SCHOOL OF COMMUNITY HEALTH AND POLICY

Master of Science (Nursing) Program Handbook

Academic Year 2017-2018

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Message from the Director

Maija R. Anderson, DNP, RN

Dear Graduate Nursing Student:

It is my pleasure to welcome you to the Morgan State University, School of Community Health and Policy, Nursing Program. You are part of the special community formed here at Morgan State University, which has been designated by the State of Maryland as a Public Urban University. Within the MSU tradition, you will find respect for diversity of people and ideas, a common striving for excellence, and an unwavering dedication to service.

Within our nursing community faculty, staff, and students must work together to create and sustain the best educational program. None of us can accomplish our educational vision and goals alone. You have a vital role:

- conscientiously and meticulously studying,
- acting honestly and with integrity,
- respectfully questioning,
- thoughtfully reflecting,
- developing and refining critical thinking processes, and
- actively seeking assistance.

A hallmark of an excellent educational program is clarity and consistency of policies and procedures. Faculty created the attached handbook so that all nursing students receive the same information and can follow the program policies. Use it as a roadmap to understand and meet program requirements. The Handbook is a companion to the Morgan State University Student Catalog. Together, these references provide you with the complete profile of policies and procedures applicable to you as a student at Morgan State University and in our program.

You are part of an amazing institution that is rapidly rising in all aspects of its work, but keeps its sights clearly on excellence in education. The program, too, is advancing in new arenas, such as expanding our simulation lab to enhance learning and continuing to prepare new nurse educators and leaders. The PhD in Nursing program will its inaugural cohort this year. Keep alert! There are more good things to come.

We are delighted you are here. I'm always excited at the prospect of my contributions to preparing the next generation of nurse educators and leaders. I've always loved nursing and I speak for the entire nursing faculty and staff when I say that we look forward to working with you as you matriculate through our program, as we work to achieve national reaccreditation of the graduate program and launch the PhD in Nursing program, throughout your career, once you've successfully completed the program, and as an alumnus giving back to those entering the program after you.

V/r,

Maija R. Anderson

Maija R. Anderson, DNP, RN
Program Director

Growing the future…Leading the world!

MORGAN STATE UNIVERSITY VISION & MISSION
Vision
Morgan State University is the premier public urban research university in Maryland, known for its excellence in teaching, intensive research, effective public service and community engagement. Morgan prepares diverse and competitive graduates for success in a global, interdependent society.

Mission
Morgan State University serves the community, region, state, nation, and world as an intellectual and creative resource by supporting, empowering and preparing high-quality, diverse graduates to lead the world. The University offers innovative, inclusive, and distinctive educational experiences to a broad cross section of the population in a comprehensive range of disciplines at the baccalaureate, master's, doctoral, and professional degree levels. Through collaborative pursuits, scholarly research, creative endeavors, and dedicated public service, the University gives significant priority to addressing societal problems, particularly those prevalent in urban communities.

In realizing the vision and mission, the University has established five goals for its 2011-2021 Strategic Plan. They are:

Goal 1: Enhancing Student Success
Morgan will create an educational environment that enhances student success by hiring and retaining well qualified, experienced, and dedicated faculty and 5 staff, offering challenging, internationally relevant academic curricula, and welcoming and supporting a diverse and inclusive campus community.

Goal 2: Enhancing Morgan's Status as a Doctoral Research University
Morgan will enhance its status as a Doctoral Research University through its success in securing grants and contracts and its faculty's achievements in basic and applied research, professional expression, artistic creation, and creative inquiry. Additionally, initiatives will be designed to enhance doctoral achievement in the science, technology, engineering, and mathematical (STEM) and non-STEM disciplines for underrepresented students of color.

Goal 3: Improving and Sustaining Morgan's Infrastructure and Operational Processes
Morgan will enhance its infrastructure and processes by improving the efficiency and efficacy of its operating procedures, by focusing on the environmental sustainability of its facilities, and by meeting the technological customer service needs of its students, faculty, staff and community.

Goal 4: Growing Morgan's Resources
Morgan will expand its human capital as well as its financial resources by investing in the professional development of faculty, staff, and students, seeking greater financial support from alumni, the State and federal governments, private and philanthropic sources, and establishing collaborative relationships with private and public entities. The issue of indirect costs associated with contracts and grants will be revisited.

Goal 5: Engaging with the Community
Morgan will engage with community residents and officials in the use of knowledge derived from faculty and student research, the sharing of mutually beneficial resources, and the appropriate and timely dispatch of University experts and professionals to collaborate in addressing community concerns.

SCHOOL OF COMMUNITY HEALTH AND POLICY

The Morgan State University School of Community Health and Policy (SCHP) offers graduate and undergraduate academic opportunities in Public Health, Nutrition, and Nursing.

