

W. CARY EDWARDS SCHOOL OF NURSING

RN-BSN/MSN Student Handbook
2017-2018

www.tesu.edu/nursing



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THOMAS EDISON
STATE UNIVERSITY

W. CARY EDWARDS SCHOOL OF NURSING

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Welcome to the
W. Cary Edwards School of Nursing
at Thomas Edison State University



Greetings! As one of the many RNs in the RN-BSN/MSN/DNP degree programs or a graduate nursing certificate program, you are joining an elite group of RNs around the country enrolled in the School. An early pioneer in distance education for nurses, the W. Cary Edwards School of Nursing at Thomas Edison State University now has more than 30 years of experience in providing quality, flexible, distance education programs for RNs who desire an alternative to campus-based education.

As we move forward, we envision continued growth for the School, increased diversity and new partnerships - with a commitment to providing high-quality nursing education programs that meet the needs of RNs and the healthcare community, and the standards of the nursing profession. Schedules are flexible, and courses are accessible whenever and wherever you are. Our course mentors are academically qualified, experienced nurse educators with varied backgrounds and experiences.

I encourage you to make the most of your time here and take advantage of the many resources offered by the University. Be sure to contact one of our nursing advisors who are available to assist you in planning your course of study.

I hope you will take the time to read this *Handbook* and become familiar with the School's website at www.tesu.edu/nursing. As an adult learner in an online, mentored, independent learning program, it is important that you have the tools needed to progress and be successful in your program. We encourage your involvement in the School and welcome your comments and feedback. We look forward to working with you and wish you success on your academic journey.

If you have questions or concerns, please contact us at nursing@tesu.edu.

Sincerely,

A handwritten signature in black ink that reads "Filomela A. Marshall".

Filomela (Phyllis) A. Marshall, EdD, RN, CNE
Dean, W. Cary Edwards School of Nursing

W. Cary Edwards School of Nursing

The programs available to RNs through the W. Cary Edwards School of Nursing at Thomas Edison State University are the Bachelor of Science in Nursing (BSN), the BSN/MSN (Master of Science in Nursing), the MSN, the graduate nursing certificates and Doctor of Nursing Practice (DNP) in Systems-Level Leadership. 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.

There is also a campus-based prelicensure Accelerated 2nd Degree BSN Program for students already possessing a non-nursing bachelor's degree interested in becoming a registered nurse.

Students in the BSN/MSN degree program must complete all requirements of the BSN degree and be certified for the BSN degree to be eligible for enrollment in the MSN degree

program. 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.

Currently, the School has a student enrollment of more than 2,000 experienced nurses from approximately 38 states with a minority representation of 25 percent and a male representation of 10 percent. The average age of the enrolled RN is 42; many have more than 20 years of experience in nursing and hold full-time positions of leadership in a variety of healthcare settings around the country.

Mentors for the courses are experienced nurse educators from bachelor's and higher degree nursing programs and service settings throughout the country. Select mentors serve as members of the W. Cary Edwards School of Nursing Committee to guide the development, implementation and evaluation of the School's programs.

Mission and Philosophy

The W. Cary Edwards School of Nursing accepts and upholds the mission of the University in providing flexible, high-quality, collegiate learning opportunities for self-directed adult learners. As such, the W. Cary Edwards School of Nursing believes that independent and self-directed study in a mentored, online environment is the hallmark of the academic programs offered to students by the W. Cary Edwards School of Nursing. In this learning environment, the student, as an adult learner, interacts and collaborates with mentors, educators 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 is actively shaping 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 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 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 strives to play an influential and positive role in transforming the future of 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 is to provide high-quality nursing education programs that meet the needs of the healthcare community and uphold the standards of the nursing profession.

THE GOALS OF THE W. CARY EDWARDS SCHOOL OF NURSING 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 W. Cary Edwards School of Nursing baccalaureate and master's degree programs at Thomas Edison State University are accredited by the Commission on Collegiate Nursing Education (CCNE).

- > **COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)**
<http://www.ccneaccreditation.org>

The W. Cary Edwards School of Nursing programs at Thomas Edison State University are accredited by the New Jersey Board of Nursing.

- > **NEW JERSEY BOARD OF NURSING**
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430
www.state.nj.us/lps/ca/medical/nursing.htm

BSN Degree Program and BSN/MSN Degree Program

❖ Bachelor of Science in Nursing (BSN)

The Bachelor of Science in Nursing (BSN) degree program for RNs is designed for experienced nurses who are independent adult learners. Policies are in place that allow for maximum credit transfer, and multiple methods of credit earning and degree completion. The program's unique format enables students to apply up to 12 credits toward the MSN degree*. Students are advised that graduate credits used toward completion of an undergraduate degree program in one institution may or may not be accepted to meet graduate program requirements at another institution.

Students who have applied for the BSN/MSN degree program must meet all BSN degree requirements and have been certified for that degree prior to the start of the remaining requirements for the MSN degree. Students, who upon application designated the BSN degree only, must submit an application to the MSN degree program prior to starting the remaining requirements for the MSN degree.

**Must earn a grade of B or better to earn graduate credit.*

BSN Degree Program Outcomes

UPON COMPLETION OF THE BSN DEGREE PROGRAM, THE GRADUATE WILL BE ABLE TO:

- > demonstrate the use of critical-thinking skills in the integration of current nursing knowledge and evidence-based findings to direct clinical practice decisions;
- > apply knowledge of human diversity, ethics and safe, client-focused care in the design, implementation, evaluation and quality management of healthcare across the lifespan;
- > demonstrate the use of effective communication strategies to identify, manage and exchange knowledge with clients, healthcare professionals and community members;
- > analyze the effect of health policy on the organization, financing and delivery of healthcare;
- > use information technology to manage knowledge, communicate information and facilitate decision making in nursing practice;
- > synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice; and
- > demonstrate a commitment to advanced study and lifelong learning.

BSN Degree Requirements

The BSN degree for RNs requires a minimum of 120 semester hours of credit: 48 credits of general education; 48 credits of nursing; and 24 credits of electives.

Graduates of associate degree programs of nursing may apply up to 90 credits and RN diploma nursing schools up to 60 credits toward degree requirements based on documentation of their prior nursing program course work and a current RN license valid in the United States. Additional credit can be transferred from other four year college degrees (bachelor's degree).

