

# MSN

THOMAS EDISON  
STATE UNIVERSITY



2023 - 2024

W. CARY EDWARDS SCHOOL OF NURSING  
AND HEALTH PROFESSIONS

## MSN

STUDENT HANDBOOK

STUDY WITH THE LEADER  
IN ONLINE EDUCATION.

# Contents

- 2 Message from the Dean**
- 3 W. Cary Edwards School of Nursing and Health Professions**
  - 3 Mission and Philosophy
  - 4 Purpose and Goals
  - 4 Accreditation
- 5 MSN Degree Programs**
  - 5 Master of Science in Nursing (MSN)
  - 5 MSN Degree Program Outcomes
  - 5 Nurse Educator Competencies
  - 6 Nursing Informatics Competencies
  - 6 Nursing Administration Competencies
- 7 MSN Curriculum**
  - 7 Nursing Course Descriptions
  - 10 About MSN Course Work
  - 10 About Practicum Requirements
- 11 Graduate Nursing Certificate Programs**
  - 11 About the Graduate Nursing Certificate Course Work
  - 11 Nurse Educator Certificate Program
  - 12 Nursing Informatics Certificate Program
  - 12 Nursing Administration Certificate Program
- 13 Policies and Procedures**
  - 14 Admissions
  - 14 Admissions Process
  - 14 Enrollment
  - 15 Reenrollment
  - 15 Nonenrolled RNs
  - 15 Academic Standing: Graduate Grading System
  - 15 Academic Integrity
  - 15 Plagiarism
  - 16 Final Grade Appeals
  - 16 Degree/Certificate Program Requirements
  - 17 Updated Credentials for Selected Courses
  - 17 Graduation
  - 18 Award of Graduate Nursing Certificates
  - 18 Awards and Honors
  - 18 Complaints
  - 18 Professional and Personal Conduct
  - 18 Policy Against Discrimination and Harassment
  - 18 Reporting Data Change
  - 18 Confidentiality of Student Records
  - 19 System Requirements
- 20 Student Services and Resources**
  - 20 Advisement Services
  - 20 Student Accessibility Services
  - 20 Library and Educational Services and Resource
  - 20 Technical Support
  - 20 Financial Aid
  - 20 Communications and Publications
- 21 Directory for Enrolled Students**

# Welcome to the W. Cary Edwards School of Nursing and Health Professions at Thomas Edison State University



Welcome to Thomas Edison State University (TESU). The W. Cary Edwards School of Nursing and Health Professions has a tried-and-true, outstanding educational program and I am proud to be the Dean. The W. Cary Edwards graduate nursing program has been preparing competent, caring professional nurses for over thirty-five years. Thomas Edison nurses are in demand because, upon graduation, they provide quality care to diverse patients, families, and communities. Together, students and mentors will take this exciting learning journey which will culminate in preparation for licensure and life-long learning.

The W. Cary Edwards School of Nursing and Health Professions mentors have years of teaching and practice experience. Mentors have the expertise and skills to prepare graduates for the current healthcare environment that includes technological advancements, evidence-based practice, clinical reasoning competencies, and national and global health initiatives. Professional nurses will be at the forefront of healthcare reform and change. The W. Cary Edwards School of Nursing and Health Professions provides a superior education that develops students' leadership skills in order to affect healthcare change and progress.

The journey to becoming a professional nurse is engaging and stocked with interesting knowledge about human health, illness, and environment. Use this handbook as a resource to help navigate the path to becoming a leader in nursing. Please read this handbook to be empowered with the information needed about expectations to ensure a successful journey. Additionally, the advisors, mentors, and myself are also always available to assist you along the way.

Congratulations on being accepted into this outstanding nursing program. The next few years will be a busy, positive, life-altering experience. I am honored to be able to share this wonderful learning journey with each student and will do everything possible to promote successful outcomes.

Sincerely,

Ruth Wittmann-Price, PhD, RN, CNS, CNE, CNEcl, CHSE, ANEF, FAAN  
Dean, W. Cary Edwards School of Nursing and Health Professions

# W. Cary Edwards School of Nursing and Health Professions

The programs available at the W. Cary Edwards School of Nursing and Health Professions at Thomas Edison State University are the Master of Science in Nursing (MSN), and the graduate nursing certificate programs. Three areas of specialty are offered in the MSN degree: Nurse Educator, Nursing Informatics, and Nursing Administration. All programs are offered as online, mentored learning programs where students participate actively as a community of learners through the asynchronous online group discussions integral to each nursing course.

All graduates of the MSN degree program will receive a certificate in their selected area of specialty upon degree completion in addition to the MSN degree. All graduates of the graduate nursing certificate programs will receive a certificate in their selected area of specialty upon program completion.

The W. Cary Edwards School of Nursing and Health Professions has an enrollment of nearly 900 students from 25 states. The diverse student population reflects minority representation of 33 percent and male representation of 15 percent. The average age of our enrolled nursing students is 38.5. Bringing with them a wide range of experiences, our students are active leaders participating in healthcare transformation.

Mentors for the courses are experienced nurse educators in higher education and leaders from service settings across the country. Select mentors serve as members of the W. Cary Edwards School of Nursing and Health Professions Committee to guide the development, implementation, and evaluation of the School's programs.

## Mission and Philosophy

The W. Cary Edwards School of Nursing and Health Professions accepts and upholds the mission of the University in providing distinctive undergraduate and graduate education for self-directed adults through flexible, high-quality collegiate learning and assessment opportunities. As such, the W. Cary Edwards School of Nursing and Health Professions believes that independent and self-directed study in a mentored, environment is the hallmark of the academic programs offered to students by the W. Cary Edwards School of Nursing and Health Professions. In this learning environment, the student, as an adult learner, interacts and collaborates with mentors and peers to create and enhance a dialogue within a community of learners. Through this innovative approach to programming, the W. Cary Edwards School of Nursing and Health Professions actively shapes the nursing profession by preparing nurses who are intellectually curious, clinically competent, and technologically prepared to assume leadership positions at the forefront of healthcare transformation.

The W. Cary Edwards School of Nursing and Health Professions supports the belief that attainment of the bachelor's degree is

essential to the ongoing process of professional nursing education and development. The Bachelor of Science in Nursing (BSN) degree, building on the prior education and experience of the student, prepares graduates to practice nursing in a variety of settings and roles and provides a foundation for graduate study and lifelong learning. The Master of Science in Nursing (MSN) degree prepares graduates to assume leadership roles in a diverse, technologically challenging, and global healthcare environment, and for advanced study and lifelong learning. The graduate nursing certificate programs offer opportunities for advanced specialized study to master's-prepared nurses seeking additional opportunities in nursing. The Doctor of Nursing Practice (DNP) degree prepares nurse leaders to function at the highest level in healthcare organizations. Competencies in organizational leadership, economics and finance, healthcare policy, population-focused care, and technology are emphasized.

Nursing is a dynamic profession that provides an essential service to society. As such, nursing is engaged in multilevel roles and relationships and is accountable to society for its role in improving the health status of the community. Nursing is practiced with respect for human dignity and individual differences. The art and science of nursing requires the ongoing application of specialized knowledge, principles, skills, and values. As a distinct body of knowledge, nursing builds upon theories from various disciplines and works collaboratively with other professions to enhance the health status of individuals, families, groups, and communities.

The client is viewed as an open and dynamic system with unique psychophysiological, spiritual, and sociocultural characteristics. Within this system, the client interacts with the environment and experiences varying states of health. Health is described as a dynamic process fluctuating along a wellness-illness continuum. Nurses assist clients to function and effectively adapt to the environment along that continuum. The environment encompasses numerous factors that affect the development and behavior of clients. These factors have an impact on the client's ability to function and maintain optimal health status. Nurses are responsible for the promotion, maintenance, and restoration of health.

The W. Cary Edwards School of Nursing and Health Professions is committed to the belief that the School uses a teaching-learning process based on the principles of adult learning; demonstrates effective design, and delivery of educational experiences in varied learning environments; provides for collaboration and collegial interaction among mentors, educators, and peers; effectively links theory, practice, research, and technology; and extends its reach to people of diverse ethnic, racial, economic, and gender groups.

Through these beliefs and contributions to the ongoing development of caring, competent, informed, ethical, and accountable nurses, the W. Cary Edwards School of Nursing and Health Professions strives to play an influential and positive role in helping to shape the future and the practice of professional nursing.

