clinical supervisor, and preceptor.

Clinical Paperwork Due Dates

Complete paperwork/documentation for the practicum course must be postmarked and sent to the Master’s
Program Secretary by the established dates. If the due date falls on a weekend the paperwork should be
postmarked on the Monday directly following. Students may want to consider sending the materials registered
so they having tracking information. Incomplete paperwork, paperwork not submitted by the due dates,
and inappropriate selection of preceptor/clinical supervisor/ clinical/educational agency will result in the
student dropping the practicum course. This will delay the student’s progression in the program.

If taking the practicum course Fall Semester, paperwork is submitted Summer Semester
The student may start submitting clinical paperwork week 2 of summer semester; it must be postmarked no later
than June 8 for fall semester practicum. If all the required paperwork documents are not submitted by the
deadline, the student will not be able to take the practicum as scheduled. Faculty will review all of the
paperwork received one week after the due date and notify students if their paperwork has been approved or not.
If the course faculty does not approve the preceptor or clinical supervisor, the student will be notified and
provided the opportunity to resubmit paperwork with an alternative plan, this paperwork must be postmarked no
later than July 8. If the alternate preceptor/clinical supervisor is not approved, the student will have to delay
taking the clinical course until the next semester offered. Faculty will review all of the paperwork received one
week after the due date and notify students if the clinical supervisor and/or preceptor have been approved.

Please note, this second date is for students who submitted complete paperwork documentation but the
original preceptor and/or clinical supervisor was not approved. Failure to submit all initial documents by
June 8 will result in the student not being able to register for the planned clinical course the next
semester.

If taking a clinical course Spring Semester, paperwork is submitted Fall Semester
The student may start submitting clinical paperwork week 2 of fall semester; it must be postmarked no later than
Oct. 8th for spring semester practicum course. If all the required paperwork documents are not submitted by the
If the course faculty does not approve the preceptor or clinical supervisor, the student will be notified and provided the opportunity to resubmit paperwork with an alternative plan; this paperwork must be postmarked no later than **Nov. 15th**. If the alternate preceptor/clinical supervisor is not approved the student will have to delay taking the practicum course until the next semester offered. Faculty will review all of the paperwork received one week after the due date and notify students if the clinical supervisor and/or preceptor have been approved.

**Please note, this second date is for students who submitted complete paperwork documentation but the original preceptor and/or clinical supervisor was not approved. Failure to submit all initial documents by Oct. 8th will result in the student not being able to register for the planned clinical course the next semester.**

**Clinical supervisor and preceptor paperwork may not be submitted any earlier than the 2nd week of the semester proceeding the semester taking the course. Make sure you have discussed your plans with the course faculty before submitting.**

**Paperwork Requirements**

1. **Agency contract**

   **Agency contracts** are to be submitted to **Doc Hunter**, Administrative Coordinator for the School of Nursing. Contracts must be submitted and postmarked to Doc Hunter no later than first deadline as indicated. Students should make every effort to submit the contract to Doc before the deadline as the contracts are taking longer to process and could hold up the date you may start clinicals. Planning 6-12 months ahead for clinical placement is not too early.

2. **Preceptor and Clinical supervisor Documentation**

   A. **Preceptor Paperwork:**

      Preceptor information form must be complete, no blank spaces and/or missing information. Current RN license must be submitted.

   B. **Clinical supervisor Paperwork:**

      Clinical supervisor information form must be complete, no blank spaces and/or missing information. All required credential information must be included:

      - Vita/resume
      - copy of current state RN license with expiration date
• transcript (The program prefers the transcript be sent in the paperwork packet. However, if the clinical supervisor is sending transcript directly to the School of Nursing Graduate Program it must say attention Stephanie Wilson)

Do not have the preceptor or clinical supervisor mail the paperwork. Students may not e-mail or fax documentation. Students are to gather all the paperwork for the preceptor and clinical supervisor. Once all of the paperwork has been gathered, make a copy for your records, place in one envelope and mail to:

Stephanie Wilson, Master’s Program Secretary
School of Nursing CN 419 F
Ball State University
Muncie, IN 47306

Incomplete materials/documentation will not be accepted, you will be required to resubmit the entire packet.

LEADERSHIP PRECEPTOR/CLINICAL SUPERVISOR QUALIFICATIONS

Below is a summary of clinical supervisor and preceptor qualifications for the practicum course. FOR DETAILED INFORMATION ON REQUIREMENTS FOR THE COURSE/CLINICAL SUPERVISOR AND PRECEPTOR QUALIFICATIONS, GO TO THE SCHOOL OF NURSING HOME PAGE; ON THE RIGHT SIDE CLICK ON CURRENT STUDENTS, CLICK ON CLINICAL FORMS, CLICK ON THE APPROPRIATE COURSE.

Practicum courses:
• Preceptors cannot be a relative, friend, or co-worker.
• Clinical supervisor must NOT be employed at the same clinical site as the preceptor.
• Clinical supervisor cannot be a relative, friend or co-worker.
• Clinical hours are to be completed before finals week.

<table>
<thead>
<tr>
<th>NUR 672 Practicum-Administrator (225 clinical hours)</th>
<th>NUR 672 Practicum-Educator (225 clinical hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Preceptor Qualifications:</strong> Masters or doctorally prepared registered nurse practicing in an administrator role. Must have practiced as a nurse administrator for a minimum of one year.</td>
<td><strong>Minimum Preceptor Qualifications:</strong> Masters or doctorally prepared registered nurse practicing as an educator. Must have practiced as a nurse educator for a minimum of one year.</td>
</tr>
<tr>
<td><strong>Minimum Clinical supervisor Qualifications:</strong> Masters or doctorally prepared registered nurse practicing in an administrator role. Must have practiced as a nurse administrator for a minimum of one year.</td>
<td><strong>Minimum Clinical supervisor Qualifications:</strong> Masters or doctorally prepared registered nurse practicing as an educator. Must have practiced as a nurse educator for a minimum of one year.</td>
</tr>
</tbody>
</table>
Policies and Procedures for Submission Dates and Clinical Information for NP Clinical Courses

Students are responsible for arranging clinical placements within their selected community. To assure students select and receive appropriate clinical experiences, NP faculty have established requirements for each NP clinical course. Read through the requirements carefully so timely and appropriate selections are made. Start planning early in your program for clinical placements. Often students find there is competition for clinical preceptors and faculty, planning early may help in securing a spot. Students should start planning clinical experiences a year in advance. Waiting until a month or two before the semester before the clinical course begins will likely result in not securing an appropriate clinical site, clinical supervisor, and preceptor.

Clinical Forms
You can access all required clinical forms at http://nursing.iweb.bsu.edu/forms. Please read all of the forms for the course carefully before making any decisions about clinical sites, preceptors and clinical faculty.

Clinical Paperwork Due Dates
Complete paperwork/documentation for the NP clinical courses, NUR 634, NUR 680, NUR 682, NUR 684, and NUR 672 must be postmarked and sent to the Master’s Program Secretary by the established dates. If the due date falls on a weekend the paperwork should be postmarked on the Monday directly following. Students may want to consider sending the materials registered so they having tracking information. Incomplete paperwork, paperwork not submitted by the established deadlines, and inappropriate selection of preceptor/clinical supervisor/ clinical agency will result in the student not taking the clinical course during the semester planned. This will delay the student’s progression in the program.