SCHP's **mission** is to develop a corps of health professionals committed to transforming urban communities by promoting health and reducing health inequities. SCHP's **vision** is to be an integral part of the community, working to achieve optimal health. SCHP seeks to influence policy to allocate resources more towards prevention versus treatment throughout the health system.

SCHP's guiding principles are:

- **A**cademic Excellence
- **C**ommunity Engagement
- **C**ollaboration
- **E**xperiential Learning
- **S**ocial Justice/Health Equity
- **S**cholarship

SCHP's goals are:
- To train a cadre of highly-qualified health professionals who are committed to achieving positive health outcomes in urban communities.
- To engage the community in identifying topics for and conducting research to improve their health.
- To be a resource for health expertise and service for the Baltimore community

THE GRADUATE NURSING PROGRAM GUIDING PRINCIPLES

Mission of the Graduate Nursing Program

The primary mission of the Graduate Nursing Program is to prepare registered nurses with baccalaureate degrees in nursing for advanced preparation at the Master's level. The nursing program is designed to prepare its graduates for the roles of Nurse Educator and Leadership/Management in Nursing. The nursing program also seeks to provide its graduates with the background necessary to further their professional nursing education and a desire for life-long learning. The graduate will also gain a greater appreciation of nursing as a professional discipline that exemplifies its art and science through care and compassion. Furthermore, it is the mission of the Nursing Program to provide continuing nursing education specific to the needs of the Baltimore nursing community by providing an educational milieu that spurs development of the nursing profession through scholarly activity.

Philosophy

The philosophy of nursing is consistent with the philosophy of the School of Community Health and Policy (SCHP) in which the Nursing Program resides. The faculty believes that the goal of the graduate nursing program is to produce knowledgeable, innovative, and professional advanced practice nurse leaders. The purpose of the Graduate Nursing Program is to prepare graduates to provide safe, effective, and evidenced-based practice as qualified Masters-prepared nurses. The program aims to prepare advance practice nurses who will be able to meet the challenges of a dynamic, changing, and emerging health care setting. In keeping with the School of Community Health and Policy, the Nursing Program embraces health promotion and disease prevention and the importance of these concepts to promoting health and wellness. As an urban practice-based health sciences program at a Historically Black University, our belief is rooted in providing students with the opportunity to learn and practice in communities of underserved people and people of color in Maryland. The School of Community Health and Policy and the Nursing Program also serve as information sources on health disparities for families, communities, and government agencies.

The philosophy of the Morgan State University Nursing Program represents the beliefs held by the faculty about the concepts of nursing, health, man and environment. These concepts guide the profession of nursing as an art and a science. Nursing is a dynamic, interpersonal discipline that exists to assist persons to maintain or move toward optimal function.

The Masters prepared nurse utilizes the nursing process and critical thinking to perform the various caring roles of the nurse: advocate, leader, teacher, care provider, and researcher. As a member of a multidisciplinary team, the MSU Advanced Practice Nurse will provide culturally sensitive, culturally relevant, and competent care to persons across the life span in a variety of settings. Professional nursing requires specialized intellectual study, highly developed professional skills, and knowledge and adherence to ethical standards. Moreover, these ethical, caring components include accountability and trustworthiness for one's self and for others.

Nursing Conceptual Framework
The Nursing Conceptual Framework of Morgan State University Nursing is a model used by faculty to assist nursing students to comprehend, analyze, organize and understand the vast concepts and relationships that are important to the knowledge base of a professional Nursing practice. The major concepts and the nursing process will be an integral component of the core courses in the MSU Baccalaureate Program.

Major Conceptual Threads
Major conceptual threads are critical to the role of Baccalaureate prepared Nurses.
> *Person* refers to individuals, families, and communities. Each person is a unique, holistic being of inherent worth. Through dynamic processes of coping, each person strives to maintain equilibrium within the environment.
>
> *Environment* consists of internal and external contexts and processes that have an impact on the person. The environment is shaped by biological, historical, cultural, ethnic, psycho-social, political, and economic influences.
>
> *Health* is the optimal state of well-being along a continuum of wellness to illness from conception to death. It is a perception that varies according to cultural differences and values. Health can be viewed from an individual, community, and global perspective.
>
> *Nursing* is a dynamic, interpersonal discipline that exists to move persons toward optimal function.