Credit Distribution Requirements Bachelor of Science in Nursing

	Credits
GENERAL EDUCATION REQUIREMENTS	48
INTELLECTUAL AND PRACTICAL SKILLS	15
Written Communication	6
Oral Communication	3
Quantitative Literacy	3
Information Literacy	3
CIVIC AND GLOBAL LEARNING	9
Diversity	3
Ethics	3
Civic Engagement	3
KNOWLEDGE OF HUMAN CULTURES	9
UNDERSTANDING THE PHYSICAL AND NATURAL WORLD	9
MATHEMATICS	3
GENERAL EDUCATION ELECTIVES	3
PROFESSIONAL NURSING CREDITS	48
LOWER DIVISION / CREDIT FOR PRIOR LEARNING	20
UPPER DIVISION (TESU)	28
NUR-340 Nursing Informatics	3
NUR-342 Advancing Nursing Practice	3
NUR-418 Research in Nursing	3
NUR-428 Leadership and Management in Nursing	3
NUR-516 Advanced Health Assessment	3 GR
NUR-529 Health Policy	3 GR
NUR-531 Nursing Informatics: Concepts and Issues	3 GR
NUR-443 Public Health Nursing	4
NUR-445 Validating Nursing Competence	3
ELECTIVES	
(may be fulfilled from lower-division prior learning)	24
TOTAL	120

GR-Graduate-level course

General Education Requirements

While there are few subjects specified in general education requirements for the BSN degree for RNs, it is expected that all students will choose those subjects with content supportive to the discipline of nursing and subjects that prepare them for continued study upon graduation, in addition to those subjects of personal interest.

Subjects required of all BSN degree students are English composition, mathematics, anatomy and physiology, statistics, ethics and microbiology. The anatomy and physiology, and microbiology requirements for RNs are generally satisfied by course work completed in the associate or diploma nursing program.

In general, associate degree and RN diploma nursing graduates will have completed approximately 30 credits of general education upon completion of their basic nursing program. Students may refer to the University's *Catalog*, available online at www.tesu.edu/catalog.

Course advisories or prerequisites are stated where previous knowledge of a subject or completion of other course work is considered essential to success in course completion, or where specific documentation of eligibility for a course is required.

It is important to make an appointment with a nursing advisor to develop a plan of study in order to complete all general education and nursing requirements.

While students are not prevented from registering for courses where advisories and/or prerequisites are stated, students will be denied course access if prerequisites are not met for the nursing courses. Prerequisites and/or advisories should be reviewed before registering for any course.

Suggested courses to fulfill general education and elective requirements that would enhance the student's education include: *HEA-305: Women's Health*; *HEA-306: Men's Health*; *BIO-208: The Science of Nutrition*, *SOS-304: Drugs and Society*; *SOS-320: The Management of Stress and Tension*; *COM-335: Elements of Intercultural Communications*; *REL-405: Introduction to World Religions*; *NUR-614: Professional Writing from Idea to Publication*; and selected ethics and language courses.

Statistics is required prior to enrollment in NUR-418 and NUR-530 in the MSN program

It is important to check with a nursing advisor prior to registering for any general education courses to be sure that selected courses meet specific general education requirements.

HPS-200: Statistics for the Health Professions is offered by the W. Cary Edwards School of Nursing in every term. This course satisfies both the quantitative literacy requirement for the BSN degree and the statistics requirement for *NUR-418: Research in Nursing* and *NUR-530: Evidence-Based Nursing Practice* in the MSN degree program. See Page 6 for NUR-418 prerequisite and Page 10 for NUR-530 prerequisite.

Professional Nursing Requirements

Lower-Division Nursing

The 20-credit lower-division nursing requirement will be satisfied by transfer credit from a regionally accredited associate degree nursing program or by award of credit for diploma nursing course work. Additional lower-division nursing credits are accepted in transfer to fulfill elective credit categories.

Upper-Division Nursing

The 28-credit upper-division nursing requirement may be completed entirely through online courses offered by W. Cary Edwards School of Nursing. Three graduate courses, *NUR-516: Advanced Health Assessment*; *NUR-529: Health Policy*; and *NUR-531: Nursing Informatics: Concepts and Issues*, will be completed by all BSN degree students as

part of upper-division nursing requirements. The program's unique format enables students to take up to 12 credits toward the MSN degree as they pursue their BSN degree. *NUR-614: Professional Writing from Idea to Publication* can be taken as an elective toward these 12 credits.

Students who are interested in using examination, transfer credit or prior learning assessment (PLA) options for the online courses should first consult with their nursing academic advisor. Some upper-division nursing requirements have no prerequisites and may be taken in the student's order of preference. *NUR-443: Public Health Nursing* and *NUR-445: Validating Nursing Competence* **are to be taken last in the BSN degree program.**

Upon completion of all degree requirements and the request for graduation process, the Bachelor of Science in Nursing degree will be awarded to those RNs continuing on for the MSN degree as well as those stopping at the BSN degree.

Students in the BSN degree program should allow more study time and preparation for graduate courses and should familiarize themselves with the level of achievement expected of them in order to complete the undergraduate program and the MSN program if continuing on for that degree.

A grade of C or better is required for BSN nursing courses and a minimum GPA of 2.0 is required for graduation. A grade of B or better in graduate courses taken in the BSN is required.

Nursing Course Descriptions

The upper-division nursing requirements for RNs in the BSN degree are listed below in order of suggested scheduling. Selected 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.**

***NUR-340: NURSING INFORMATICS* 3 CR**

Nursing Informatics focuses on the use of electronic technologies and the management of information to facilitate nursing practice and enhance nursing knowledge. The use of electronic technologies in nursing practice, administration, education and research is explored. Learning experiences are provided to develop the basic skills nurses need to practice competently in an electronic healthcare environment. A reflective learning portfolio, initiated in the course, is used to validate professional and academic achievements and growth throughout the baccalaureate program.

***NUR-342: ADVANCING NURSING PRACTICE* 3 CR**

This course creates a foundation for transition to baccalaureate nursing practice. An overview of professional practices, standards and models of clinical competence are provided. Issues related to current nursing practice within the complex healthcare environment are examined. The contemporary role of the baccalaureate-prepared nurse is explored. A reflective learning portfolio will serve as a means to validate professional and academic achievements and growth throughout the program.

***NUR-418: RESEARCH IN NURSING* 3 CR**

The course is designed to increase the professional nurse's knowledge and use of the research process. Emphasis is placed on reading, interpreting and evaluating research findings, including considering ethical and practical aspects as a basis for evidence-based nursing practice.