If taking a clinical course Summer Semester paperwork is submitted Spring Semester
The student may start submitting clinical paperwork week 2 of spring semester; it must be postmarked no later than March 1 for summer semester NP clinical courses. If all the required paperwork documents are not submitted by the deadline, the student will not be able to take the clinical course as scheduled. Faculty will review all of the paperwork received one week after the due date and notify students if their paperwork has been approved or not.

If the course faculty does not approve the preceptor or clinical supervisor, the student will be notified and provided the opportunity to resubmit paperwork with an alternative plan, this paperwork must be postmarked no later than April 1. If the alternate preceptor/clinical supervisor is not approved the student will have to delay taking the clinical course until the next semester offered. Faculty will review all of the paperwork received one week after the due date and notify students if the clinical supervisor and/or preceptor have been approved. Please note, this second date is for students who submitted complete paperwork documentation but the original preceptor and/or clinical supervisor was not approved. Failure to submit all initial documents by March 1 will result in the student not being able to register for the planned clinical course the next semester.

If taking a clinical course Fall Semester paperwork is submitted Summer Semester
The student may start submitting clinical paperwork week 2 of summer semester; it must be postmarked no later than June 8 for fall semester NP clinical courses. If all the required paperwork documents are not submitted by the headline the student will not be able to take the clinical course as scheduled. Faculty will review all of the paperwork received one week after the due date and notify students if their paperwork has been approved or not.

If the course faculty does not approve the preceptor or clinical supervisor, the student will be notified and provided the opportunity to resubmit paperwork with an alternative plan, this paperwork must be postmarked no later than July 8. If the alternate preceptor/clinical supervisor is not approved, the student will have to delay
taking the clinical course until the next semester offered. Faculty will review all of the paperwork received one week after the due date and notify students if the clinical supervisor and/or preceptor have been approved. **Please note, this second date is for students who submitted complete paperwork documentation but the original preceptor and/or clinical supervisor was not approved. Failure to submit all initial documents by June 8 will result in the student not being able to register for the planned clinical course the next semester.**

**If taking a clinical course Spring Semester paperwork is submitted Fall Semester**
The student may start submitting clinical paperwork **week 2** of fall semester; it must be postmarked no later than **Oct. 8th** for spring semester NP clinical courses. If all the required paperwork documents are not submitted by the deadline the student will not be able to take the clinical course as scheduled. Faculty will review all of the paperwork received one week after the due date and notify students if their paperwork has been approved or not.

If the course faculty does not approve the preceptor or clinical supervisor, the student will be notified and provided the opportunity to resubmit paperwork with an alternative plan, this paperwork must be postmarked no later than **Nov. 15th**. If the alternate preceptor/clinical supervisor is not approved, the student will have to delay taking the clinical course until the next semester offered. Faculty will review all of the paperwork received one week after the due date and notify students if the clinical supervisor and/or preceptor have been approved. **Please note, this second date is for students who submitted complete paperwork documentation but the original preceptor and/or clinical supervisor was not approved. Failure to submit all initial documents by Oct. 8th will result in the student not being able to register for the planned clinical course the next semester.**

**Clinical supervisor and preceptor paperwork may not be submitted any earlier than the 2\textsuperscript{nd} week of the semester proceeding the semester taking the course.**

**Paperwork Requirements**

3. **Agency contract**

**Agency contracts** are to be submitted to **Doc Hunter**, Administrative Coordinator for the School of Nursing. Contracts must be submitted and postmarked to Doc Hunter no later than the first deadline as indicated. Students should make every effort to submit the contract to Doc before the deadline as the contracts are taking longer to process and could hold up the date you may start clinicals. Planning 6-12 months ahead for clinical placement is not too early.

**Agency Verification**
Students who would like to know if Ball State University currently has an Agency Agreement with a particular Agency should email Doc Hunter at **elhunter@bsu.edu** in order to maintain the written record of contract-related communications.

**Agencies Requesting Certificate of Insurance**
Students should email Doc Hunter **elhunter@bsu.edu** if their Agency requests a Certificate of Insurance. The request should include:

1. Agency Name
2. Contact person with official title
3. Complete Address
4. Email address

All of the above information is required to fulfill the request for Certificate of Insurance.
4. Preceptor and Clinical supervisor Documentation:

B. Preceptor Paperwork:
- Preceptor information form must be complete,
- no blank spaces and/or missing information.
- If an NP, a copy of National NP certification must be received with preceptor form. Do not state “on file,” this must be submitted each time the preceptor precepts a student.

B. Clinical supervisor Paperwork:
- Clinical supervisor information form must be complete,
- No blank spaces and/or missing information.
- All required credential information must be included in the packet, for each class a person serves as clinical supervisor an updated vita, state RN/NP license with current expiration date and national certification must be submitted (do not indicate “on file,” only the transcript may be submitted once).
  - the updated vita,
  - state RN/NP license, and
  - national NP certification must be submitted each semester the individual serves as a clinical supervisor,
  - transcript (if submitted previously you may indicate “on file”, if not a transcript is required) (The program prefers the transcript be sent in the paperwork packet. However, if the clinical supervisor is sending transcript directly to the School of Nursing Graduate Program it must say attention Stephanie Wilson)

Do not have the preceptor or clinical supervisor mail the paperwork, the student is responsible for submission. Students may not e-mail or fax documentation.

- Gather all the paperwork from the preceptor and clinical supervisor.
- Review carefully to make sure the information pages are complete with no blanks and all required documentation is present, it is the responsibility of the student, not the preceptor or clinical supervisor to make sure the paperwork is complete and correct. Use the above criteria check each of the components and make sure they are included in the packet before mailing. Remember only complete documentation is accepted.
- Make a copy for your records, place in one envelope and mail to:
  Stephanie Wilson, Master’s Program Secretary
  School of Nursing CN 419 F
  Ball State University
  Muncie, IN 47306

Incomplete materials/documentation will not be accepted, you will be required to resubmit the entire packet.
NP Preceptor/Clinical Supervisor Qualifications

Summary Information for NP Preceptor/Clinical Supervisor Qualifications
The summary of qualifications for clinical supervisor and preceptor for the NP clinical courses is to be used as a quick reference guide. Students should understand the complete requirements for preceptor and clinical supervisor selection.

When setting up your clinical site and preceptor Ask the prospective preceptor and clinical supervisor about their credentials before starting to gather the paperwork. Detailed information on requirements for the course/Clinical supervisor and Preceptor Qualifications for each clinical course is in the handbook.

*NP students are required to have at least one NP preceptor in one of the clinical courses (NUR 634, 680, 682, 684, 672). Please keep a record of all your preceptors for the above courses. Verification of NP Preceptors form is required to be submitted with the NUR 672 paperwork.

**For many clinical sites the clinic/practice manager approves placement. It is important the student talk directly with the preceptor once placement has been made to make sure the preceptor understands the number of hours required, the length of the semester, and the clinical requirements. If the preceptor decides not to precept after the paperwork has been submitted and approved by the course faculty the student will be required to take the clinical course another semester.