## Purpose and Goals

In keeping with the mission of the University and the commitment to providing high-quality education to address the needs of the greater community, the purpose of the W. Cary Edwards School of Nursing and Health Professions is to provide high-quality nursing education programs that meet the needs of the healthcare community and uphold the standards of the nursing profession.

In addressing the needs of the healthcare community the W. Cary Edwards School of Nursing and Health Professions recognizes and partners with its community of interest, comprised of both internal and external constituencies. The identified communities of interest are at the national, state, and local levels. External constituencies include local entities, legislators, professional accrediting bodies, and representatives from the professional community such as our partners and clinical affiliates. Internal constituencies include students, alumni, mentors, staff, and the University.

### **THE GOALS OF THE W. CARY EDWARDS SCHOOL OF NURSING AND HEALTH PROFESSIONS ARE TO:**

- > Prepare graduates to assume leadership roles in a diverse society and changing healthcare environment;
- > Provide nontraditional nursing education programs that meet the needs of adult learners; and
- > Provide a foundation for advanced study and lifelong learning.

## Accreditation

The Baccalaureate degree program in nursing, master's degree program in nursing, and doctor of nursing practice program at Thomas Edison State University are accredited by the Commission on Collegiate Nursing Education.

### > **COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)**

665 K Street NW, Suite 750  
Washington, DC 20001  
207-867-6791  
[www.ccneaccreditation.org](http://www.ccneaccreditation.org)



The Accelerated Baccalaureate degree program in nursing at Thomas Edison State University is accredited by the New Jersey Board of Nursing.

### > **NEW JERSEY BOARD OF NURSING**

PO Box 45010  
Newark, NJ 07101  
973-504-6430  
[www.njconsumeraffairs.gov/nur/Pages/default.aspx](http://www.njconsumeraffairs.gov/nur/Pages/default.aspx)

Thomas Edison State University is accredited by the Middle States Commission on Higher Education.

The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

### > **MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

3624 Market Street  
Philadelphia, PA 19104  
267-284-5000  
[www.msche.org](http://www.msche.org)

# MSN Degree Programs

## Master of Science in Nursing (MSN)

The Master of Science in Nursing (MSN) degree requires a minimum of 36 credits consisting of a combination of core courses, direct-care core courses, electives, specialty courses, and Practicum courses. All courses are 3 credits each. A certificate in the student's selected area of specialty is awarded along with the MSN degree. A minimum of two years of nursing experience is recommended, and a BSN degree from a regionally accredited program is required.

Three areas of nursing specialty are offered: Nurse Educator, Nursing Informatics, and Nursing Administration.

The Nurse Educator program prepares graduates for teaching roles in healthcare and academic settings. The Nursing Informatics program prepares graduates to function as a nursing informatics specialist. The Nursing Administration program prepares graduates for the role of nurse administrator in healthcare settings.

*Note: Successful completion of a 3-credit statistics course is a prerequisite for NUR-5300.*

*Note: Completion of 100 on-ground, supervised hours, is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility.*

## MSN Degree Program Outcomes

### TO BE MET UPON COMPLETION OF THE MSN DEGREE PROGRAM:

- > Demonstrates the use of scholarly inquiry to evaluate current knowledge from nursing theory, nursing science, and related disciplines to inform and/or initiate change in nursing practice.
- > Applies ethical decision making to nursing practice.
- > Analyzes the effect of health policy, finance, technology, and the organizational context on the development and implementation of quality nursing practice.
- > Demonstrates the use of leadership strategies that advance the design, implementation, and evaluation of nursing practice.
- > Analyzes the effect of sociopolitical, cultural, and global influences on nursing practice.
- > Utilizes interprofessional communication to improve healthcare outcomes.
- > Integrates advances in technology into healthcare.

## Nurse Educator Competencies

### IN ADDITION TO THE MSN DEGREE OUTCOMES, THE GRADUATE OF THE NURSE EDUCATOR PROGRAM WILL BE ABLE TO:

- > Apply theories of education and related sciences to the development and evaluation of nursing and healthcare curricula;
- > Facilitate learning of individuals and groups using theories of education, nursing, testing and evaluation, and technological innovation;
- > Apply leadership strategies to contribute to the ongoing development of the profession of nursing and nursing education;
- > Utilize research to analyze the outcomes of nursing interventions and improve nursing practice and nursing pedagogy;
- > Apply strategies that recognize multicultural factors in teaching and learning;
- > Utilize theories of change to advance the profession of nursing;
- > Analyze ethical theories and ethical decision making in the educational setting;
- > Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the delivery of patient care; and
- > Design curriculum and implement and evaluate curriculum based on sound educational principles, theory, and research.

### NURSE EDUCATOR COURSES AND CREDIT ALLOCATION

The Nurse Educator program prepares graduates for teaching roles in healthcare and academic settings

#### Core Courses 12 Credits

- > NUR-5290: Health Policy
- > NUR-5300: Evidence-Based Nursing Practice\*
- > NUR-5310: Nursing Informatics: Concepts and Issues
- > NUR-600: Nursing Leadership in a Global Community

#### Direct-Care Core Courses 9 Credits

- > NUR-5160: Advanced Health Assessment
- > NUR-6400: Advanced Pathophysiology
- > NUR-6500: Advanced Pharmacology

#### Specialty Courses 9 Credits

- > NUR-6300: Theoretical Foundations and Instructional Strategies in Nursing Education
- > NUR-7000: Curriculum Theory and Development in Nursing Education
- > NUR-7100: Testing, Assessment, and Evaluation

#### Practicum Courses 6 Credits

- > NUR-7400: Nurse Educator: Seminar and Practicum I\*\*
- > NUR-7500: Nurse Educator: Seminar and Practicum II\*\*

## Nursing Informatics Competencies

**IN ADDITION TO THE MSN DEGREE OUTCOMES, THE GRADUATE OF THE NURSING INFORMATICS PROGRAM WILL BE ABLE TO:**

- > Integrate knowledge, skills, and scientific findings from nursing science, computer science, information science, and cognitive science in the professional practice of nursing informatics;
- > Analyze the concepts of, and relationships between, data, information, knowledge, and wisdom for implications to nursing practice;
- > Demonstrate leadership in the professional practice of nursing informatics through the use of effective communication, interdisciplinary collaboration, and administrative skills;
- > Participate at each stage within the health information systems life cycle as a leader and team member;
- > Promote the use of healthcare informatics-related education for consumers and healthcare providers;
- > Integrate legal, ethical, regulatory, technical, and professional standards into the development and implementation of healthcare related information systems;
- > Use research, evidence-based practice, quality improvement, and safety methodologies in the evaluation and improvement of healthcare information systems; and
- > Advance nursing informatics professional practice and values.

### NURSING INFORMATICS COURSES AND CREDITS

The Nursing Informatics program prepares graduates for the role of nurse administrator in healthcare settings.

#### Core Courses 15 Credits

- > NUR-5290: Health Policy
- > NUR-5300: Evidence-Based Nursing Practice\*
- > NUR-5310: Nursing Informatics: Concepts and Issues
- > NUR-5820: Financial Management in Nursing Practice
- > NUR-6000: Nursing Leadership in a Global Community

#### Elective Courses 6 Credits

Electives may be selected from nursing elective course offerings, direct-care core courses, and/or from alternate specialty area courses. For example, students may take two courses in nursing informatics to enhance their skill base and work toward a future certificate in nursing informatics.

#### Specialty Courses 9 Credits

- > NUR-6310: Nursing Informatics: Systems Life Cycle
- > NUR-7010: Nursing Informatics: Databases and Knowledge Management
- > NUR-7110: Nursing Informatics: Consumer Informatics and Communication Technologies

#### Practicum Courses 6 Credits

- > NUR-7210: Nursing Informatics: Seminar and Practicum\*\*
- > NUR-7310: Nursing Administration: Seminar and Practi-

## Nursing Administration Competencies

**IN ADDITION TO THE MSN DEGREE OUTCOMES, THE GRADUATE OF THE NURSING ADMINISTRATION PROGRAM WILL BE ABLE TO:**

- > Utilize systems thinking to lead and manage complex healthcare organizations;
- > Provide leadership in the professional design of nursing care grounded in ethical, multicultural, and professional standards and healthcare policy;
- > Utilize financial, material, human, and environmental resources to benefit nursing divisions in complex healthcare organizations;
- > Use information management systems to facilitate organizational decision making;
- > Demonstrate communication skills and relationship building competencies to support organizational goals;
- > Demonstrate leadership in the professional community;
- > Integrate best evidence to provide quality nursing care and promote improvement in healthcare outcomes; and
- > Use an interdisciplinary approach to execute nursing administration practice.