Prerequisite: Statistics required prior to enrolling in *NUR-418*.

NUR-428: LEADERSHIP AND MANAGEMENT IN NURSING 3 CR

This course focuses on the development of leadership and management skills needed by professional nurses. Theories and concepts essential to the role of the nurse as leader and manager in a variety of community and healthcare settings are explored.

Note: Credit can be earned for this course through the Leadership Exam option. Nurses who have leadership experience should contact their nursing advisor. This exam is only open to experienced registered nurses with leadership experience.

NUR-516: ADVANCED HEALTH ASSESSMENT (GRADUATE) 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 life span. Emphasis is placed on advanced health assessment skills, health promotion, disease prevention and risk assessment. A grade of B or better is required.

NUR-529: HEALTH POLICY (GRADUATE) 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. A grade of B or better is required.

NUR-531: NURSING INFORMATICS: CONCEPTS AND ISSUES (GRADUATE) 3 CR

Nursing informatics combines knowledge and skills from nursing science, computer science, information science and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare

services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse's role in the process. This graduate-level overview course provides required informatics knowledge and skills for all students as well as the foundation for all additional informatics courses. A grade of B or better is required.

NUR-443: PUBLIC HEALTH NURSING 4 CR

The promotion of health and prevention of illness is the focus of the Public Health Nursing course. Theories from public health, nursing and social sciences, as well as knowledge gained from previous learning, set the foundation for students to critically analyze the health of selected populations in a community. *Healthy People 2020* serves as a guide for the identification of at-risk groups throughout the lifespan. (60 Practicum hours are required.)

Prerequisites: All other nursing courses except NUR-445 and 6 credits of general education must be completed. Evidence of a current RN license and malpractice insurance should be sent to American DataBank (ADB), prior to registration - www.tesunursingbackground.com.

NUR-445: VALIDATING NURSING COMPETENCE 3 CR

In Validating Nursing Competence, students synthesize prior learning experiences acquired from clinical practice and academic studies. Using standards of professional practice as guidelines for competence, students validate their clinical skills in nursing practice. With the use of reflective learning, critical thinking, knowledge of best practice and transformative learning, students finalize their e-Portfolio, which provides evidence of their clinical competence as baccalaureate in the BSN program.

Prerequisites: All other requirements for the BSN degree; may take one elective with this.

SUGGESTED PLAN OF STUDY FOR UPPER-DIVISION NURSING COURSES FOR RN-BSN PROGRAM

9 MONTHS		12 MONTHS		15 MONTHS		27 MONTHS	
TERM	COURSE	TERM	COURSE	TERM	COURSE	TERM	COURSE
1	NUR-340 NUR-342 NUR-516* NUR-418**	1	NUR-340 NUR-342 NUR-516*	1	NUR-340 NUR-342	1	NUR-340
2	NUR-428 NUR-531* NUR-529*	2	NUR-418** NUR-428 NUR-531*	2	NUR-516* NUR-418**	2	NUR-342
3	NUR-443*** NUR-445***	3	NUR-529*	3	NUR-428 NUR-531*	3	NUR-516*
		4	NUR-443*** NUR-445***	4	NUR-529*	4	NUR-418**
				5	NUR-443*** NUR-445***	5	NUR-428
						6	NUR-531*
						7	NUR-529*
						8	NUR-443***
						9	NUR-445***

*Graduate-level course

** Statistics prerequisite

*** These courses are taken at the end of the BSN program. Clearance from a nursing advisor is required to register for these courses.

Electives

Twenty-four credits of college-level course work or examinations that do not duplicate other credits may be used with no more than 8 credits from physical education activity courses. Credit for nursing course work from an associate degree or diploma nursing program beyond what is used to satisfy

lower-division nursing requirements may be used to satisfy the elective requirement. Many RN students in the BSN degree program will have completed the elective requirement upon admission with transfer credit.

MSN Degree Program

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. A certificate in the selected area of specialty is awarded along with the MSN degree.

MSN Degree Program Outcomes

ON COMPLETION OF THE MSN DEGREE PROGRAM, THE GRADUATE:

- > 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; and
- > 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-529 Health Policy	
NUR-530 Evidence-Based Nursing Practice*	
NUR-531 Nursing Informatics: Concepts and Issues	
NUR-600 Nursing Leadership in a Global Community	

DIRECT CARE CORE COURSES	9 Credits
NUR-516 Advanced Health Assessment	
NUR-640 Advanced Pathophysiology	
NUR-650 Advanced Pharmacology	

SPECIALTY COURSES	9 Credits
NUR-630 Theoretical Foundations and Instructional Strategies in Nursing Education	
NUR-700 Curriculum Theory and Development in Nursing Education	
NUR-710 Testing, Assessment and Evaluation	

PRACTICUM COURSES	6 Credits
NUR-740 Nurse Educator: Seminar and Practicum I**	
NUR-750 Nurse Educator: Seminar and Practicum II**	

*Successful completion of a 3-credit statistics course is a prerequisite for NUR-530.

**Completion of 150 onground, 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.

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 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 INFORMATICS COURSES AND CREDIT ALLOCATION

The Nurse Informatics program prepares graduates to function as a nursing informatics specialist.

CORE COURSES 12 Credits

- NUR-529 Health Policy
- NUR-530 Evidence-Based Nursing Practice*
- NUR-531 Nursing Informatics: Concepts and Issues
- NUR-600 Nursing Leadership in a Global Community

ELECTIVE COURSES 9 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 three courses in nursing administration to enhance their skill base and work toward a future certificate in nursing administration.

SPECIALTY COURSES 9 Credits

- NUR-631 Nursing Informatics: Systems Life Cycle
- NUR-701 Nursing Informatics: Databases and Knowledge Management

- NUR-711 Nursing Informatics: Consumer Informatics and Communication Technologies

PRACTICUM COURSES 6 Credits

- NUR-721 Nursing Informatics: Seminar and Practicum I**
- NUR-731 Nursing Informatics: Seminar and Practicum II**

*Successful completion of a 3-credit statistics course is a prerequisite for NUR-530.

**Completion of 150 onground, supervised hours is required in each Practicum course. Application for Practicum placement submitted six months in advance. The Practicums must be taken consecutively at the same facility.