For all NP clinical courses:
- Preceptors cannot be a relative, friend, or co-worker.
- Clinical supervisor must NOT be employed at the same clinical site as the preceptor.
- Clinical supervisor cannot be a relative, friend or co-worker.
- Clinical supervisor and preceptor should be practicing in a primary care setting
- Clinical supervisor must be certified as a primary adult or family nurse practitioner, pediatric nurse practitioner, women’s health nurse practitioner or certified nurse midwife.
- Acute care certification is not acceptable for NP clinical supervisor.

Summary Information For NP Preceptor/Clinical Supervisor Qualifications

<table>
<thead>
<tr>
<th>NUR 634 Assessment (90 clinical hours)</th>
<th>Clinical supervisor Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Preceptor Qualifications</td>
<td></td>
</tr>
<tr>
<td>• Family Nurse Practitioner or Physician providing primary care for patients across the lifespan</td>
<td>Adult/Family Nurse Practitioner</td>
</tr>
<tr>
<td>• National certification for nurse practitioners</td>
<td>Minimum of master’s degree in nursing</td>
</tr>
<tr>
<td>• Minimum of one year of clinical experience</td>
<td>National certification</td>
</tr>
<tr>
<td>• Currency in practice</td>
<td>Clinical experience of at least one year</td>
</tr>
<tr>
<td>• Discuss with potential preceptor the need for you to be able to do hands on assessments (histories and physical exams). This will help you to avoid a site where you are only permitted to observe.</td>
<td>Currency in clinical practice</td>
</tr>
<tr>
<td></td>
<td>Clinical supervisor must meet with the student outside of their regular work hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUR 680 Adult (240 clinical hours)</th>
<th>NUR 672 Practicum (225 clinical hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Preceptor Qualifications:</td>
<td>Minimum Preceptor Qualifications:</td>
</tr>
<tr>
<td>• Masters prepared, nationally certified ANP or FNP whose practice is adults or the majority of clients are adults in the primary care setting.</td>
<td>ANP track –</td>
</tr>
<tr>
<td>• Minimum one year experience. Another option would be MD or DO (general internist, not specialized or family practice) whose practice is adults or the majority of clients are adults in a primary care setting within the last 3 years.</td>
<td>• Masters prepared, nationally certified ANP or FNP whose practice is adults or the majority of clients are adults in a primary care setting.</td>
</tr>
<tr>
<td>Minimum Clinical supervisor Qualifications:</td>
<td>FNP track –</td>
</tr>
<tr>
<td>• Masters prepared, nationally certified ANP or FNP whose practice is generalized internal medicine for</td>
<td>• Masters prepared, nationally certified FNP whose practice is family, must see clients from infancy to geriatrics in a primary care setting.</td>
</tr>
</tbody>
</table>
adults or a family practice setting where the majority of clients are adults.

- Minimum is one year experience and must have practice in a primary care setting within the last three years.

- Minimum one year experience. MD or DO (family practice) whose practice is family, must see clients from infancy to geriatrics in a primary care setting.

**Minimum Clinical supervisor Qualifications:**

**ANP track** –

- Masters prepared, nationally certified ANP or FNP whose practice is adults or the majority of clients are adults in a primary care setting.
- Minimum one year experience and must have practice in a primary care within the last 3 years.

**FNP track** –

- Masters prepared, nationally certified FNP whose practice is family, must see clients from infancy to geriatrics in a primary care setting.
- Minimum one year experience and must have practiced in a primary care setting within the last 3 years.

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<table>
<thead>
<tr>
<th>NUR 682 Children (120 clinical hours)</th>
<th>NUR 684 Women (60 clinical hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Preceptor Qualifications:</strong></td>
<td><strong>Minimum Preceptor Qualifications:</strong></td>
</tr>
<tr>
<td>- Master’s prepared Pediatric Nurse Practitioner or Pediatrician who sees infants through adolescents.</td>
<td>- The preceptor must be a Master’s prepared Women’s Health Nurse Practitioner, Certified Nurse Midwife, Adult / Family Nurse Practitioner focusing on women’s health in an Ob/Gyn practice, or an Ob/Gyn Physician.</td>
</tr>
<tr>
<td>- The practice setting must see only pediatric clients and must have a mix of both ill and well children of all ages.</td>
<td>- The practice setting must be limited to women’s health care. The setting cannot be a family practice or internal medicine office.</td>
</tr>
<tr>
<td><strong>Minimum Clinical supervisor Qualifications:</strong></td>
<td><strong>Minimum Clinical supervisor Qualifications:</strong></td>
</tr>
<tr>
<td>- Master’s prepared certified Pediatric Nurse Practitioner or a Family Nurse Practitioner with extensive pediatric experience.</td>
<td>- The clinical supervisor member must be a master’s prepared certified Women’s Health Nurse Practitioner or Family Nurse Practitioner with extensive, current women’s health care experience.</td>
</tr>
</tbody>
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**INFORMATION FOR NP CLINICAL COURSES NUR 634, 680, 682, 684 & 672**

*Please read this information carefully. It is important to do this so an appropriate clinical site, preceptor and clinical supervisor can be chosen prior to the beginning of each course. Problems often occur when the student requesting a clinical site, preceptor, and/or clinical supervisor does not have full understanding of the qualifications and requirements. Submitting paperwork for an inappropriate clinical site or preceptor/clinical supervisor not qualified for the specific course will result in the student not being able to take the course the semester planned.*

**Clinical Forms**

You can access all required clinical forms at [http://nursing.iweb.bsu.edu/forms](http://nursing.iweb.bsu.edu/forms).

Please read all of the forms for the course carefully before making any decisions about clinical sites, preceptors and clinical faculty.

**Physical Examination Equipment** (Students need to have access to the following equipment for clinical courses):

- Stethoscope with diaphragm and bell
- Blood pressure cuff and manometer
- Ophthalmoscope / Otoscope
- Snellen visual acuity chart / near vision chart
- Tuning fork
- Reflex hammer
- Penlight
• Centimeter ruler
• Students will be using an electronic log system for all clinical courses.

**Clinical Attire**
Appropriate professional attire is required according to agency regulations. A name pin is also required. This pin is to be 1” x 3”, white with black letters in the following format:
- Ball State University
- Student Name and Credentials
- Graduate Student

Name pins can be ordered at:
- T.I.S. College Book Store
  - 765-282-1811

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**Clinical Information for NUR 634 Advanced Health Assessment**

**Course Description**
This course allows for the practice of advanced health assessment techniques across the lifespan. The emphasis is on critical thinking and decision making abilities to formulate differential diagnoses and a plan of care based on assessment data.