### NURSING ADMINISTRATION COURSES AND CREDITS

The Nursing Administration program prepares graduates for the role of nurse administrator in healthcare settings.

#### Core Courses 15 Credits

- > NUR-5290: Health Policy
- > NUR-5300: Evidence-Based Nursing Practice\*
- > NUR-5310: Nursing Informatics: Concepts and Issues
- > NUR-5820: Financial Management in Nursing Practice
- > NUR-6000: Nursing Leadership in a Global Community

#### Elective Courses 6 Credits

Electives may be selected from nursing elective course offerings, direct-care core courses, and/or from alternate specialty area courses. For example, students may take two courses in nursing informatics to enhance their skill base and work toward a future certificate in nursing informatics.

#### Specialty Courses 9 Credits

- > NUR-6320: Nursing Administration: Standards and Structure
- > NUR-7020: Nursing Administration: Executive Managerial Process
- > NUR-7120: Nursing Administration: Resource Acquisition and Management

#### Practicum Courses 6 Credits

- > NUR-7220: Nursing Administration: Seminar and Role Practicum\*\*
- > NUR-7320: Nursing Administration: Seminar and Process Practicum\*\*

# W. Cary Edwards School of Nursing and Health Professions—MSN Curriculum

## Nursing Course Descriptions

Select nursing courses have prerequisites and advisories, which are noted in course descriptions. Students are responsible for knowing degree requirements, the prerequisites and advisories for the courses needed, and for registering for the selected courses only after satisfying prerequisites. **Students who schedule courses without satisfying prerequisites will be denied access to the course, possibly incurring financial withdrawal penalties.**

### CORE COURSES

#### **NUR-5290: Health Policy** 3 CR

During this course, students examine a comprehensive model of policymaking. Course emphasis is on healthcare trends, forces, and issues that shape health policy. Students, focusing on the core elements of health policy analysis, examine how politics, ethics, economics, and social and cultural variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking.

#### **NUR-5310: Nursing Informatics: Concepts and Issues** 3 CR

This course combines nursing science, computer science, information science, and cognitive science to develop, implement, and support automated systems that optimize the delivery of healthcare services. Critical professional nursing and healthcare consumer issues related to nursing informatics and information technology will be explored.

#### **NUR-5300: Evidence-Based Nursing Practice** 3 CR

The emphasis for this course is on the elements of evidence-based practice. Focus is placed on the cyclical process of identifying clinical questions, searching and appraising the evidence for potential solutions/innovations, planning and implementing practice changes, evaluating the outcomes, and identifying additional gaps in nursing knowledge. Integration of the existing evidence with clinical judgment, patient preferences, interprofessional perspectives, and other resources forms the basis for the clinical decision-making process that is inherent in improving patient, population, and organizational outcomes. Processes for leading managing practice changes are explored.

*Prerequisite: A course equivalent to HPS-2000: Statistics for the Health Professions prior to enrolling in NUR-5300 and NUR-4190: Exploring Evidence-Based Practice and Research in Nursing.*

#### **NUR-5820: Financial Management in Nursing Practice** 3 CR

This course introduces nursing professionals to healthcare financing issues in diverse settings of nursing practice. Students will explore financial sources, analyze legislation and reimbursement mechanisms, evaluate business plans, and learn to manage budgets. Students will also consider various approaches for analyzing the financial benefit, effectiveness, and utility of clinical initiatives across diverse populations and clinical settings.

#### **NUR-6000: Nursing Leadership in a Global Community** 3 CR

In this course, the role of advanced nursing leadership is explored through the lens of global health. The course addresses key concepts of global health, examines selected advanced concepts including partnership and sustainability, and integrates ethics and social justice as core values for advanced nursing leadership.

### DIRECT-CARE CORE COURSES

#### **NUR-5160: Advanced Health Assessment** 3 CR

This course focuses on the acquisition of advanced health assessment and clinical-reasoning skills. Students apply the diagnostic (clinical) reasoning process to develop a comprehensive plan of care for patients in a variety of settings throughout the lifespan. Emphasis is placed on advanced health assessment skills, health promotion, disease prevention, and risk assessment.

#### **NUR-6400: Advanced Pathophysiology** 3 CR

This course builds on a basic knowledge of anatomy and physiology, examining advanced concepts of pathophysiology, incorporating the etiology, epidemiology, pathology and clinical presentation of alterations in body functions across the lifespan. An in-depth analysis of the evolution of these alterations leading to the development and symptomatology of various diseases includes the integration of potential predisposing factors such as epigenetics, lifestyle and socio-cultural influences.

#### **NUR-6500: Advanced Pharmacology** 3 CR

In this course, students apply the principles underlying pharmacology, evidence-based nursing research, legal and ethical principles of nursing, and the factors influencing drug selection to facilitate positive patient pharmacological outcomes. This course focuses on the role of the advanced practice nurse and builds on the student's knowledge of pathophysiology and the concepts of pharmacokinetics, pharmacodynamics, pharmacogenomics, pharmacoeconomics, and pharmacotherapeutics in the management of health and common disease states. Emphasis is placed on the use of technological resources and current evidence-based guidelines to select appropriate medications for patients across the life span and from various cultures and populations.

### ELECTIVES

Students in the Nursing Administration and Nursing Informatics specialty areas may choose any graduate-level nursing course relevant to advanced nursing practice: administration and management, informatics and technology, and education. Courses may be selected from all nursing graduate specialty courses or graduate electives within the University. To ensure acceptance of transfer credits toward MSN degree requirements, students are advised to seek approval from the nursing program advisor prior to registering for the course. Please see the University website [tesu.edu/nursing](http://tesu.edu/nursing), or the University Catalog online, for elective nursing courses offered by the W. Cary Edwards School of Nursing and Health Professions.

*Note: HPS-2000 may not be used to satisfy MSN elective requirements.*



**NUR-6130: History of American Nursing 3 CR**

In this graduate course, students explore the evolution of professional nursing in America in the context of the times. Using a social historical framework, the course begins with nursing care in the Colonial period and ends more than two centuries later, reflecting on the response to health and crisis in today's environment. The development of nursing education, leadership, changes in nursing practice, and the role of nurses in advocacy, health promotion, prevention, restoration, and holistic care are examined through the present century. An understanding of the historical research process and synthesis of historical data are integral to this course in the proper preservation of American nursing foundations.

**NUR-6140: Professional Writing From Idea to Publication 3 CR**

This course is designed to help the student become an effective writer in his or her professional field. It will hone the writer's skills in two areas: develop the writer's skills required to be published in professional and lay journals, magazines, and newspapers; and refine the writing required in one's professional practice. In this course, students learn how to develop a theme that will interest a readership and publisher. Focus is on effective writing techniques and learning the process from idea to publication.

Open to undergraduate and graduate nursing and non-nursing students.

**SPECIALTY AND PRACTICUM COURSES****Nurse Educator****NUR-6300: Theoretical Foundations and Instructional Strategies in Nursing Education 3 CR**

This course is designed to provide the foundation for understanding theories, philosophies, and strategies of teaching and learning that influence nursing education. The course also explores ethical and legal issues in nursing education.

**This course should be scheduled as the first of the five courses in the Nurse Educator specialty area. The nursing education Practicum I must be scheduled last in the Master of Science in Nursing (MSN) degree nurse educator program.**

**NUR-7000: Curriculum Theory and Development in Nursing Education 3 CR**

This course is designed to address the study of curriculum development, design, implementation, and evaluation in nursing education. Historical and philosophical foundations of nursing education are examined. The practical application and synthesis of curriculum theory is emphasized. The role of the educator in the dynamic relationship between the practice setting, research, and curriculum is examined.

*Advisory: A course equivalent to NUR-6300: Theoretical Foundations and Instructional Strategies in Nursing Education is required to be successful in NUR-7000. Students are responsible for having acquired this knowledge prior to registering for NUR-7000.*

**NUR-7100: Testing, Assessment, and Evaluation 3 CR**

Course emphasis is on preparing teachers in nursing curricula to focus on learning outcomes. The concepts of measurement and evaluation are examined as the basis for studying how instruction, testing, assessment, and evaluation of student learning are interrelated. Formative, summative, qualitative, and quantitative assessment methodologies are applied to evaluate instruction and learning in various educational settings.