NURSING ADMINISTRATION COURSES AND CREDIT ALLOCATION

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

CORE COURSES 12 Credits

- NUR-529 Health Policy
- NUR-530 Evidence-Based Nursing Practice*
- NUR-531 Nursing Informatics: Concepts and Issues
- NUR-600 Nursing Leadership in a Global Community

ELECTIVE COURSES 9 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 three courses in nursing informatics to enhance their skill base and work toward a future certificate in nursing informatics.

SPECIALTY COURSES 9 Credits

- NUR-632 Nursing Administration: Standards and Structure
- NUR-702 Nursing Administration: Executive Managerial Process

- NUR-712 Nursing Administration: Resource Acquisition and Management

PRACTICUM COURSES 6 Credits

- NUR-722 Nursing Administration: Seminar and Role Practicum**
- NUR-732 Nursing Administration: Seminar and Process Practicum**

*Successful completion of a 3-credit statistics course is a prerequisite for NUR-530.

**Completion of 150 onground, supervised hours is required in each Practicum course. Application for Practicum placement submitted six months in advance. The Practicums must be taken consecutively at the same facility.

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-531: NURSING INFORMATICS: CONCEPTS AND ISSUES 3 CR

Nursing informatics combines knowledge and skills from nursing science, computer science, information science and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse's role in the process. This graduate-level overview course provides required informatics knowledge and skills for all students as well as the foundation for all additional informatics courses.

Advisory: A course equivalent to NUR-340-NU Nursing Informatics is required to be successful in NUR-531-NG. Students are responsible for ensuring they have acquired the knowledge needed prior to registering for NUR-531-NG.

NUR-529: HEALTH POLICY 3 CR

During this course, students examine a comprehensive model of policymaking. Course emphasis is on the 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-530: 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-200: Statistics for the Health Professions or STA-201: Principles of Statistics prior to enrolling in NUR-418: Research in Nursing is required for NUR-530-NG.

NUR-600: NURSING LEADERSHIP IN A GLOBAL COMMUNITY 3 CR

Nursing Leadership in a Global Community explores the role of advanced nursing leadership 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-516: 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 life span. Emphasis is placed on advanced health assessment skills, health promotion, disease prevention and risk assessment.

NUR-640: ADVANCED PATHOPHYSIOLOGY 3 CR

This course uses a systems-based life span approach to discriminate between normal physiologic function and pathophysiologic processes. A critical analysis of selected major health problems will emphasize etiology, epidemiology, presentation, diagnostics, clinical management and complications. Health promotion and educational strategies for individuals, families, populations and/or communities will be explored.

NUR-650: ADVANCED PHARMACOLOGY 3 CR

This course is designed to advance the student's knowledge of pharmacokinetics, pharmacodynamics, pharmacogenomics and pharmacotherapeutics in the management of health and disease states. Major categories of pharmacological agents are examined in the context of the life span, culture, and health and disease states. Emphasis is placed on the use of current guidelines to select appropriate medication regimens for patients 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 www.tesu.edu/nursing, or the *University Catalog* online, for elective nursing courses offered by the W. Cary Edwards School of Nursing.

Note: Neither HPS-200 nor NUR-340 may be used to satisfy MSN elective requirements.

Specialty and Practicum Courses

NURSE EDUCATOR

NUR-630: THEORETICAL FOUNDATIONS AND INSTRUCTIONAL STRATEGIES IN NURSING EDUCATION 3 CR

Theoretical Foundations and Instructional Strategies in Nursing Education 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.

Theoretical Foundations and Instructional Strategies in Nursing Education should be scheduled as the first of the five courses in the Nurse Educator specialty area. The nursing education Practicums must be scheduled last in the MSN degree nurse educator program.

NUR-700: 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-630-NG: Theoretical Foundations and Instructional Strategies in Nursing Education is required to be successful in NUR-700-NG. Students are responsible for having acquired this knowledge prior to registering for NUR-700-NG.

NUR-710: 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-630-NG: Theoretical Foundations and Instructional Strategies in Nursing Education and NUR-700-NG: Curriculum Theory and Development in Nursing Education are required to be successful in NUR-710-NG. Students are responsible for having acquired this knowledge prior to registering for NUR-710-NG.

NUR-740: 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 150 Practicum hours. Submission of the Capstone Project – Phase 1 is required to demonstrate achievement of MSN program outcomes and nurse educator competencies.

Prerequisites: All other MSN degree and Nurse Educator certificate requirements* except NUR-750. Submission of all document and requirements outlined in the Practicum Packet including a criminal background check, drug screen and FBI fingerprinting.

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

Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

NUR-750: 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 150 Practicum hours, submission of the Capstone Project – Phase 2 and the finalized MSN e-Portfolio.

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

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

Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

NURSING INFORMATICS

NUR-631: 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-701: 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-711: NURSING INFORMATICS: CONSUMER INFORMATICS AND COMMUNICATION TECHNOLOGIES 3 CR

In this course, students explore communication technologies and their use in meeting consumer needs. Emphasis is placed on empowering patients and consumers to safely obtain information, services and emotional support through effective use of these technologies.

NUR-721: 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 onground 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 150 Practicum hours.

Prerequisites: All other MSN degree and Nursing Informatics certificate requirements except NUR-731-NG: Nursing Informatics: Seminar and Practicum II,* submission of all documents and requirements outlined in the Practicum Packet including a criminal background check, drugscreen, and FBI fingerprinting.

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

Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

NUR-731: 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 onground preceptor, may continue and/or modify the selected Practicum activities and project(s) 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 150 Practicum hours and the finalized MSN e-Portfolio.

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

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

Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

NURSING ADMINISTRATION

NUR-632: NURSING ADMINISTRATION: STANDARDS AND STRUCTURES 3 CR

This course is designed to provide a foundation upon which students understand healthcare organizations; understand what accreditation organizations exist; and understand 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-702: NURSING ADMINISTRATION: EXECUTIVE MANAGERIAL PROCESS 3 CR

This course is designed to facilitate the development of nurse managers and administrators/executives. 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-712: 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-722: 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 onground 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 150 Practicum hours.

Prerequisites: All other MSN degree and Nursing Administration certificate requirements except NUR-732-NG: Nursing Administration: Seminar and Process Practicum*, submission of all documents and requirements outlined in

the Practicum Packet including a criminal background check drug screen and FBI fingerprinting.

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

Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

NUR-732: NURSING ADMINISTRATION: SEMINAR AND PROCESS 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 onground preceptor. Students engage in a reflective discussion of nursing administration issues and experiences in the online seminar. This course requires completion of 150 Practicum hours. Submission of an MSN e-Portfolio will be required to demonstrate achievement of MSN program outcomes and competencies.