**Course Outcomes**
1. Synthesizes knowledge of health promotion, risk reduction, illness and disease management and human diversity in performing health assessment
2. Utilizes the diagnostic reasoning process during the health assessment
3. Applies the AACN core concepts of critical thinking, communication, assessment and technical skills to formulate clinical diagnoses
4. Incorporates ethical principles and professional values in performance of advanced health assessment

**Clinical Hours**
NUR 634 has 90 clinical and lab hours. NUR 634 requires 81.5 supervised clinical hours with a qualified preceptor at your approved clinical site. In addition you will meet with your clinical faculty person with a surrogate patient to review and check off on assessment skills at the beginning of the semester, (midterm) and again at the end of the semester to complete a comprehensive physical exam on a surrogate patient. Total time spent with your clinical faculty is 8 hours. Conferences, seminars, lunches, breaks and travel time cannot be counted as clinical hours. Students will be using the NPST electronic clinical log system for all clinical courses (NUR 634, 680, 682, 684, 672). Students will be allowed 5.5 hours of clinical time to complete NPST recording. This is 30 minutes for every 8 hours. Students are also allowed 3 hours for completion of both health histories and cultural assessment.

**Clinical Setting Qualifications**
- Appropriate clinical settings for this course include Family Practice offices and Community Clinics providing comprehensive primary care services across the lifespan.
- The clinical setting should provide the student with a variety of health assessment experiences (well visits, acute health problems, chronic health problems).
- Students may **NOT** do clinical experiences for this course in emergency departments, inpatient settings, urgent care settings, occupational health settings or limited specialty offices. These settings do not allow for the appropriate across the lifespan primary care experiences.
- Students may **NOT** complete clinical experiences in their own place of employment.
- An Agency Agreement must be signed, submitted, and approved for utilization of the clinical site.

**Clinical Preceptor Qualifications**
- Family or Adult Nurse Practitioner or Physician providing primary care for patients.
• National certification for nurse practitioners
• Minimum of one year of clinical experience
• Currency in practice
• Preceptors cannot be a relative, friend, or co-worker.
• Discuss with potential preceptor the need for you to be able to do hands on assessments (histories and physical exams). This will help you to avoid a site where you are only permitted to observe.
• Preceptors do not receive any payment from Ball State University for their services.
• A Preceptor Information Form must be submitted for each clinical course even if you have used the preceptor before.

**Clinical Preceptor Responsibilities**

- Orient student to the clinical setting.
- Assist student in selection of a variety of patients that will help them to meet course outcomes.
- Utilize Preceptor Evaluation Form as a guide to assist student in developing and refining skills and knowledge related to health assessment and the advanced practice nurse role.
- Provide formative evaluation/feedback during the semester.
- Inform course faculty immediately of any concerns regarding student performance.
- Serve as a clinical expert and role model for the student.
- Validate all physical examination findings, review any laboratory tests, and confirm differential diagnosis on all patients seen by student.
- Review and co-sign all of student’s chart documentation.
- Encourage the student to become increasingly self-directed.
- Provide a summative evaluation using the Preceptor Evaluation Form at the end of the clinical experience.
- We will send an orientation packet, evaluation form and return envelope to your preceptor.

**Clinical Supervisor Qualifications**

- Adult/Family Nurse Practitioner
- Minimum of master’s degree in nursing
- National certification as a Family, Adult, Adult/Gero in primary or acute care (ANCC or AANP certification)(NPs certified in acute care can only be used for NUR 634, they can’t serve as clinical supervisor for primary care setting in NUR 680, 672).
- Clinical experience of at least one year
- Currency in clinical practice
- Clinical supervisor must NOT be employed at the same clinical site as the preceptor.
- Clinical supervisor cannot be a relative, friend or co-worker.
- Clinical supervisor must meet with the student outside of their regular work hours.
- Clinical supervisor receives $400 from BSU for their services.
- A Clinical supervisor Information Form, vita/resume, copy of certification must be submitted for each clinical course even if you have used the clinical supervisor before.

**Clinical Supervisor Responsibilities**

- Facilitate practice of required physical assessment skills on a surrogate patient.
- Evaluate student’s competency in performing specific physical assessment skills on a surrogate patient using provided guidelines. Submit evaluation forms to course faculty at designated due dates.
- Evaluate student’s competency in performing a comprehensive physical examination on a surrogate patient & documenting findings using provided guidelines.
- Submit evaluation form to course faculty at the designated due date.
- Inform course faculty immediately of any concerns regarding student performance.
- We will send an orientation packet, evaluation forms and return envelope to your clinical faculty.
- The 8 hours you spend with the clinical supervisor is for demonstration / return demonstration of physical examination skills on a surrogate patient (this can be an adult friend or family member) and for the final comprehensive physical assessment.
• Prior to the first day of clinical experience with the preceptor the student must meet with their clinical supervisor and satisfactorily complete demonstration of the following physical assessment on a surrogate patient:
  ➢ Examination of the skin
  ➢ Examination of the head, eyes, ears, nose and throat
  ➢ Examination of the thorax, lungs and breasts
  ➢ Examination of the heart and peripheral vascular system
  ➢ Examination of the abdomen

• Prior to completion of 45 hours of clinical experience with the preceptor the student must meet with their clinical supervisor and satisfactorily complete demonstration of the following physical assessment on a surrogate patient:
  ➢ Examination of the nervous system
  ➢ Examination of mental status
  ➢ Examination of the musculoskeletal system
  ➢ Demonstration of set up for a pelvic examination and description of examination technique
  ➢ Description of examination technique for rectal and prostate examination

• The clinical supervisor will submit Physical Assessment Evaluation Forms by designated due dates to the course faculty documenting satisfactory completion of the above demonstrations.

• At the end of the semester one hour of time should be scheduled with the clinical supervisor for the student to complete a comprehensive physical examination on a surrogate patient supplied by the student. The clinical supervisor should submit the completed Final Comprehensive Physical Examination Form along with the student’s graded documentation of the physical assessment to the course faculty in the provided return envelope by the designated due date.

On Campus Course Faculty Responsibilities
• On campus course faculty has the overall responsibility for monitoring each student’s progress and for didactic and clinical evaluation.
• Review student’s clinical plans and all clinical forms to provide approval.
• Provide orientation materials for preceptor and clinical faculty.
• Act as liaison to preceptor, clinical faculty, and student, problem solving any difficulties that arise.
• Provide didactic materials and resources to student relevant to course outcomes.
• Guide and evaluate student’s achievement of course outcomes through course assignments, tests, and other correspondence with student as needed.
• Review student’s clinical logs, time sheet, and all clinical evaluations to determine if student has satisfactorily completed the clinical component of the course.
• Review all student evaluations of the clinical agency and provide feedback to agency as needed.

Student Responsibilities
• Complete all university student health requirements and any other requirements specific to the clinical agency prior to starting clinical experience.
• Communicate with perspective preceptor and clinical supervisor. Make sure they understand the number of hours needed to be completed during the semester, provide them information on the preceptor and/or clinical faculty role included in this document.
• Obtain and submit all required preceptor, clinical faculty, and agency information prior to beginning any clinical hours – must have course faculty approval.
• Meet with preceptor prior to beginning clinical experience to discuss logistics of the clinical experience and to review course outcomes.
• Meet with the clinical supervisor to discuss plans for physical assessment skills practice, competencies, and final comprehensive physical examination.
• Enter data on all patient encounters in electronic logging system on a weekly basis.
• Submit Clinical Time Sheet signed by preceptor and Student Self Evaluation to course faculty at designated due dates.
• Complete all clinical and course requirements within expected time frame.
• Inform course faculty immediately of any concerns about clinical experience.
• Submit Agency Evaluation to course faculty by designated due date.
Clinical Information for NUR 680: Primary Care of Adults

Course Description
The focus of this course is on the application and evaluation of advanced nursing practice knowledge and skills required for the care of adults.