*Advisory: Courses equivalent to NUR-6300: Theoretical Foundations and Instructional Strategies in Nursing Education and NUR-7000: Curriculum Theory and Development in Nursing Education are required to be successful in NUR-7100. Students are responsible for having acquired this knowledge prior to registering for NUR-7100.*

**NUR-7400: Nurse Educator: Seminar and Practicum I 3 CR**

In this course, the role of the nurse educator is operationalized. Students engage in reflective analyses of nursing education practices and clinical experiences. Theoretical concepts and best available evidence are applied in academic or practice environments. This course requires completion of 100 Practicum hours. Submission of the Capstone Project – Phase 1 is required to demonstrate achievement of MSN program outcomes and nurse educator competencies. (Please refer to the Practicum Packet.)

*Prerequisites: All other MSN degree and Nurse Educator certificate requirements\* except NUR-7500. Submission of all document and requirements outlined in the Practicum Packet, including a criminal background check.*

*Note: Due to course workload, it is recommended that students not be enrolled in other courses at the same time.*

**NUR-7500: Nurse Educator: Seminar and Practicum II 3 CR**

In this course, students perform in the role of an advanced nurse educator; apply complex knowledge and skill in academic and practice learning environments; evaluate strategies to advance nursing education; and explore the current and future educational challenges for the advancement of nursing education. Course requirements include completion of 100 Practicum hours and submission of the Capstone Project's Phase 2. Demonstration of achievement of Master of Science in Nursing (MSN) program outcomes and competencies is required.

*Prerequisites: All other MSN degree and Nurse Educator certificate requirements.\* Submission of all documents and requirements outlined in the Practicum Packet, including a background check.*

*Note: Due to course workload, it is recommended that students not be enrolled in other courses at the same time.*

**Nursing Informatics****NUR-6310: Nursing Informatics: Systems Life Cycle 3 CR**

This course provides students with a sequential process that supports the successful implementation of an information system within a variety of healthcare settings. Various techniques and skills will be presented that assist healthcare organizations in advancing through the stages of a system's life cycle. Emphasis is placed on the role of the nursing informatics specialist within this process.

### **NUR-7010: Nursing Informatics: Databases and Knowledge Management** 3 CR

This course is designed to provide a comprehensive foundation in the relationship between data, information, knowledge, and wisdom by examining database design standards and issues. Students explore the relationship between knowledge discovery and databases as they relate to nursing and healthcare delivery. Concepts of data warehousing, data mining, knowledge management, and security/access will be explored.

### **NUR-7110: Nursing Informatics: Consumer Informatics and Communication Technologies** 3 CR

In this course students will explore consumer informatics and digital health. Emphasis will be on consumer engagement and empowerment through user-centered design of information, services, and support with health information technologies. Consumer informatics will continue to evolve with new developments and will capture current trends and emerging technologies. This course will also examine the Nursing Informatics Scope and Standards of Practice related to consumer informatics.

### **NUR-7210: Nursing Informatics: Seminar and Practicum I** 3 CR

The Nursing Informatics Seminar and Practicums I and II are closely aligned. The two Practicums provide a Capstone experience for applying knowledge and skills acquired during the nursing informatics program. Practicums I and II are scheduled in the same healthcare setting. Students select their learning environment based on course objectives and their professional goals, need, and interests. In Nursing Informatics: Seminar and Practicum I, students, working with the online mentor and on-ground preceptor, develop a plan for Practicum activities and select, initiate, and implement informatics related projects that may continue into the second Practicum. Students reflectively discuss their experiences, projects, and related learning in the online discussion seminar. This course requires completion of 100 Practicum hours.

*Prerequisites: All other MSN degree and Nursing Informatics certificate requirements except NUR-7310: Nursing Informatics: Seminar and Practicum II, submission of all documents and requirements outlined in the Practicum Packet, including a criminal background check.*

*Note: Students may register for one elective concurrent with this course.*

### **NUR-7310: Nursing Informatics: Seminar and Practicum II** 3 CR

This course builds on the student's learning and achievements from Nursing Informatics: Seminar and Practicum I. Depending on the learning opportunities available and the student's evolving professional goals, the student, in consultation with the course mentor and on-ground preceptor, may continue and/or modify the selected Practicum activities and projects developed in the first Practicum course. Students reflectively discuss their experiences, projects and related learning in the online discussion seminar. This course requires completion of 100 Practicum hours.

Demonstration of achievement of Master of Science in Nursing (MSN) program outcomes and competencies is required.

*Prerequisites: All other MSN degree and Nursing Informatics certificate requirements. Submission of all documents and requirements outlined in the Practicum Packet.*

*Note: Students may register for one elective concurrent with this course.*

## **Nursing Administration**

### **NUR-6320: Nursing Administration: Standards and Structures** 3 CR

This course is designed to provide a foundation upon which students understand healthcare organizations, what accreditation organizations exist, and how some organizations are designated for quality attainment. An overview of the standards and competencies forming the basis for managerial and executive roles is examined. Students will have the opportunity to examine information in context of their current organization and their current competencies. This course is the foundation for all subsequent nursing administration courses in the curriculum.

### **NUR-7020: Nursing Administration: Executive Managerial Process** 3 CR

This course is designed to facilitate the development of nurse executives and managers. Using theoretical constructs, focus is placed on selected processes that contribute to quality nursing outcomes through systems thinking, communication and relationship building, professionalism, and knowledge of the healthcare environment.

### **NUR-7120: Nursing Administration: Resource Acquisition and Management** 3 CR

In this course, students examine resources required to deliver quality healthcare services. The acquisition, management, and use of resources in the healthcare environment are explored. Fiscal, human, technological, intellectual, and material resources are examined and analyzed in the context of current and future healthcare environments.

### **NUR-7220: Nursing Administration: Seminar and Role Practicum** 3 CR

This course provides the student with the opportunity to experience the role of nurse administrator/executive. An individualized nursing administration Practicum in a specific area of clinical emphasis is chosen by the student and monitored by the mentor and on-ground preceptor. Competencies that govern the role of the nurse administrator/executive are explored in depth. Students focus on the context for enacting the role of nurse administrator/executive in a healthcare delivery system. Students engage in a reflective discussion of nursing administration issues and experiences in the online seminar. This course requires completion of 100 Practicum hours.

*Prerequisites: All other MSN degree and Nursing Administration certificate requirements except NUR-7320: Nursing Administration: Seminar and Process Practicum, submission of all documents and requirements outlined in the Practicum Packet, including a criminal background check.*

*Note: Students may register for one elective concurrent with this course.*

### **NUR-7220: Nursing Administration: Seminar and Role Practicum** 3 CR

This Capstone course provides the student with the opportunity to integrate management theory into the role of nurse administrator/ executive. Student focus is on nursing management processes in healthcare systems. Students continue in their selected area of clinical practice monitored by the mentor and on-ground preceptor. Students engage in a reflective discussion of nursing administration issues and experiences in the online seminar. This course requires completion of 100 Practicum hours.

Demonstration of achievement of Master of Science in Nursing (MSN) program outcomes and competencies is required.

*Prerequisites: All other MSN degree and Nursing Administration certificate requirements, submission of all documents and requirements outlined in the Practicum Packet, including a background check.*

*Note: Students may register for one elective concurrent with this course.*

## About MSN Course Work

The MSN degree program is designed and organized to include core courses, direct-care core courses, electives, courses in the area of specialty, and Practicum courses. The core courses should be taken first, and the Practicum courses are required to be taken last. The core courses have content common to all areas of specialty at the master's level. The specialty courses provide students with a strong foundation in preparation for their role in the selected area of specialty. The direct-care core courses provide students with advanced clinical knowledge and reasoning skills. Elective courses allow students to take graduate courses that strengthen and broaden their expertise. All courses, except electives, must be taken before the Practicum courses. Students are expected to familiarize themselves with the expectations and requirements for meeting advisories and prerequisites prior to registration for courses. While more than one course per term may be taken, students should be mindful of the expectations and policies related to the level of achievement expected in the graduate nursing courses and the MSN degree program to remain in good standing. Therefore, students are strongly encouraged to schedule a nursing advising appointment prior to registering for courses. Graduate students must earn a grade of B or higher in all graduate courses to receive credit toward the MSN degree. MSN students may repeat two courses one time each. Courses in which a student receives the grade of W will apply to this policy and be considered a course attempt. Students who earn a grade below B in a third course will be dismissed from the MSN program. Graduate students are required to maintain an overall average of B in their Thomas Edison State University courses in order to graduate. Upon MSN degree completion, a certificate in the selected area of specialty will be awarded in addition to the