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

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

Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

About the 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. An MSN e-Portfolio is developed, maintained and updated throughout the MSN program. 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.

Students may proceed independently to schedule the courses in the sequence and combination appropriate to their home and work responsibilities, keeping in mind the need to meet prerequisites. 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. 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.

Students who are required to take a minimum number of credits per term to meet eligibility requirements for financial aid are advised to plan ahead for scheduling the Practicums. While scheduling the Practicums in combination with other courses is not recommended, electives may be delayed and one scheduled with each Practicum if necessary. An active unencumbered RN license in the state in which the Practicum will be completed is required.

Upon MSN degree completion, a certificate in the selected area of specialty will be awarded in addition to the degree.

About the Practicum Requirements

Two Practicums are included in each area of specialty offered in the MSN degree. To prepare for the Practicums, students must obtain the Practicum Packet at least nine months prior to the start of the first Practicum.*

To be permitted to register for the first Practicum, the student must meet specific requirements outlined in the Practicum Packet. The *Intent to Register Form* found in the Practicum Packet must be completed six months (24 weeks) in advance of the term in which the student wishes to take the course. Students select their preceptor and place of Practicum, and the School initiates a clinical affiliation agreement with the Practicum site. An advising appointment is required six to eight months in advance of the start of the Practicum date. 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. 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 in which they will do their Practicum. Health and criminal background clearance and all other requirements outlined in the Practicum Packet must be completed three months (12 weeks) prior to the start of the first Practicum.

MSN e-Portfolios, which are initiated in the first MSN course, should be updated with appropriate course assignments and materials as the student progresses through each graduate course, and must be updated at the start of the first Practicum.

In the last Practicum of each specialty, students will submit an MSN e-Portfolio that documents achievement of both the MSN degree outcomes and the competencies in the selected area of specialty.

*Information on the Practicums and on obtaining the Practicum Packet is found in each graduate nursing course and on the University website at www.tesu.edu/nursing/practicum-preparation.cfm.

Graduate Nursing Certificate Programs

The W. Cary Edwards School of Nursing 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.

❖ 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 150 hours each.

Successful completion of Advanced Health Assessment, Advanced Pharmacology and Advanced Pathophysiology is a prerequisite for enrollment in the Nurse Educator certificate program.

Nurse Educator Certificate Program Competencies

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-630: THEORETICAL FOUNDATIONS AND INSTRUCTIONAL STRATEGIES IN NURSING EDUCATION	3	See Page 11 and the University website for Nurse Educator specialty course descriptions. All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at www.tesu.edu/nursing .
NUR-700: CURRICULUM THEORY AND DEVELOPMENT IN NURSING EDUCATION	3	
NUR-710: TESTING, ASSESSMENT AND EVALUATION	3	
NUR-740: NURSE EDUCATOR: SEMINAR AND PRACTICUM I	3	
NUR-750: NURSE EDUCATOR: SEMINAR AND PRACTICUM II	3	
TOTAL	15	

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 Practicum 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 150 hours each.

Nursing Informatics Certificate Program Competencies

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 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 Certificate Requirements

		Credits
<i>NUR-531</i>	NURSING INFORMATICS: CONCEPTS AND ISSUES	3
<i>NUR-631</i>	NURSING INFORMATICS: SYSTEMS LIFE CYCLE	3
<i>NUR-701</i>	NURSING INFORMATICS: DATABASES AND KNOWLEDGE MANAGEMENT	3
<i>NUR-711</i>	NURSING INFORMATICS: CONSUMER INFORMATICS AND COMMUNICATION TECHNOLOGIES	3
<i>NUR-721</i>	NURSING INFORMATICS: SEMINAR AND PRACTICUM I	3
<i>NUR-731</i>	NURSING INFORMATICS: SEMINAR AND PRACTICUM II	3
TOTAL		18

See Pages 11-12 and the University website for Nursing Informatics specialty course descriptions. All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at www.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 15 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 150 hours each.

Nursing Administration Certificate Program Competencies

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-632 NURSING ADMINISTRATION: STANDARDS AND STRUCTURES	3
NUR-702 NURSING ADMINISTRATION: EXECUTIVE MANAGERIAL PROCESS	3
NUR-712 NURSING ADMINISTRATION: RESOURCE ACQUISITION AND MANAGEMENT	3
NUR-722 NURSING ADMINISTRATION: SEMINAR AND ROLE PRACTICUM	3
NUR-732 NURSING ADMINISTRATION: SEMINAR AND PROCESS PRACTICUM	3
TOTAL	15

See Pages 12-13 and the University website for Nursing Administration specialty course descriptions. All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at www.tesu.edu/nursing.

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 information on obtaining the Practicum Packet, click on the Certificate Information button in any of the specialty courses. See additional information about the Practicums and the Practicum Packet on Page 13.

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

On completion of the final Practicum, students should complete the *Graduate Nursing Certificate Request Form* found on the University website. Go to "Current Students" and then click on Student Forms.

Planning for Program Completion

Students are required to disclose their previous academic record by submitting transcripts on application for all previously completed college-level credit. No tuition will be refunded for courses taken without academic advisement or when credits previously completed that might satisfy degree or certificate requirements are not submitted for evaluation.

All students are encouraged to review the packet of materials provided on enrollment. Students are also encouraged to review their Academic Evaluation through Online Student Services

after which they should contact the nursing program advisor for clarification of requirements and assistance with planning for degree completion as needed. Students in the graduate programs with no previously completed transferable graduate courses may proceed with course registration and completion of requirements according to the recommended sequence for their program as described in this *Handbook* and as determined by completion of course prerequisites and advisories.

System Requirements

Minimum System Requirements for Windows and Mac:

- Screen resolution of at least 800 x 600 pixels
- Speakers or headphones for audio playback
- Optical Drive¹
- Stable internet connection²
- A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome or Mozilla Firefox
- PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- Windows XP or above; Mac Leopard 10.5 or above³

1 For certain third-party supplemental course resources

2 Broadband preferable; dial-up connections may not be optimal for certain course features

3 A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac

4 For certain third-party supplemental course resources

5 A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac

Preferred System Requirements for Windows and Mac:

- Screen resolution of 1024 x 768 pixels or greater
- Speakers or headphones for audio playback
- Webcam
- Optical Drive⁴
- Broadband internet connection of 1 mbs or greater
- A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome or Mozilla Firefox
- PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- Windows 7 or above; Mac Snow Leopard 10.6 or above⁵

Online Nursing Courses

All information pertaining to the online nursing courses may be found on the University website at www.tesu.edu. Course details, which may be previewed at that same website, provide additional information on course assignments and specific requirements.