Course Outcomes
1. Analyzes health assessment data to determine or monitor health status over time.
2. Employs appropriate diagnostic and therapeutic interventions and regimens based on evidence-based standards of care and practice guidelines.
3. Incorporates strategies of risk analysis and reduction, screening, lifestyle modification, and disease detection and prevention into all aspects of primary care practice.
4. Utilizes research and theory to develop appropriate plans of care.
5. Evaluates results of interventions using accepted outcome criteria and revises plan accordingly.
6. Analyzes policies that influence health care outcomes and formulates strategies to impact health care systems within the primary care setting.
7. Applies knowledge of state and federal laws regulating advanced nursing practice to selected areas of clinical practice.

Clinical Hours
NUR 680 requires 240 clinical hours. This time is to be spent in direct contact with clients. Conferences, seminars, preparation of teaching materials, lunches, breaks and travel time cannot be counted as clinical hours.

Clinical Setting Qualifications
- The clinical setting for Primary Care of Adults may be a Family Practice or Internal Medicine office or community health clinic providing primary care for adults.
- Students may NOT do clinical experiences for this program in emergency departments, inpatient settings, urgent care settings, occupational health settings, or limited specialty offices. These do not allow for the appropriate primary care experiences needed.
- Students may NOT complete clinical experiences in their own place of employment.
- If a Family Practice office or clinic is selected for the clinical experience, students should only be seeing adults for this course, age 14 and older. Observation of the preceptor with pediatric clients are not to be counted in the total clinical hours.
- An Agency Agreement must be signed, submitted, and approved for utilization of the clinical site (Form # 1)

Clinical Preceptor Qualifications
- Adult/Family Nurse Practitioner or Family/Internal Medicine Physician providing primary care for adults
- National certification for nurse practitioners (AANP or ANCC)
- Minimum of one year of clinical experience
- Currency in practice
- Preceptors cannot be a relative, friend or co-worker.
- Preceptors do not receive any payment from Ball State University for their services.
- A preceptor information form (Form # 2) must be submitted for each clinical course even if you have used this preceptor before.
- Discuss with preceptor your level of experience in the area of primary care of adults and your nursing background. This will help you to plan for the best learning experience.

Clinical Preceptor Responsibilities
- Orient student to the clinical setting.
- Assist student in selecting realistic and specific clinical goals within the framework of course outcomes.
- Guide student acquisition of clinical skills within framework of course outcomes.
- Intermittently observe student’s interactions with clients and validate clinical findings.
• Consult with student on the diagnostic work up and management of all clients seen.
• Review and co-sign all of student’s chart documentation.
• Provide formative evaluation/feedback during the semester.
• Inform course faculty immediately of any concerns regarding student performance.
• Serve as a clinical expert and role model for the student.
• Encourage the student to become increasingly self-directed.
• Provide a summative evaluation using the Preceptor Clinical Evaluation Form at the end of the clinical experience.
• We will send an orientation packet, evaluation form and return envelope to your preceptor.

Clinical Supervisor Qualifications
• Adult or Family Nurse Practitioner.
• Minimum of master’s degree in nursing
• National certification (ANPP or ANCC)
• Clinical experience of at least one year
• Currency in clinical practice
• Nurse practitioner currently practicing in a primary care or general internal medicine setting.
• Nurse practitioners practicing in a specialized area who have practiced previously in a primary care or general internal medicine setting will be considered (e.g. diabetes, cardiology). If the NP who practices in a specialty setting has never practiced in a primary care/general internal medicine setting they are not acceptable clinical faculty.
• Clinical faculty must NOT be employed at the same clinical site as the preceptor.
• Clinical faculty cannot be a relative, friend or co-worker.
• Clinical faculty receives $400 from BSU for their services.
• A clinical faculty information form must be submitted for each clinical course even if you have used the clinical faculty before.

Clinical Supervisor Responsibilities
• Act as a liaison to the preceptor and represent the program to preceptor and clinical site, problem solving any difficulties that arise.
• Provide complete written documentation concerning the student’s progress and/or any concerns with the student’s clinical performance.
• Notify course faculty immediately of any concerns with the student’s clinical performance or concerns with the appropriateness of the student’s clinical site.
• Evaluate the student’s progress in meeting course outcomes in the clinical area by conducting a minimum of two on site visits (minimum of 4 hours each) to:
  o Directly observe student providing health care to clients
  o Assess chart documentation, paper or EMR
  o Review student logs of clients seen
  o Review student’s self-evaluation form
  o Interview student’s preceptor
  o Meet with student at conclusion of each on site visit to discuss evaluation.
  o Complete a written midterm and final evaluation of the student and submit to course faculty by designated due dates.
• The first clinical on site visit should take place just before or at the completion of one half of the required clinical hours for the course. The final clinical on site visit should take place near the completion of clinical hours either the last or second to last clinical day.
• Students who are not performing at a satisfactory level at the first visit may require additional visits by the clinical faculty. Clinical faculty must notify course faculty if his situation occurs.
• We will send an orientation packet, evaluation forms, and return envelopes to your clinical faculty.

On Campus Course Faculty Responsibilities
• On campus course faculty has the overall responsibility for monitoring each student’s progress and for didactic and clinical evaluation.
• Review student’s clinical plans and all clinical forms to provide approval.
• Provide orientation materials for preceptor and clinical faculty.

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• Act as liaison to preceptor, clinical faculty, and student, problem solving any difficulties that arise.
• Provide didactic materials and resources to student relevant to course outcomes.
• Guide and evaluate student’s achievement of course outcomes through course assignments, tests, and other correspondence with student as needed.
• Review student’s clinical logs, time sheet, and all clinical evaluations to determine if student has satisfactorily completed the clinical component of the course.
• Review all student evaluations of the clinical agency and provide feedback to agency as needed.

Student Responsibilities
• Complete all university student health requirements and any other requirements specific to the clinical agency prior to starting clinical experience.
• **Communicate with perspective preceptor and clinical faculty. Make sure they understand the number of hours needed to be completed during the semester, provide them information on the preceptor and/or clinical faculty role included in this document.**
• Obtain and submit all required preceptor, clinical faculty, and agency information prior to beginning any clinical hours – must have course faculty approval.
• Meet with preceptor prior to beginning clinical experience to discuss logistics of the clinical experience and to review course outcomes.
• Meet with clinical faculty to share clinical schedule and plan for on-site evaluations.
• Maintain a clinical log of clients seen and have available at on-site evaluations for clinical faculty review. Maintain accurate NPST logs. Ensure that NPST logs and clinical log display the same dates.
• Complete a student self-evaluation form and review it with clinical faculty at both the midterm and final on-site visits.
• Submit time sheet signed by preceptor, clinical logs, and student self-evaluation to course faculty at designated due dates.
• Complete all clinical and course requirements within expected time frame.
• Inform clinical and course faculty immediately of any concerns about clinical experience.
• Submit agency evaluation to course faculty by designated due date.