## About Practicum Requirements

Two Practicums are included in each area of specialty offered in the MSN degree. To prepare for the Practicums, students are required to review the *Practicum Packet* and watch the prerecorded MSN Pre-practicum webinar found at [tesu.edu/nursing/programs/practicum-preparation](https://tesu.edu/nursing/programs/practicum-preparation) at least 9-12 months prior to the start of the first Practicum. An advising appointment is required 9-12 months prior to the start of the Practicum as well. During the advising appointment, the student will receive assistance in developing goals for the Practicum, selecting a Practicum site, and suggestions for the selection of a preceptor. To be permitted to register for the first Practicum, the student must meet specific requirements outlined in the Practicum Packet. The Part A: Intent to Register Form is found on the webpage: [tesu.edu/nursing/programs/practicum-preparation](https://tesu.edu/nursing/programs/practicum-preparation) and must be completed six months (24 weeks) in advance. Students select their preceptor and place of Practicum, and the School initiates a clinical affiliation agreement with the Practicum site. Health requirements include a current physical, evidence of immunization, CPR card, health insurance, and malpractice insurance. Additional health requirements may be applicable, depending on the Practicum site selected. Criminal background, FBI checks, and a drug screen are performed by a vendor selected by the School. Students must be licensed in the state or United States territory in which they will do their Practicum. Health and criminal background clearances and all other requirements outlined in the Practicum Packet must be completed four months (16 weeks) prior to the start of the first Practicum.

# Graduate Nursing Certificate Programs

The W. Cary Edwards School of Nursing and Health Professions graduate nursing certificate programs are designed for experienced RNs with a master's in nursing who want to develop the knowledge and skills needed to practice in another area of nursing specialty. The certificate programs consist of theory courses and two Practicums, a maximum of 18 credits each, and are available in each area of specialty offered in the MSN degree program. The competencies identified, and the theory and Practicum courses, are the same for the certificate programs as for students completing the same area of specialty in the MSN degree program. A certificate in the selected area of specialty is awarded on certificate program completion pending clearance by the University.

## About the Graduate Nursing Certificate Course Work

Students in the graduate nursing certificate programs should follow the recommended sequence for taking the specialty courses in the MSN degree program. Certificate program competencies will be measured in the final Practicum. For more information on the Practicum, visit the MSN Practicum preparation webpage at [tesu.edu/nursing/programs/practicum-preparation](https://tesu.edu/nursing/programs/practicum-preparation).

A grade of B or better is required on the certificate courses for credit to be applied to program requirements.

All students in the W. Cary Edwards School of Nursing certificate programs must complete all course requirements, submit the request for a graduate nursing certificate according to University guidelines for graduation and satisfy all financial obligations to be eligible for certificate award.

## Nurse Educator Certificate Program

The Nurse Educator certificate program is designed for experienced RNs with a master's in nursing in another area of nursing specialty who want to develop the knowledge and skills needed to teach in schools of nursing and healthcare settings. The program includes three theory courses and two Practicums, for a total of 15 credits. The student will select a healthcare or educational setting and preceptor. The same facility will be used as the setting for both Practicums, which are 100 hours each. Successful completion of Advanced Health Assessment, Advanced Pharmacology, and Advanced Pathophysiology is recommended for enrollment in the Nurse Educator certificate program.

### ON COMPLETION OF THE NURSE EDUCATOR CERTIFICATE PROGRAM, THE GRADUATE WILL BE ABLE TO:

- > Apply theories of education and related sciences to the development and evaluation of nursing and healthcare curricula;
- > Facilitate learning of individuals and groups using theories of education, nursing, testing, and evaluation, and technological innovation;
- > Apply leadership strategies to contribute to the ongoing development of the profession of nursing and nursing education;
- > Utilize research to analyze the outcomes of nursing interventions and improve nursing practice and nursing pedagogy;
- > Apply strategies that recognize multicultural factors in teaching and learning;
- > Utilize theories of change to advance the profession of nursing;
- > Analyze ethical theories and ethical decision making in the educational setting;
- > Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the delivery of patient care; and
- > Design curriculum and implement and evaluate curriculum based on sound educational principles, theory, and research.

### NURSE EDUCATOR CERTIFICATE REQUIREMENTS

	Credits
> NUR-6300: Theoretical Foundations and Instructional Strategies in Nursing Education	3
> NUR-7000: Curriculum Theory and Development in Nursing Education	3
> NUR-7100: Testing, Assessment, and Evaluation	3
> NUR-7400: Nurse Educator: Seminar and Practicum I	3
> NUR-7500: Nurse Educator Seminar and Practicum II	3

**TOTAL** **15**

All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at [tesu.edu/nursing](https://tesu.edu/nursing).

## Nursing Informatics Certificate Program

The Nursing Informatics certificate program is designed for experienced RNs with a master's in nursing in another area of nursing specialty who want to develop the knowledge and skills needed to practice as a nursing informatics specialist in healthcare settings. The program includes four theory courses and two Practicums for a total of 18 credits. The student will select a healthcare setting and preceptor for the Practicums. The same facility will be used as the setting for both Practicums, which are 100 hours each.

### ON COMPLETION OF THE NURSING INFORMATICS CERTIFICATE PROGRAM, THE GRADUATE WILL BE ABLE TO:

- > Integrate knowledge, skills, and scientific findings from nursing science, computer science, information science, and cognitive science in the professional practice of nursing informatics;
- > Analyze the concepts of, and relationships between, data, information, knowledge, and wisdom for implications to nursing practice;
- > Demonstrate leadership in the professional practice of nursing informatics through the use of effective communication, interdisciplinary collaboration, and administrative skills;
- > Participate at each state within the health information systems life cycle as a leader and team member;
- > Promote the use of healthcare informatics-related education for consumers and healthcare providers;
- > Integrate legal, ethical, regulatory, technical, and professional standards into the development and implementation of healthcare-related information systems;
- > Use research, evidence-based practice, quality improvement, and safety methodologies in the evaluation and improvement of healthcare information systems; and
- > Advance nursing informatics professional practice and values.

### NURSING INFORMATICS CERTIFICATE REQUIREMENTS

	Credits
> NUR-5310: Nursing Informatics: Concepts and Issues	3
> NUR-6310: Nursing Informatics: Systems Life Cycle	3
> NUR-7010: Nursing Informatics: Databases and Knowledge Management	3
> NUR-7110: Nursing Informatics: Consumer Informatics and Communication Technologies	3
> NUR-7210: Nursing Informatics: Seminar and Practicum I	3
> NUR-7310: Nursing Informatics: Seminar and Practicum II	3

**TOTAL 18**

All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at [tesu.edu/nursing](http://tesu.edu/nursing).

## Nursing Administration Certificate Program

The Nursing Administration certificate program is designed for experienced RNs with a master's in nursing in another area of nursing specialty who want to develop the knowledge and skills needed to practice as a nurse administrator in healthcare settings. The program includes three theory courses and two Practicums for a total of 18 credits. The student will select a healthcare setting and preceptor for the Practicums. The same facility will be used as the site for both Practicums, which are 100 hours each.

### ON COMPLETION OF THE NURSING ADMINISTRATION CERTIFICATE PROGRAM, THE GRADUATE WILL BE ABLE TO:

- > Utilize systems thinking to lead and manage complex healthcare organizations;
- > Provide leadership in the professional design of nursing care grounded in ethical, multicultural, and professional standards and healthcare policy;
- > Utilize financial, material, human, and environmental resources to benefit nursing divisions in complex healthcare organizations;
- > Use information management systems to facilitate organizational decision making;
- > Demonstrate communication skills and relationship building competencies to support organizational goals;
- > Demonstrate leadership in the professional community;
- > Integrate best evidence to provide quality nursing care and promote improvement in healthcare outcomes; and
- > Use an interdisciplinary approach to execute nursing administration practice.

### NURSING ADMINISTRATION CERTIFICATE REQUIREMENTS

	Credits
> NUR-5820: Financial Management in Nursing Practice	3
> NUR-6320: Nursing Administration: Standards and Structures	3
> NUR-7020: Nursing Administration: Executive Managerial Process	3
> NUR-7120: Nursing Administration: Resource Acquisition and Management	3
> NUR-7220: Nursing Administration: Seminar and Role Practicum	3
> NUR-7320: Nursing Administration: Seminar and Process Practicum	3

**TOTAL 18**

All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at [tesu.edu/nursing](http://tesu.edu/nursing).

# Policies and Procedures

All information pertaining to the online nursing courses may be found on the University website at [tesu.edu](https://tesu.edu).