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 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 www.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, PowerPoint and Excel 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, MBS Direct at www.mbsdirect.net 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 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 C or better on upper-division nursing requirements in the BSN degree program and a B or better for all requirements in the graduate nursing courses. **Please note, however, that while a C average (2.0) or better is required for graduation from the BSN degree program, a B average (3.0) or better must be achieved for graduation from the MSN degree program and the graduate nursing certificate programs. A grade of B or better is required in all graduate-level courses.**

Grading policies for 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 - www.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 prior to the last day of the course. Please refer to the W. Cary Edwards School of Nursing 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 office rather than the course mentor.

All degree programs require development of an e-Portfolio to document achievement of program outcomes and appropriate competence. Students in both the BSN and the MSN degree programs will further develop the e-Portfolio throughout their program by including course assignments and professional

experiences that contribute to their documentation of clinical competence. BSN degree students should save undergraduate assignments from nursing courses for inclusion in their e-Portfolio. For students continuing on for the MSN degree program, it is expected that assignments completed in the graduate courses, Health Policy; Nursing Informatics: Concepts and Issues; and Advanced Health Assessment, while enrolled in the BSN degree program, will be saved for inclusion in the MSN e-Portfolio. Students who have not updated their e-Portfolios will not be permitted to register for the first Practicum. Submission of the e-Portfolio will be required in the final Practicum by MSN students to demonstrate achievement of MSN program outcomes and the competencies in their selected area of specialty.

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-640 Advanced Pathophysiology, NUR-650 Advanced Pharmacology and NUR-516 Advanced Health Assessment as well as graduate nursing elective courses offered by the W. Cary Edwards School of Nursing and posted on the University website.

All RN students in the BSN degree program must have documentation of current RN licensure and malpractice insurance on file prior to registering for NUR-443: Public Health Nursing. 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 Practicums 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 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*.

Academic Integrity and Honesty

It is expected that all students in the W. Cary Edwards School of Nursing will familiarize themselves with, and adhere to, the University's Academic Code of Conduct Policy as detailed in the *University Catalog*, found online: www.tesu.edu/catalog.

Continued Enrollment

RN students will remain enrolled in the W. Cary Edwards School of Nursing as long as they earn a minimum of 3 credits toward program completion at the University in each 12-month period. Student progress is reviewed each quarter, and those students not meeting the requirement will be advised they will be placed on inactive status. To return to active status, students will need to complete and submit the online application found at www.tesu.edu/apply along with the appropriate fee(s).

Note: Re-enrollment may place student into the newest curriculum, which may affect course requirements.

Student Services and Resources

- > ADVISEMENT SERVICES
- > COMMUNICATIONS AND PUBLICATIONS
- > LIBRARY AND EDUCATIONAL SERVICES AND RESOURCES
- > TECHNICAL SUPPORT
- > FINANCIAL AID
- > STUDENTS WITH DISABILITIES
- > GRADUATION
- > AWARDS AND HONORS

Advisement Services

All programs offered by the W. Cary Edwards School of Nursing 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 School 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 as well as in person. All students are encouraged to schedule an advising appointment early in their program, after completion of their Academic Evaluation. Individual appointments with the nursing program advisor are scheduled through the online appointment system at www.tesu.edu/current-students. Academic advisement questions may also be submitted by HelpDesk ticket, email, postal mail or fax. For information regarding general education requirements, undergraduate students may also telephone the Learner Support Center at (609) 777-5680. The Center is open Monday through Friday from 8 a.m. to 6 p.m., ET. Advisors from all academic programs at the University are available to respond to questions of a general nature.

Communications and Publications

Students are encouraged to read *Signals, Invention* and other communications mailed and emailed from the University as well as the information available on the University website at:

www.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 is provided on application to the University and updated as necessary.

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:

www.tesu.edu/current-students

Additional educational resources may be accessed through the University website at www.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 <http://slic.njstatelib.org/services/tesu>. 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 to students is available 24 hours a day, seven days a week. Through this support service, students have the ability to seek help either by phone, email or internet for problems specifically associated with the course management system.

By calling (609) 777-5680 or emailing support@tesu.edu at any time, students and mentors can receive technical support for such functions as logging into myEdison®, resetting passwords, submitting assignments and handling pop-up blockers.

Users of this expanded service are advised that only technical support questions will be addressed. Questions pertaining to such services as advising, course registration, financial aid or program-related services are not able to be answered. Additional technical support is provided for the online nursing courses by a mentor available in each course specifically for this purpose.

Financial Aid

Information on financial aid may be obtained by contacting the Learner Support Center at (609) 777-5680, the Office of Financial Aid at (609) 633-9658, via email at finaid@tesu.edu or online at www.tesu.edu.

Information on scholarships and other financial aid opportunities for nursing students may be posted on the University website at www.tesu.edu/nursing when appropriate. Scholarship and other funding information is also available at www.discovernursing.com.

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.

Students with Disabilities

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 Office of Student Special 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 www.tesu.edu or email ada@tesu.edu.

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. Candidates for the BSN degree or the MSN degree must:

- > achieve a cumulative grade point average of C or better in the BSN degree program;
- > achieve a cumulative grade point average of B or better in the MSN degree program;
- > achieve a grade equivalent of C or better in nursing requirements of the BSN;
- > achieve a grade equivalent of B or better in nursing requirements of the MSN degree programs;
- > maintain a current RN license, valid in the U.S. (RN students);
- > submit a completed *Request for Graduation Form* through Online Student Services, located on the University website at www.tesu.edu with fee to the Office of the Bursar 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 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 RN license, valid in the U.S.;
- > satisfy all financial obligations with the University;
- > attain a grade of B (3.0) or better in each certificate course; and
- > submit the completed *Graduate Nursing Certificate Request Form*, located on the University website under Current Students, Student Forms, to the Office of the Registrar.

Awards and Honors

BSN degree graduates are eligible for the Arnold Fletcher Award, which is given by the University for exceptional achievement in independent learning. All graduates are considered for the award at the time they are reviewed for graduation.