**Clinical Information for NUR 682: Primary Care of Children**

Please read this information carefully. If you have questions regarding the selection of selection of preceptor and/or clinical supervisor please contact the Stephanie Wilson so she can provide you the name of the course faculty for the course. The following information should be provided to prospective preceptors and clinical supervisors before they agree to accept the role.

**Course Description**
The focus of this course is on the application and evaluation of advanced nursing practice knowledge and skills required for the care of children and their families.

**Course Outcomes**
1. Analyzes health assessment data to determine or monitor health status over time
2. Employs appropriate diagnostic and therapeutic interventions and regimens based on evidence-based standards of care and practice guidelines
3. Incorporates strategies of risk analysis and reduction, screening, lifestyle change, and disease detection and prevention into all aspects of primary care practice
5. Utilizes research and theory to develop appropriate plans of care
6. Evaluates results of interventions using accepted outcome criteria and revises plan accordingly
7. Analyzes policies that influence health care outcomes and formulates strategies to impact health care systems within the primary care setting
8. Applies knowledge of state and federal laws regulating advanced nursing practice to selected areas of clinical practice

**Clinical Hours**
NUR 682 requires 120 clinical hours. This time is to be spent in direct contact with clients. Conferences, preparation of teaching materials, lunches, breaks and travel time cannot be counted as clinical hours.
Clinical Setting Qualifications

- The clinical setting for the Primary Care of Children course must be either a Pediatric office or Pediatric care clinic. Both well and ill children should be seen in this clinical setting.
- Family Practice offices, office that have double specialties such as Pediatric/Pediatric internal medicine and Pediatric offices / clinics limited to only well children or to only ill children are NOT appropriate clinical sites for this course. These settings do not allow for the required intensive focus on primary care of children.
- Students may NOT complete clinical experiences in their own place of employment.
- An Agency Agreement must be signed, submitted, an approved for utilization of the clinical site.

Clinical Preceptor Qualifications

- Pediatric Nurse Practitioner or Pediatrician who sees infants through adolescents
- National certification for nurse practitioners
- Minimum of one year of clinical experience
- Currency in clinical practice
- Preceptors cannot be a relative, friend, or co-worker.
- Discuss with potential preceptor the need for you to be able to do hands on care. This will help you to avoid a situation where you are only permitted to observe.
- Preceptors do not receive any payment from Ball State University for their services.
- A Preceptor Information Form must be submitted for each clinical course even if you have used this preceptor before. Discuss with preceptor your level of experience in the area of primary care of children and your nursing background. This will help you to plan for the best learning experience.

Clinical Preceptor Responsibilities

- Orient student to the clinical setting.
- Assist student in selecting realistic and specific clinical goals with the framework of course outcomes.
- Guide student acquisition of clinical skills within framework of course outcomes.
- Intermittently observe student’s interactions with clients and validate clinical findings.
- Consult with student on the diagnostic work up and management of all clients seen.
- Review and co-sign all of student’s chart documentation.
- Provide formative evaluation/feedback during the semester.
- Inform course faculty immediately of any concerns regarding student performance.
- Serve as a clinical expert and role model for the student.
- Encourage the student to become increasingly self-directed.
- Provide a summative evaluation using the Preceptor Evaluation Form at the end of the clinical experience.
- We will send an orientation packet, evaluation form and return envelope to your preceptor.

Clinical Supervisor Qualifications

- Pediatric Nurse Practitioner or Family Nurse Practitioner in a practice that includes pediatric patients.
- Minimum of master’s degree in nursing
- National certification
- Clinical experience for at least one year in a setting that includes children
- Currency in clinical practice
- Clinical supervisor cannot be employed at the clinical site as the preceptor.
- Clinical supervisor cannot be a relative, friend or co-worker.
- A Clinical Supervisor Information Form must be submitted for each clinical course even if you have used the clinical supervisor before.

Clinical Supervisor Responsibilities

- Act as a liaison to preceptor and represent the program to preceptor and clinical site, problem solving any difficulties that arise.
- Provide complete written documentation concerning student’s progress and/or any concerns with student’s clinical performance.
• Notify course faculty immediately of any concerns regarding student performance or the appropriateness of student’s clinical site.

• Evaluate student’s progress in meeting course outcomes in the clinical area by conducting a minimum of two on site visits (minimum of 4 hours each) to:
  o Directly observe student providing health care to clients
  o Assess chart documentation
  o Review student logs of clients seen
  o Review student’s self-evaluation form
  o Interview student’s preceptor
  o Meet with student at conclusion of each on site visit to discuss evaluation.
  o Complete a written midterm and final evaluation of student and submit to course faculty by designated due dates.

• The first clinical on site visit should take place just before or at completion of one half of the required clinical hours. The final on site visit should take place near the completion of clinical hours either the last or second to last clinical day.

• Students who are not performing at a satisfactory level at the first visit may require additional visits by the clinical faculty. Clinical supervisor must notify course faculty if this situation occurs.

• We will send an orientation packet, evaluation forms and return envelope to the clinical faculty.

On Campus Course Faculty Responsibilities

• On campus course faculty has the overall responsibility for monitoring each student’s progress and for didactic and clinical evaluation.

• Review student’s clinical plans and all clinical forms to provide approval.

• Provide orientation materials for preceptor and clinical faculty.

• Act as liaison to preceptor, clinical faculty, and student, problem solving any difficulties that arise.

• Provide didactic materials and resources to student relevant to course outcomes.

• Guide and evaluate student’s achievement of course outcomes through course assignments, tests, and other correspondence with student as needed.

• Review student’s clinical logs, time sheet, and all clinical evaluations to determine if student has satisfactorily completed the clinical component of the course.

• Review all student evaluations of the clinical agency and provide feedback to agency as needed.

Student Responsibilities

• Complete all university student health requirements and any other requirements specific to the clinical agency prior to starting clinical experience.

• Communicate with perspective preceptor and clinical supervisor. Make sure they understand the number of hours needed to be completed during the semester, provide them information on the preceptor and/or clinical faculty role included in this document.

• Obtain and submit all required preceptor, clinical faculty, and agency information prior to beginning any clinical hours – must have course faculty approval.

• Meet with preceptor prior to beginning clinical experience to discuss logistics of the clinical experience and to review course outcomes.

• Meet with the clinical supervisor to discuss clinical schedule and to plan for on-site evaluations

• Maintain electronic clinical log of clients seen and have available at on-site evaluations for clinical supervisor review.

• Complete a Student Self Evaluation Form and review it with clinical supervisor at both the midterm and final on-site visits.

• Submit Clinical Time Sheet signed by preceptor, clinical logs, and student self evaluations to course faculty at designated due dates.

• Complete all clinical and course requirements within expected time frame.

• Inform clinical and course supervisor immediately of any concerns about clinical experience.

• Submit Agency Evaluation to course faculty by designated due date.
Clinical Information for NUR 684: Primary Care of Women

Course Description
The focus of this course is on the application and evaluation of advanced nursing practice knowledge and skills required for the care of women and their families.