Course registration begins approximately six weeks prior to the start of classes and continues for three weeks followed by several days of late registration, which requires a late fee. Please note that courses are not posted on the website for a particular term until registration begins. To register online, students must pay by credit card. Confirmation of registration will be sent by the Office of the Registrar by email when the process is complete. Please be sure to properly key in credit card information. A credit card fee will be included in all credit card transactions. All information pertaining to registration is in the University Catalog.

While there may be more than one section of a course available and students may choose the section and course mentor, the W. Cary Edwards School of Nursing and Health Professions reserves the right to reassign students to a different section as needed to provide an optimal learning experience for all students. Every effort will be made to accommodate course selections made during the regular registration periods, adding sections and/or seats if necessary.\*

To facilitate communication, students must maintain a current email address on file with the Office of the Registrar throughout their enrollment. A Student Data Change Form is available at [tesu.edu/studentforms](https://tesu.edu/studentforms).

Computer requirements and capability needed to be successful in the online courses are listed above and on the website.

At minimum, students should be able to send and receive email, including attachments. Selected courses require access to, and a familiarity with, presentation and spreadsheet software.

*\*Students may not change course sections once the course has opened.*

Assessment of learning in the nursing courses will include reading assignments, the student's contribution to the asynchronous online group discussions, written assignments, and presentations. All assignments related to the nursing online courses will be submitted online.

Textbooks and other course materials may be obtained from the University's recommended textbook service, Barnes and Noble: <https://bncvirtual.com/tesu> or any other vendor. To insure ordering the correct textbooks and other course materials, students must obtain textbook information for the term during which they plan to take the course as requirements for course materials may change. Students should also be sure they have confirmation of course registration before purchasing course materials.

Nursing courses require the student to participate substantively in the online discussions a minimum of three times a week on three different days throughout the week. The nursing course online discussions are designed to be highly interactive discussions where ideas can be shared and feedback provided, and where a community of learners is developed. To accomplish this goal, all students need to participate actively in the discussions and respond thoughtfully to the posted discussion question and the responses of other students.

Grading rubrics are posted in each course. The W. Cary Edwards School of Nursing and Health Professions grading policies are

stated in this Handbook and in the online University Catalog along with grading policies listed there that pertain to all students. For nursing courses to apply to program requirements, the student must achieve a B or better for all requirements in the graduate nursing courses.

Grading policies for graduate nursing courses pertain to all students in those courses regardless of the student's program level. All course assignments must be submitted on or before the last day of the course unless a course extension — [tesu.edu/extension](https://tesu.edu/extension) — has been submitted and approved by the mentor. Course extensions must be approved by the mentor and submitted by the student to the Office of the Registrar seven days prior to the last day of the course. Please refer to the W. Cary Edwards School of Nursing and Health Professions policies for information on repeating the nursing courses.

The nursing course mentors will be available the first day of the course. The mentor is responsible for all aspects of the course including interaction with students during online group discussions, feedback on the student's academic progress, and the grading of assignments. All issues and concerns related to program requirements, course registration, program materials, etc., should be referred to the appropriate University or W. Cary Edwards School of Nursing and Health Professions rather than the course mentor.

Elective credits in the MSN degree program are intended to provide opportunities for graduate students to strengthen and broaden their professional background in preparation for their role in the selected area of specialty. Appropriate courses include graduate-level nursing courses in the other areas of specialty. Additional courses include NUR-6400: Advanced Pathophysiology; NUR-6500: Advanced Pharmacology; NUR-6140: Professional Writing from Idea to Publication; and NUR-5160: Advanced Health Assessment as well as graduate nursing elective courses offered by the W. Cary Edwards School of Nursing and Health Professions and posted on the University website.

**All students in the MSN degree program and the graduate nursing certificate programs must meet requirements for current licensure, malpractice insurance, health, criminal background checks, and a drug screen for the Practicum as outlined in the Practicum Packet. All prerequisites and course advisories are the responsibility of the student and must be met prior to the student being given access to these and selected other courses that have advisories. MSN students should obtain the Practicum Packet online when they begin the nursing specialty courses to insure sufficient time to familiarize themselves with the Practicum requirements and comply with the requirements prior to registration for the first Practicum.**

Students who wish to use credit earning methods other than the online nursing courses offered by the W. Cary Edwards School of Nursing and Health Professions should consult with the nursing program advisor prior to scheduling the exam, transfer course, or prior learning assessment (PLA) course to insure the credit will meet degree requirements as anticipated. Policies on acceptance of credit earned elsewhere or prior to enrollment are included in the section on Policies in this Handbook.

The policies stated here apply to students enrolling in the MSN degree program with degree requirements effective July 1, 2023.

## Admissions

- > Admission to the MSN program offered by the W. Cary Edwards School of Nursing and Health Professions is rolling.
- > All MSN applicants to the W. Cary Edwards School of Nursing and Health Professions must possess a current and valid unencumbered RN license, recognized in the United States.
- > Provisional Admission to the MSN programs is open to senior nursing students or graduates of an RN diploma program of nursing, or a regionally accredited college or university in the United States with an associate degree in nursing awaiting RN licensure. Students provisionally admitted to the program may enroll in NUR-3420, HPS-2000, ETH-2300, or SOS-1100, and NUR-5160.
- > Provisionally admitted students will have one year from the date of Provisional Admission to obtain RN licensure. Failure to do so within that time, will result in removal from the program.
- > Full Admission to the MSN programs requires the applicant to be a graduate of an RN diploma program of nursing, or a regionally accredited college or university in the United States or recognized foreign institution with an associate degree in nursing. A current and valid unencumbered RN license, recognized in the United States, must be submitted for full admission to the program.

## Admissions Process

All MSN applicants to the W. Cary Edwards School of Nursing and Health Professions must:

- > Submit the completed online application with fee, which is nonrefundable, including documentation of current RN licensure. Applicants licensed in a state that does not have online verification must submit a notarized copy of their current license — without restrictions, valid in the United States, to the Office of Admissions and Enrollment Services.
- > Have official transcripts for all college-level credit and examination score reports sent to the University's Office of the Registrar.
- > Submit official transcripts from the school of nursing awarding the diploma (if a graduate of an RN diploma school of nursing, including foreign diploma schools of nursing) to the University's Office of the Registrar.
- > Follow University procedure for evaluation of credit if a graduate of a foreign collegiate program of nursing.

All MSN applicants to the W. Cary Edwards School of Nursing and Health Professions must:

- > Possess a current unencumbered RN license, valid in the United States.
- > Follow the graduate application and admissions process outlined under instructions for Graduate Applicants at [tesu.edu/apply](http://tesu.edu/apply).
- > All applicants to the MSN degree program and the certificate programs must have official transcripts from BSN degree and MSN degree (if applicable) sent to the Office of the Registrar.

## Enrollment

- > Nursing students are considered "enrolled" when they have been accepted into the nursing program and have registered for and begun their first course. The date of enrollment is defined as the 10th day of class for the first semester they start taking courses as a matriculated student. This status may change if the student becomes inactive or takes a leave of absence.
- > Students are strongly encouraged to enroll in at least one course every session/term to increase their chances of successful program completion.
- > Program materials will be provided and all students will have access to advisement services on acceptance.
- > An Academic Evaluation will be provided online for students accepted into the nursing program.
- > Enrollment will remain in effect as long as students earn a minimum of 3 credits at the University that apply to their degree or certificate program in each 12-month period.
- > Nonmatriculated students must obtain permission from the School prior to enrolling in MSN nursing courses

## Reenrollment

Students returning to the MSN degree programs or the graduate nursing certificate programs from Leave of Absence status must contact a nursing advisor for assistance with registration. Inactive students will need to complete and submit the online application found at [tesu.edu/apply](https://tesu.edu/apply). If a student's state does not have an online validation process for the RN license, the student must resubmit a notarized copy of their RN license to Thomas Edison State University, Office of Admissions and Enrollment Services. In order for the reenrollment to be processed, the University must validate the student's RN license.

*Note: Reenrollment will place student into the newest curriculum, which may affect course requirements. Please contact a nursing advisor to re-enroll.*

## Nonenrolled RNs

Nonenrolled RNs who wish to try an online nursing course may take two courses prior to enrollment with prior approval of the School. Students must be enrolled in a nursing program at the end of the second nursing course.

## Academic Standing: Graduate Grading System

Graduate courses — and other graded graduate learning assessments — are graded based on the following scale.