RN graduates of the BSN degree are also eligible for the Regina Sanchez-Porter Award, which is given by the W. Cary Edwards School of Nursing for high academic achievement combined with outstanding service to 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 Sigma Theta Tau International Honor Society of Nursing was chartered in 2008. Eligibility for the chapter for students in the BSN degree program includes a cumulative GPA of 3.0 or better and upper 35 percent in class rank. 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: www.tesu.edu/nursing.

The Lambda Tau Chapter of Alpha Sigma Lambda National Honor Society for nontraditional students was established at Thomas Edison State University in 1996. All bachelor's degree candidates for graduation are reviewed for eligibility for the honor society. Induction takes place at the annual Commencement ceremonies. Information on the honor society is included in the online *University Catalog*.

Graduates of the BSN and 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 at the time of degree completion.

W. Cary Edwards School of Nursing Policies and Procedures

The policies stated here apply to students enrolling in the RN-BSN/MSN degree program with degree requirements effective July 1, 2017, and students enrolling in the graduate nursing certificate programs with requirements effective July 1, 2017.

RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing may pursue the BSN degree only, or both the BSN degree and the MSN degree by selecting the BSN/MSN option on the online application. For students enrolled in the BSN/MSN, the 9 graduate nursing credits included in BSN degree requirements may be applied to MSN degree requirements. A grade of B or higher must be earned in graduate nursing courses completed during the BSN program to be applied to the MSN degree requirements. The student will continue on to complete remaining MSN degree requirements upon BSN degree completion without additional admission requirements. The undergraduate nursing per credit tuition charge will pertain to the required graduate nursing courses while the student is enrolled in the BSN degree. RNs with a BSN degree may apply for the MSN degree. RNs with a master's in nursing in another area of specialty may enroll in a graduate nursing certificate program.

Admissions

- ▶ Admission to all RN-BSN/MSN programs offered by the W. Cary Edwards School of Nursing is rolling.
- ▶ All RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing must possess a current and valid RN license - without restrictions, recognized in the United States.
- ▶ Provisional Admission to the RN-BSN and RN-BSN/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-340 and NUR-342. 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 RN-BSN and RN-BSN/MSN programs requires that the applicant must 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 RN license, recognized in the United States, must be submitted for full admission to the program.

Admissions Process

All RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing 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.
- ▶ Have official transcripts for all college-level credit and examination score reports sent to the University's Office of the Registrar (undergraduate students) or Office of Graduate Admissions (graduate students).
- ▶ 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).

- › Follow University procedure for evaluation of credit if a graduate of a foreign collegiate program of nursing.
- › Have the ability to send and receive email, including attachments.
- › Have computer capability compatible with the technology specified for the Thomas Edison State University’s online courses, access to PowerPoint software and, for selected MSN courses, access to Excel software, a microphone and a webcam.

All nursing students are advised to upgrade to:

Minimum System Requirements for Windows and Mac:

- › Screen resolution of at least 800 x 600 pixels
- › Speakers or headphones for audio playback
- › Optical Drive¹
- › Stable internet connection²
- › A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome or Mozilla Firefox
- › PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- › Windows XP or above; Mac Leopard 10.5 or above³

Preferred System Requirements for Windows and Mac:

- › Screen resolution of 1024 x 768 pixels or greater
- › Speakers or headphones for audio playback
- › Webcam
- › Optical Drive⁴
- › Broadband internet connection of 1 mbs or greater
- › A current and up-to-date browser, such as Microsoft Internet Explorer, Safari, Google Chrome or Mozilla Firefox
- › PDF Viewing Software (Adobe Acrobat, Foxit Reader, SumatraPDF, Cute PDF, etc.)
- › Windows 7 or above; Mac Snow Leopard 10.6 or above⁵

1 For certain third-party supplemental course resources

2 Broadband preferable; dial-up connections may not be optimal for certain course features

3 A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac

4 For certain third-party supplemental course resources

5 A few courses utilize Windows-only software; if using a Mac, you will need to have access to a Windows PC or have the ability to run a Windows virtual machine on your Mac

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

- › Possess a current RN license - without restrictions, valid in the United States.
- › Follow the graduate application and admission process outlined under instructions for Graduate Applicants at www.tesu.edu/apply.
- › All applicants to the MSN degree program and the certificate programs must have official transcripts from all college-level credits, including BSN degree and MSN degree (if applicable) transcripts, sent to the Office of Admissions.

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.
- › Acceptance in the MSN degree program for students selecting the BSNM option on application will be in effect following certification for graduation from the BSN degree.
- › Program materials will be provided and all students will be given 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.

Re-enrollment

- › Students returning to the BSN or MSN degree programs or the graduate nursing certificate programs from Leave of Absence status must submit a completed *Re-Enrollment from Leave of Absence Form* with fee. Inactive students will need to complete and submit the online application found at www.tesu.edu/apply. If a student’s state does not have an online validation process, the student must resubmit a notarized copy of his/her license to Thomas Edison State University, Office of Admissions, 111 W. State St., Trenton, NJ 08608. In order for the re-enrollment to be processed, the University must validate the student’s license.

NOTE: Re-enrollment may place student into the newest curriculum, which may affect course requirements. Please contact a nursing advisor to re-enroll.

Grading Scale

Letter grades are assigned to online nursing courses according to the following scale:

A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D	60-69
F	BELOW 60
I	INCOMPLETE (TEMPORARY GRADE)
IF	BELOW 60

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.
- › Extensions must be approved by the mentor and submitted by the student to the Office of the Registrar prior to the last day of the course. Extension requires 50 percent of course work to be completed.
- › 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.

BSN

- › Upper-division nursing credits earned more than 10 years prior to the student's enrollment date may not be applied to upper-division nursing requirements in the BSN degree program.
- › Nursing credits earned prior to application that may satisfy upper-division nursing requirements for the BSN degree must carry a grade equivalent of C (73) or better and must be from a regionally accredited college or university or recognized foreign institution to be considered for acceptance.
- › Students enrolled in the BSN degree program will be governed by academic policies for graduate nursing courses while enrolled in the graduate nursing courses required for the BSN degree.
- › Students enrolled in the BSN degree program will be governed by University policies in regard to general education credit requirements.
- › Students enrolled in the BSN degree program must earn a grade of C (73) or better in the nursing courses for the credit to be accepted toward the degree.
- › Students enrolled in the BSN degree program must achieve a minimum cumulative GPA of C (2.0) or better to graduate.
- › Students enrolled in the BSN degree program may repeat each nursing course, one time each.

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 or certificate without permission of the dean of the W. Cary Edwards School of Nursing.