Course Outcomes
1. Analyzes health assessment data to determine or monitor health status over time.
2. Employs appropriate diagnostic and therapeutic interventions and regimens based on evidence-based standards of care and practice guidelines.
4. Incorporates strategies of risk analysis and reduction, screening, lifestyle change, and disease detection and prevention into all aspects of primary care practice.
5. Utilizes research and theory to develop appropriate plans of care.
6. Evaluates results of interventions using accepted outcome criteria and revises plan accordingly.
7. Analyzes policies that influence health care outcomes and formulates strategies to impact health care systems within the primary care setting.
8. Applies knowledge of state and federal laws regulating advanced nursing practice to selected areas of clinical practice.

Clinical Hours
• NUR 684 requires 60 clinical hours. This time is to be spent in direct contact with clients. Conferences, seminars, preparation of teaching materials, lunches, breaks and travel time cannot be counted as clinical hours.
• All pre-clinical forms and documents must be mailed together in one envelope to the Secretary of the Graduate Program. Do not fax forms.
• No clinical hours may be done until all preceptor, agency, and clinical faculty information has been received and approved.
• The course faculty will notify the student by e-mail of approval.

Clinical Setting Qualifications
• The clinical setting for this course must be an Ob/Gyn office/clinic that provides focused women’s health services to include prenatal/postpartum, gynecological, and reproductive health care. Two separate settings (i.e., family planning clinic and prenatal/postpartum clinic) may be used with approval if needed to see the required variety of clients.
• Students may NOT do clinical experiences in a family practice or internal medicine setting. These settings do not allow for the required intensive focus on women’s health care.
• Students may NOT complete clinical experiences in their own place of employment.
• An Agency Agreement must be signed, submitted, and approved for utilization of the clinical site.

Clinical Preceptor Qualifications
• Women’s Health Nurse Practitioner, Nurse Midwife, Ob/Gyn Physician or Family Nurse Practitioner practicing in setting limited to women’s health care
• National certification for nurse practitioners and nurse midwives
• Minimum of one year of clinical experience
• Currency in practice
• Preceptors cannot be a relative, friend, or co-worker.
• Discuss with potential preceptor the need for you to be able to do hands on care. This will help you to avoid a site where you are only permitted to observe.
• Preceptors do not receive any payment from Ball State University for their services.
• A preceptor information form must be submitted for each clinical course even if you have used the preceptor before.
• Discuss with preceptor your level of experience in the area of primary care of women and your nursing background. This will help you to plan for the best learning experience.
Clinical Preceptor Responsibilities
• Orient student to the clinical setting.
• Assist student in selecting realistic and specific clinical goals with the framework of course outcomes.
• Guide student acquisition of clinical skills within framework of course outcomes.
• Intermittently observe student’s interactions with clients and validate clinical findings.
• Consult with student on the diagnostic work up and management of all clients seen.
• Review and co-sign all of student’s chart documentation.
• Provide formative evaluation/feedback during the semester.
• Inform course faculty immediately of any concerns regarding student performance.
• Serve as a clinical expert and role model for the student.
• Encourage the student to become increasingly self directed.
• Provide a summative evaluation using the Preceptor Clinical Evaluation Form at the end of the clinical experience.
• We will send an orientation packet, evaluation form and return envelope to your preceptor.

Clinical Supervisor Qualifications
• Women’s Health Nurse Practitioner, Nurse-midwife or Family Nurse Practitioner with extensive and current women’s reproductive health care experience
• Minimum of master’s degree in nursing
• National certification
• Clinical experience of at least one year
• Currency in clinical practice
• Clinical supervisor must NOT be employed at the same clinical site as the preceptor.
• Clinical supervisor cannot be a relative, friend or co-worker.
• Clinical supervisor receives $400 from BSU for their services.
• A clinical supervisor information form and documents must be submitted for each clinical course even if you have used the clinical supervisor before.

Clinical Supervisor Responsibilities
• Act as a liaison to preceptor and represent the program to preceptor and clinical site, problem solving any difficulties that arise.
• Provide complete written documentation concerning student’s progress and/or any concerns with student’s clinical performance.
• Notify course faculty immediately of any concerns regarding student performance or the appropriateness of student’s clinical site.
• Evaluate student’s progress in meeting course outcomes in the clinical area by conducting a minimum of two on site visits (minimum of 4 hours each) to:
  o Directly observe student providing health care to clients
  o Assess chart documentation
  o Review student logs of clients seen
  o Review student’s self-evaluation form
  o Interview student’s preceptor
  o Meet with student at conclusion of each on site visit to discuss evaluation.
  o Complete a written midterm and final evaluation of student and submit to course faculty by designated due dates.
• The first clinical on site visit should take place just before or at completion of one half of the required clinical hours. The final on site visit should take place near the completion of clinical hours either the last or second to last clinical day.
• Students who are not performing at a satisfactory level at the first visit may require additional visits by the clinical supervisor. Clinical supervisor must notify course faculty if this situation occurs.
• We will send an orientation packet, evaluation forms and return envelope to the clinical faculty.
On Campus Course Faculty Responsibilities

• On campus course faculty has the overall responsibility for monitoring each student’s progress for didactic and clinical evaluation.
• Review student’s clinical plans and all clinical forms to provide approval.
• Provide orientation materials for preceptor and clinical supervisor.
• Act as liaison to preceptor, clinical supervisor, and student, problem solving any difficulties that arise.
• Provide didactic materials and resources to student relevant to course outcomes.
• Guide and evaluate student’s achievement of course outcomes through course assignments, tests, and other correspondence with student as needed.
• Review student’s clinical logs, time sheet, and all clinical evaluations to determine if student has satisfactorily completed the clinical component of the course.
• Review all student evaluations of the clinical agency and provide feedback to agency as needed.

Student Responsibilities

• Complete all university student health requirements and any other requirements specific to the clinical agency prior to starting clinical experience.
• Communicate with perspective preceptor and clinical supervisor. Make sure they understand the number of hours needed to be completed during the semester, provide them information on the preceptor and/or clinical faculty role included in this document.
• Obtain and submit all required preceptor, clinical supervisor, and agency information prior to beginning any clinical hours – must have course faculty approval.
• Meet with preceptor prior to beginning clinical experience to discuss logistics of the clinical experience and to review course outcomes.
• Meet with the clinical supervisor to discuss clinical schedule and to plan for on-site evaluations
• Maintain a clinical log of clients seen and have available at on-site evaluations for clinical supervisor review.
• Complete a student self-evaluation form and review it with clinical supervisor at both the midterm and final on-site visits.
• Submit time sheet (Form # 12) signed by preceptor, clinical logs, and student self evaluations to course faculty at designated due dates.
• Complete all clinical and course requirements within expected time frame.
• Inform clinical supervisor and course faculty immediately of any concerns about clinical experience.
• Submit agency evaluation (Form # 3) to course faculty by designated due date.