Letter Grade	Quality Points	Numerical Equivalents
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
C	2.0	73-82
F	0	Below 73
I	Incomplete (temporary grade)	
IF	0	Below 73
CR	N/A	None
ZF	0	0

*(Academic Integrity Violation)*

*Note: Nongraded credit assessed at the B level and above will be counted toward doctoral degree requirements in accordance with University and appropriate School policies*

## Academic Integrity

A detailed statement of what constitutes academic dishonesty and plagiarism is included in every course. Students agree to abide by this statement. Academic dishonesty will result in disciplinary action and possible dismissal from the University.

The University is committed to helping students understand the seriousness of plagiarism, which is defined as the use of the work and ideas of others without proper citation. Students who submit course materials or examination responses that are found to be plagiarized are subject to discipline under the Academic Code of Conduct policy.

Students with any history of academic integrity violations are not eligible for any award or honor.

> Academic Code of Conduct: [tesu.edu/academics/catalog/academic-code-of-conduct](https://tesu.edu/academics/catalog/academic-code-of-conduct)

## Plagiarism

Acts of both intentional and unintentional plagiarism violate the Academic Code of Conduct. Students are encouraged to familiarize themselves with the University Academic Code of Conduct, Policy, Violations, and the Disciplinary Process detailed in the University catalog.

*Please note that the W. Cary Edwards School of Nursing and Health Professions does not permit rewrites of any assignments.*



## Final Grade Appeals

All students in the W. Cary Edwards School of Nursing and Health Professions will follow University policies on final grade appeals as outlined in the online University Catalog. Final grade appeals can only be submitted only after a course ends.

- > Academic Appeals: [tesu.edu/academics/catalog/academic-appeals-and-waivers](https://tesu.edu/academics/catalog/academic-appeals-and-waivers)

## Degree/Certificate Program Requirements

- > Students may complete selected degree requirements by course, exam, or prior learning assessment (PLA).
- > Rewriting or resubmission of assignments is not permitted.
- > No assignments may be submitted after the last day of the course without an approved extension.
- > Students are governed by the policies and procedures in effect on their course start date. Students making satisfactory progress may apply for one 8-week extension per course. In order to apply for an extension, students must submit the Request for Extension form to the course mentor for certification no later than seven calendar days prior to the initial end date of the class.
- > Three discussion posts on three different days is the minimum required for participation in each discussion forum.
- > Online nursing courses required for completion of the nursing degree or certificate programs are open only to RNs.
- > Credits taken elsewhere or by any method other than by Thomas Edison State University online nursing course must be approved by the academic advisor for nursing prior to earning the credit to determine that the credit will meet program requirements.

## MSN/Graduate Nursing Certificates

- > Graduate credits earned prior to application that may satisfy requirements for the MSN degree or certificate programs will be reviewed for acceptance upon enrollment.
- > Graduate credits that were earned more than seven years prior to the student's enrollment date in the MSN or graduate nursing certificate programs may not be applied to either the MSN degree certificate without permission of the dean.
- > Students enrolled in the MSN degree program must achieve a minimum cumulative GPA of B (83) or better in the nursing courses for the credit to be accepted toward the degree.
- > A maximum of 12 graduate-level credits may be accepted in transfer toward the MSN degree.
- > Graduate courses that may satisfy requirements for the MSN degree or certificate programs must carry a grade equivalent of B (83) or better and must have been completed at a regionally accredited college or university, a school of nursing accredited by a national nursing accrediting body, or a recognized foreign institution to be considered for acceptance.
- > Students enrolled in the MSN degree and graduate nursing certificate program may repeat two nursing courses, one time each. Courses in which a student receives a grade of W will apply to this policy and will be considered a course attempt.
- > MSN and graduate nursing certificate students who earn grades below a B (83) in three courses will be dismissed from the program.
- > A maximum of 6 graduate-level credits may be accepted in transfer toward the Nurse Educator and Nursing Administration certificates.
- > A maximum of 9 graduate-level credits will be accepted in transfer toward the Nursing Informatics certificate.
- > Students enrolled in the graduate nursing certificate programs must earn a grade of B (83) or better for the course to be applied to program requirements.

## Updated Credentials for Selected Courses

- > Evidence of current malpractice insurance and a current and valid unencumbered RN license is required at the time the student registers for the Practicum courses in the MSN degree and graduate nursing certificate programs.
- > Students must be in compliance with state and institutional requirements for health, criminal background checks, and/or child abuse background check prior to registering the Practicums in the MSN degree and the graduate nursing certificate programs. Students will be required to provide health information to a vendor selected by the W. Cary Edwards School of Nursing and Health Professions. Students will be required to have a criminal background check and child abuse clearance through a vendor selected by the W. Cary Edwards School of Nursing and Health Professions.
- > The W. Cary Edwards School of Nursing and Health Professions expects all students to adhere to the policies on background checks of any healthcare facility used by students for the independent Practicums required as part of their program requirements.

## Graduation

Thomas Edison State University degrees are conferred four times a year, September, December, March, and June, as published in the online University Catalog. A letter verifying degree completion will be provided from the Office of the Registrar prior to degree conferral. Requests for transcripts must be in writing and must be accompanied by the fee. The University holds one Commencement ceremony each fall. All graduates must be certified by the September graduation date to be considered graduates for the academic year and to be named in the Commencement Program for that ceremony.

- > All students in the W. Cary Edwards School of Nursing and Health Professions degree programs will submit the Request for Graduation Form with fee according to University guidelines.
- > All students in the W. Cary Edwards School of Nursing and Health Professions degree programs must have completed all degree requirements, have achieved the established GPA, and have satisfied all financial obligations to be eligible for graduation.
- > All students in the W. Cary Edwards School of Nursing and Health Professions certificate programs must complete all course requirements, submit the request for a graduate nursing certificate according to University guidelines for graduation, and satisfy all financial obligations to be eligible for certificate award.
- > Students completing the MSN degree program will be awarded a certificate in their selected area of specialty in addition to the MSN degree on program completion.

Candidates for the MSN degree must:

- > Achieve a cumulative grade point average of B or better in the MSN degree program;
- > Achieve a grade equivalent of B or better in nursing requirements of the MSN degree programs;
- > Maintain a current unencumbered RN license, valid in the United States (RN students);
- > Submit a completed Request for Graduation Form through Online Student Services, located on the University website at *tesu.edu* with fee to the Office of Student Financial Accounts according to deadlines established by the Office of the Registrar;
- > Have all transcripts and test reports submitted to the Office of the Registrar according to deadlines established by the Office of the Registrar; and
- > Have satisfied all outstanding financial obligations with the University

## Award of Graduate Nursing Certificates

Upon completion of all program requirements and clearance by the University, certificate students will be awarded a graduate nursing certificate students will be awarded a graduate nursing certificate in their selected area of specialty. Graduates of the MSN degree program will be awarded a certificate along with their degree. Certificate students must:

- > Complete all program requirements;
- > Maintain a current unencumbered RN license, valid in the United States;
- > Satisfy all financial obligations with the University;
- > Attain a grade of B (3.0) or better in each certificate course; and
- > Submit the completed *Certificate Graduation Request Form* to the Office of the Registrar

## Awards and Honors

Graduates of the MSN degree programs are also eligible for the Regina Sanchez-Porter Award, which is given by the W. Cary Edwards School of Nursing and Health Professions for high academic achievement combined with outstanding service to Society of Nursing was chartered the nursing profession and the community. Information on submitting nominating materials for the Sanchez-Porter Award is mailed annually to all RNs that are graduating within the year.

The Upsilon Rho chapter of the Sigma Theta Tau International Honor Society was chartered in 2008. Eligibility for students in the MSN degree program includes a minimum GPA of 3.5 or better. Graduates of the School may apply under Nurse Leader criteria. Eligible candidates will be inducted at an annual ceremony. Additional information on the Upsilon Rho chapter is located at: [tesu.edu/nursing](http://tesu.edu/nursing).

The University has established the President's List and President's Award honor programs to officially acknowledge academic excellence among enrolled students. The distinctions are the highest academic honor that TESU bestows and allows President Dr. Merodie A. Hancock to personally acknowledge and celebrate student achievement with the entire University community.

Visit [tesu.edu/academics/achievements](http://tesu.edu/academics/achievements).

Graduates of the MSN degree programs may also order a Thomas Edison State University nursing pin. Information on obtaining the pin is provided by the W. Cary Edwards School of Nursing and Health Professions at the time of degree completion.

Students with any history of academic integrity violations are not eligible for any award or honors.

## Complaints

The W. Cary Edwards School of Nursing and Health Professions student complaint policies are congruent with the University complaint policies and procedures. Students are directed to the online University Catalog for information.