- › 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 will be accepted in transfer toward the MSN degree.
- › Graduate credits earned prior to application that may satisfy requirements for the MSN degree or certificate programs must carry a grade equivalent of B (83) or better and must be from a regionally accredited college or university or recognized foreign institution for acceptance.
- › Students enrolled in the MSN degree program must earn a grade of B (83) or better in graduate courses for credits to be accepted toward degree.
- › Students enrolled in the MSN degree and graduate nursing certificate program may repeat two nursing courses, one time each.
- › 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 will 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.

Graduation

- › All students in the W. Cary Edwards School of Nursing 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 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 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.

Appeals

All students in the W. Cary Edwards School of Nursing will follow University policies on academic appeals as outlined in the online *University Catalog*. Appeals are to be submitted only after a course ends.

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.
- › Courses restricted to students enrolled in the W. Cary Edwards School of Nursing include Public Health Nursing, Validating Nursing Competence and the graduate Practicums.

Updated Credentials for Selected Courses

- › Evidence of a current and valid RN license, without restrictions, and malpractice insurance is required at the time the student registers for the Public Health Nursing course in the BSN degree program. Students will be required to provide information to a vendor selected by the W. Cary Edwards School of Nursing.
- › Evidence of current malpractice insurance and a current and valid RN license, without restrictions, 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 for 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. 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.
- › The W. Cary Edwards School of Nursing 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.

Formal Complaints

A formal complaint is an expression of dissatisfaction about the W. Cary Edwards School of Nursing, its programs or its processes, by a student enrolled in the W. Cary Edwards School of Nursing, or by parties interested in the W. Cary Edwards School of Nursing. The W. Cary Edwards School of Nursing follows the Thomas Edison State University student complaint policies and procedures.

THOMAS EDISON STATE UNIVERSITY STUDENT COMPLAINT POLICIES AND PROCEDURES

Thomas Edison State University's mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence. The University also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the University has instituted various mechanisms to address student complaints.

When registering concerns or complaints, University students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Associate Vice President and Dean of Learner Services at (609) 984-1141, ext. 3090, or escheff@tesu.edu.

COMPLAINT POLICIES AND PROCEDURES

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

- › **Grade or Academic Credit Appeal**
See Student Forms area of myEdison® or visit www.tesu.edu/studentforms
- › **Academic Code of Conduct Policy**
See the *University Catalog*
- › **Nonacademic Code of Conduct Policy**
See the *University Catalog*.
- › **Policy Against Discrimination and Harassment**
See the *University Catalog*
- › **Disability Accommodations**
See the *University Catalog*

The *University Catalog* can be found online at www.tesu.edu/academics/catalog

- › **Other Student-Related Complaints**

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a mentor or a University staff member that does not fall within any of the categories listed here, the complaint will be handled as follows:

- › **Informal Resolution**

Students are encouraged to speak directly with the mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint.

If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

- › **Informal Complaint**

A student may register an informal complaint within 30 days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily.

Complaints involving academic matters should be made to the dean of the relevant School. Other types of complaints should be made to the head of the appropriate University office.

Informal complaints may be made by telephone or email. Appropriate University staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the University's response within 20 days of the informal complaint.

If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

› **Formal Complaint**

A formal complaint must be submitted in writing to the dean of the relevant School or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within 60 days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within 15 days. The appropriate University administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within 30 days of the receipt of the complaint.

A complete record of formal complaints will be kept by the relevant University office. Records of the final outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Directory for Enrolled Students

Learner Support Center

General inquiries

Phone: (609) 777-5680 (toll free) Monday - Friday, 8 a.m. - 6 p.m., ET
Fax: (609) 984-8447
Email: nursinginfo@tesu.edu • **Web:** www.tesu.edu

Academic Advisement for Accepted Students

Phone: General Questions: (609) 777-5680 Monday - Thursday, from 10 a.m. - 6 p.m., ET, and Friday, 10 a.m. - 4 p.m., ET
Fax: (609) 292-8279 (nursing)
Web: myEdison® login - go to Help, then University Support Portal to submit a ticket

Office of the Bursar

Payments and student account information

Phone: (609) 984-4099 • **Fax:** (609) 984-4066
Email: bursar@tesu.edu

Office of Test Administration

Phone: (609) 984-1181 • **Fax:** (609) 777-2957
Email: testing@tesu.edu

Office of Financial Aid

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

Office of the Registrar

Course registrations
Requesting official transcripts
Receipt of transcripts
Applying for graduation

Phone: (609) 633-9242 (registering for courses)
Fax: (609) 292-1657
Phone: (609) 984-1180 (transcripts, graduation information)
Fax: (609) 777-0477
Email: registrar@tesu.edu

Office of Student Special 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

Technical Support

Phone: (609) 777-5680
Email: support@tesu.edu

W. Cary Edwards School of Nursing

Filomela A. Marshall, EdD, RN, CNE - Dean

Phone: (609) 633-6460, ext. 3260 • **Fax:** (609) 292-8279
Email: nursing@tesu.edu

Ana Maria Catanzaro, PhD, RN, - Associate Dean, Graduate Nursing Programs

Denise Tate, EdD, APRN-BC - Associate Dean, Undergraduate Programs

Julie Kulak, MSN, RN, BC, CNE - Assistant Dean, Undergraduate Programs

Maureen Clark-Gallagher, MS, RN - Assistant Dean, Director of Distance Learning

Maggie Ciocco, MS, RN, BC - Nursing Program Advisor

Ritamarie Giosa, MSN, RN, CPN - Nursing Program Advisor

Tara Kennette, BA - Program Assistant, Undergraduate Programs

Holly Leahan, MSN, RN, CMSRN - Nursing Program and Graduate Practicum Advisor

Holly MacDonald, BSW - Recruitment Liaison

Janet McGuire, BA - Assistant to the Dean

Greta O'Keefe, MBA, BA - Publications and Recruitment Specialist

Valerie Preston, AAS - Administrative Assistant

Lisa Whitfield-Harris, PhD, MBA, RN - Diversity Coordinator/Undergraduate Nursing Advisor

Thomas Edison Credit-by-Examination Program (TECEP®) is a registered trademark of Thomas Edison State University. Information in this *Handbook* was current as of July 2017. While every effort has been made to ensure the accuracy of the information contained in this *Handbook*, Thomas Edison State University reserves the right to make changes without prior notice.



THOMAS EDISON STATE UNIVERSITY

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