Clinical Information for NUR 672: Practicum of Role Expectations for NPs

Course Description
This course allows the student to incorporate all of the nurse practitioner competencies acquired throughout the program

Course Outcomes
1. Analyzes policies related to advanced professional role
2. Examines quality management issues related to advanced professional role
3. Examines legal issues related to advanced professional role
4. Analyzes economic impact related to advanced professional role
5. Applies advanced professional role in a selected setting

Clinical Hours
NUR 672 requires 225 clinical hours. Anticipate spending 2 days per week at a minimum to meet the hour requirements during the semester. This time is to be spent in direct contact with clients. Conferences, seminars, preparation of teaching materials, lunches, breaks and travel time cannot be counted as clinical hours.

IMPORTANT DUE DATES:
➢ Plan ahead. All pre-clinical forms and documents must be in the office of the Secretary of the Master’s Program by the established deadlines (see Master’s Handbook).
Refer to Policy and Procedures for Submission of Clinical Paperwork in the Master’s Handbook.

Clinical Setting Qualifications
- Clinical setting for students in the FNP track may be a Family Practice or Internal Medicine office or community health clinic providing primary care across the lifespan (infant through elderly).
- Clinical setting for students in the ANP track may be a Family Practice or Internal Medicine office or community health clinic providing primary care for adults.
- If a family practice setting is selected by a student in the ANP track, the student is not permitted to provide care for pediatric patients.
- Students may NOT do clinical experiences for this program in emergency departments, inpatient settings, urgent care settings, occupational health settings, or limited specialty offices. These settings do not allow for the appropriate primary care experiences needed.
- Students may NOT complete clinical experiences in their own place of employment.

Clinical Preceptor Qualifications
- **FNP track** - Family Nurse Practitioner or Family/Internal Medicine Physician providing primary care across the lifespan (infant through elderly).
- **ANP track** - Adult/Family Nurse Practitioner or Family/Internal Medicine Physician providing primary care for adults.
- National certification for nurse practitioners (ANCC or AANP)
- Minimum of one year of clinical experience
- Currency in practice
- Preceptors cannot be a relative, friend or co-worker.
- Preceptors do not receive any payment from Ball State University for their services.

Clinical Preceptor Responsibilities
- Orient student to the clinical setting.
- Assist student in selecting realistic and specific clinical goals with the framework of course outcomes.
- Guide student acquisition of clinical skills within framework of course outcomes.
- Intermittently observe student’s interactions with clients and validate clinical findings.
- Consult with student on the diagnostic work up and management of all clients seen.
- Review and co-sign all of student’s chart documentation.
- Provide formative evaluation/feedback during the semester.
- Inform course faculty immediately of any concerns regarding student performance.
- Serve as a clinical expert and role model for the student.
- Encourage the student to become increasingly self-directed.
- Provide a summative evaluation using the Preceptor Evaluation Form at the end of the clinical experience.
- We will send an orientation manual, evaluation form and return envelope to your preceptor.

Clinical Supervisor Qualifications
- **FNP track** – Family Nurse Practitioner
- **ANP track** – Adult or Family Nurse Practitioner
- Minimum of master’s degree in nursing
- National certification (ANCC or AANP)
- Clinical experience of at least one year
- Currency in clinical practice
- Nurse practitioner currently practicing in a primary care setting.
- Nurse practitioners practicing in a specialized area who have practiced previously in a primary care setting will be considered (e.g. diabetes, cardiology). If the NP who practices in a specialty setting has never practiced in a primary care setting they are not acceptable clinical faculty.
- Clinical supervisor must NOT be employed at the same clinical site as the preceptor.
- Clinical supervisor cannot be a relative, friend or co-worker.
- Clinical supervisor must meet with the student outside of their regular work hours.
- Clinical faculty receives $400 from BSU for their services.
Clinical Supervisor Responsibilities

- Act as a liaison to preceptor and represent the program to preceptor and clinical site, problem solving any difficulties that arise.
- Provide complete written documentation concerning student’s progress and/or any concerns with student’s clinical performance.
- Inform course faculty immediately of any concerns regarding student performance or the appropriateness of student’s clinical site.
- Evaluate student’s progress in meeting course outcomes in the clinical area by conducting a minimum of two on site visits (minimum of 4 hours each) to:
  - Directly observe student providing health care to clients
  - Assess chart documentation
  - Review student logs of clients seen
  - Review student’s self-evaluation form
  - Interview student’s preceptor
  - Meet with student at conclusion of each on site visit to discuss evaluation.
- Complete a written midterm and final evaluation of student and submit to course faculty by designated due dates.
- The first clinical on site visit should take place just before or at completion of one half of the required clinical hours. The final on site visit should take place near the completion of clinical hours either the last or second to last clinical day.
- Students who are not performing at a satisfactory level at the first visit may require additional visits by the clinical faculty. Clinical Supervisor must notify course faculty if this situation occurs.
- We will send an orientation packet, evaluation forms and return envelope to the clinical faculty.

On Campus Course Faculty Responsibilities

- On campus course faculty has the overall responsibility for monitoring each student’s progress and didactic and clinical evaluation.
- Review student’s clinical plans and all clinical forms to provide approval.
- Provide orientation materials for preceptor and clinical faculty.
- Act as liaison to preceptor, clinical faculty, and student, problem solving any difficulties that arise.
- Provide didactic materials and resources to student relevant to course outcomes.
- Guide and evaluate student’s achievement of course outcomes through course assignments, tests, and other correspondence with student as needed.
- Review student’s clinical logs, time sheet, and all clinical evaluations to determine if student has satisfactorily completed the clinical component of the course.
- Review all student evaluations of the clinical agency and provide feedback to agency as needed.

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- Obtain and submit all required preceptor, clinical faculty, and agency information prior to beginning any clinical hours – must have course faculty approval.
- Meet with preceptor prior to beginning clinical experience to discuss logistics of the clinical experience and to review course outcomes.
- Meet with the clinical faculty to discuss clinical schedule and to plan for on-site evaluations.
- Maintain electronic clinical log of clients seen and have available at on-site evaluations for clinical faculty review.
- Complete a Student Self-Evaluation Form and review it with clinical supervisor at both the midterm and final on site visits.
- Submit Clinical Time Sheet signed by preceptor, clinical logs, and student self-evaluation to course faculty at designated due dates.
• Complete all clinical and course requirements within expected time frame.
• Inform clinical and course faculty immediately of any concerns about clinical experience.
• Submit Agency Evaluation to course faculty by designated due date.

**RESEARCH 697**

All students who plan to complete the RES 697 must have the paper completed and submitted to the Graduate School by the Fall 2014 deadline (see Graduate School deadlines for submission of RES 697 papers). If a student does not meet this deadline they will receive a grade of NC (no credit). Students, who receive the NC, have the option to take the other two alternative courses, NUR 608 and NUR 609, to meet degree requirements if they have not exceeded the six year limit to meet degree requirements.

RES 697 advisors with students who have an incomplete for the RES 697 may contact the student and require the RES 697 paper be submitted before the Fall 2014 deadline. The RES 697 advisor and student will determine the deadline the paper must be completed and submitted to the Graduate School (all papers must be submitted by Fall 2014 Graduate School deadlines). Failure for the student submitting the RES 697 by the determined deadline will result in the RES 697 incomplete grade being changed from RES 697 to NC.