- > Complaints: [tesu.edu/academics/catalog/student-complaint-policies-and-procedures](http://tesu.edu/academics/catalog/student-complaint-policies-and-procedures)

## Professional and Personal Conduct

Students must follow all policies and procedures detailed in this Handbook as well as the Thomas Edison State University Academic and Nonacademic Code of Conduct Polices:

- > Academic Code of Conduct: [tesu.edu/academics/catalog/academic-code-of-conduct](http://tesu.edu/academics/catalog/academic-code-of-conduct)
- > Nonacademic Code of Conduct: [tesu.edu/academics/catalog/nonacademic-code-of-conduct](http://tesu.edu/academics/catalog/nonacademic-code-of-conduct)

The W. Cary Edwards School of Nursing and Health Professions adheres to the ANA's Position Statement on Incivility, Bullying, and Workplace Violence and believes that adherence to the Code of Ethics is non-negotiable. All nurses and nursing students have an obligation to uphold an adhere to its ethical precepts.

## Policy Against Discrimination and Harassment

The W. Cary Edwards School of Nursing and Health Professions is in compliance with University policy against discrimination and harassment. Please see the online University Catalog for more information at [tesu.edu/catalog](http://tesu.edu/catalog).

## Reporting Data Change

Students must immediately notify the W. Cary Edwards School of Nursing and Health Professions of any change of address, telephone number, email address, or change of name, by emailing [nursing@tesu.edu](mailto:nursing@tesu.edu). Additionally, students must notify the University by completing the Student Data Change Form found at [tesu.edu/current-students/studentforms](http://tesu.edu/current-students/studentforms).

## Confidentiality of Student Records

The W. Cary Edwards School of Nursing and Health Professions is in compliance with University policy with respect to the Family Educational Rights and Privacy Act (FERPA). Please see the online University Catalog for more information at [tesu.edu/catalog](http://tesu.edu/catalog).

## System Requirements

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Nursing students are advised to have computer capability compatible with the technology specified for the Thomas Edison State University's online courses, access to presentation software, and, for selected MSN courses, access to spreadsheet software, a microphone, and a webcam.

### SYSTEM REQUIREMENTS:

Internet Connection (required):

High-speed connection is recommended. Speeds below 10 Mbps may cause slower loading times for video-heavy courses.

### OPERATING SYSTEM:

Windows or macOS recommended

Linux and ChromeOS may have limited functionality for some of our technology and media tools.

### BROWSER:

Firefox or Chrome recommended

Edge and Safari may have limited functionality for some of our technology and media tools.

### OTHER SOFTWARE:

All students receive a Thomas Edison State University email account that provides free access to G Suite for Education (Google).

Some course tools may require browser plugins or other software to be installed. More information is provided in those courses.

### PERIPHERALS FOR VIDEO RELATED ACTIVITIES:

Webcam and microphone required. This includes those built into devices. Headphones with built-in microphone recommended.

Some courses may require additional hardware. Details on these will be included in those specific courses.

*Note:* Operating systems, browsers, plugins, and other software should be kept up-to-date for security purposes and to ensure proper functionality.

# Student Services and Resources

## Advisement Services

All programs offered by the W. Cary Edwards School of Nursing and Health Professions are designed for adult independent learners who want flexible scheduling and options for program completion and who can take responsibility for their program planning and degree completion. Courses are mentored rather than taught, and students are expected to familiarize themselves with the computer requirements for online courses, the University and School website, publications, and program materials as well as their individual program requirements. The W. Cary Edwards School of Nursing and Health Professions strongly encourages all students to utilize advisement services in planning their degree program progression.

Because most students live a distance from the University, advisement appointments are available by telephone, virtually, or in person.

## Student Accessibility Services

Thomas Edison State University adheres to the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Therefore, the University provides reasonable accommodations for otherwise qualified students who disclose and verify a disability to the University. The Center for Disability Services provides assistance to students who wish to discuss reasonable accommodations for verifiable disabilities. Students are responsible for identifying themselves to the ADA coordinator at 609-984-1141, ext. 3415. The TTY number for hearing-impaired students is 609-341-3109. Application and information is available at [tesu.edu](http://tesu.edu) or email [ada@tesu.edu](mailto:ada@tesu.edu).

## Library and Educational Services and Resources

The New Jersey State Library, which is an affiliate of the University, offers Thomas Edison State University students access to many resources for study. The Library may be contacted through the University website at: [tesu.edu/current-students](http://tesu.edu/current-students).

Additional educational resources may be accessed through the University website at [tesu.edu](http://tesu.edu) and at sites identified for students in the online nursing courses. Information on library services is provided with enrollment materials and found online at [njstatelib.org/research\\_library/services\\_for/thomas\\_edison\\_state\\_university/](http://njstatelib.org/research_library/services_for/thomas_edison_state_university/).

Registration for a library card is required for access to the electronic database. Students are also encouraged to take advantage of college and public libraries in their communities as well as those in the workplace. Through their interaction online in the nursing courses as well as access to the moderated discussion board for all enrolled students on the University website, students may inquire and share information about additional learning resources.

## Technical Support

Technical support is available during business hours by calling 609-777-5680 or emailing [enrolled@tesu.edu](mailto:enrolled@tesu.edu). If you need a temporary password reset after hours, visit Online Student

Services (OSS) and click “What’s My Password” in the lower right hand corner of the page.

## Financial Aid

Information on financial aid may be obtained by contacting the Office of Admissions and Enrollment Services at 609-777-5680, the Office of Financial Aid at 609-633-9658, via email at [finaid@tesu.edu](mailto:finaid@tesu.edu) or online at [tesu.edu](http://tesu.edu). Information on scholarships and other financial aid opportunities for RNs may be posted on the University website at [tesu.edu/nursing](http://tesu.edu/nursing) when appropriate.

Students on financial aid should familiarize themselves with the recommended course sequence and prerequisites to make the best use of financial aid awarded and progress toward degree completion.

## Communications and Publications

Students are encouraged to read Alumni and Student eNewsletter, Invention and other communications mailed and emailed from the University as well as the information available on the University website at: [tesu.edu](http://tesu.edu). Information from these sources highlight new courses and programs, policy and schedule changes, mentors, University staff, alumni and students, and events and activities at the University. Information and updates specific to nursing courses and the program may be communicated to students via mass mailings or email. It is important that a current email address and phone number are provided on applications to the University and updated as necessary.

# Directory for Enrolled Students

## W. Cary Edwards School of Nursing and Health Professions

**Phone:** 609-633-6460  
**Fax:** 609-292-8279  
**Email:** [nursing@tesu.edu](mailto:nursing@tesu.edu)

## Office of Admissions and Enrollment

**Phone:** 609-777-5680  
*Option 1 for enrolled students*  
*Option 2 for prospective inquiries, press 2 for nursing*  
Monday — Friday, 8:30 a.m. — 4:30 p.m., ET  
**Email:** [admissions@tesu.edu](mailto:admissions@tesu.edu)

## Academic Advisement for Enrolled Students

**Phone:** 609-777-5680  
Monday — Friday, 8:30 a.m. — 4:30 p.m., ET  
**Fax:** 609-292-8279 (nursing)  
**Schedule an appointment:** [tesu.edu/appointment](https://tesu.edu/appointment)

## Office of Student Financial Accounts and Operations

**Phone:** 609-777-5680  
**Fax:** 609-984-4066  
**Email:** [studentacct@tesu.edu](mailto:studentacct@tesu.edu)

## Office of Financial Aid

**Phone:** 609-777-5680  
**Fax:** 609-633-6489  
**Email:** [finaid@tesu.edu](mailto:finaid@tesu.edu)

## Office of the Registrar

Course registrations  
Requesting official transcripts  
Receipt of transcripts  
Applying for graduation

**Phone:** 609-984-1180  
**Fax:** 609-777-0477  
**Email:** [registrar@tesu.edu](mailto:registrar@tesu.edu)  
**Web:** [tesu.edu/about/registrar](https://tesu.edu/about/registrar)

## Center for Disability Services

Information and assistance with accommodations  
for students with special needs

**Phone:** 609-984-1141, ext. 3415  
**TTY:** 609-341-3109 (for hearing impaired students)  
**Fax:** 609-943-5232  
**Email:** [ada@tesu.edu](mailto:ada@tesu.edu)

## Technical Support

**Phone:** 609-777-5680  
**Email:** [enrolled@tesu.edu](mailto:enrolled@tesu.edu)