Core Values
The Nursing Profession is guided by the ANA *Code for Nurses*, ANA Standards of Nursing Practice, Service and Education; COMAR regulations, and the Maryland Board of Nursing. The core values of the Nursing Program that define the practice of nursing and how nurses practice in the health care profession are as follows:
> *Accountability* as defined by the American Nurses Association (ANA) is a key concept in nursing and simply means, "being answerable to someone for something done" (ANA, 2002). Professional nurses are accountable to the nursing profession, patients, and other members of the health care team, agency, and self.
>
> *Diversity* is an essential concept in nursing. An appreciation of the diversity amongst health care providers is important in providing quality health care to people from different ethnic, cultural, and socioeconomic backgrounds.
>
> *Excellence* in nursing practice is a major goal in preparing graduates of the Nursing Program at Morgan State University. The Nursing Program strives to be a leader in demonstrating the standards of professional nursing practice.
>
> *Initiative* is critical to the advancement of nursing practice. Morgan State University Nursing Program strives to develop and implement initiatives that coincide with its commitment to healthcare for individuals, families, and communities with special interest in the surrounding Baltimore community.

Integrity is intrinsic to the character and nature of professional nursing. The National League for Nursing (NLN) notes that, "a culture of *integrity* is evident when principles of open communication, ethical decision-making and humility are encouraged, expected, and demonstrated consistently.

Respect is an important tenant of the American Nurses Association,(ANA)*Code of Ethics* which states that, "the nurse practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems."

Code of Ethics for Nurses
MSU's Nursing Program supports the ANA's ***Code of Ethics for Professional Nurses***. Tenets of the Code include the following:
1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates, and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to him/herself as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. Through individual and collective action, the nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

NURSING PROGRAM OF STUDY
The MS core coursework and concentration specific courses all build on the foundational learning of the baccalaureate degree in nursing. Core courses include advanced health assessment, advanced pathophysiology, advanced pharmacology, contexts of health care, epidemiology, health care policy and law, health care information management, leadership and management, nursing research, and evidence-based practice. The overall graduate nursing program is consistent with the American Association of Colleges of Nursing (AACN),

Essentials of Masters Nursing Education (2011).

The **MS (Nursing) Administration** concentration is designed to prepare baccalaureate-prepared registered (RNs) for the advanced practice role of nursing administrator in health care delivery settings. Students will complete the MS core courses, then proceed to the courses specific to nursing leadership and management. Courses in health care industry and planning, health care organizational management, leadership and management, and budget preparations are required for the capstone seminar and nursing administrative settings.

The graduate of the MS (Nursing) program is prepared to excel in a professional leadership role that supports design and implementation of strategies to improve patient and organizational outcomes. Upon graduation, the graduate will be prepared to take the American Nurse Credentialing Center examination for the Executive Nurse Administrator.

The **MS** (**Nursing) Education** concentration is designed to prepare baccalaureate-prepared RNs for the advance practice role of educator in an academic or healthcare setting. Nursing Education course content is delivered via a face-to-face interaction coupled with teaching practice with an assigned preceptor in either an academic or a healthcare setting. Students will complete the MS core courses, and then proceed to the course specific to nursing education. Courses in curriculum design, teaching/learning, and educational technology are required in preparation for a capstone seminar and educational practice settings. Upon graduation, the graduate is prepared to take the National League for Nursing Examination to become a Certified Nurse Educator after two years of practice in an educational setting.

Students should note that these concentration areas are internal designations only. The degree conferred by the University is the Master of Science degree with no further specification. Similarly, the Student Transcript will reflect the courses taken but will not identify them by concentration.

NURSING PROGRAM STUDENT OUTCOMES

The curriculum guiding Morgan State University (MSU) Master of Science degree in Nursing Program adheres to the *Essentials of Masters Education* as articulated by the American Association of Colleges of Nursing. The guidelines of the AACN serve as the framework for the nursing program. Each nursing course has objectives that correspond with the essentials. Upon completion of the Nursing Program, the graduate will be able to demonstrate the knowledge, clinical skills and professional attitude expected of the Masters -prepared nurse. The cross-walk between the essentials and the student outcomes for each area of focus is presented in a table.

Table 1.1   Master's Program Essentials by Program and Concentrations

OBJ. NO.	Essentials of Masters Education	Nurse Educator Concentration Objectives	Nursing Administration/ Leadership Concentration Objectives
1	Synthesize theories from nursing and related disciplines that are applicable to a specialty area of advanced practice.	Synthesize education and nursing theory and research principles into nursing curriculum and course development for nursing students and staff.	Synthesize and apply nursing and related theories to form the foundation for nursing administration/leadership.
2	Contribute to the profession of nursing through the evaluation and translation and application of relevant research to inform and guide clinical practice.	Analyze the leadership role of nurse educators within the context of collegiate and continuing education.	Utilize expert knowledge, leadership skills, and effective communication strategies to influence organizational and system level change to achieve desired outcomes.
3	Utilize evidence based data to develop evidence based projects that address health issues, evaluate program outcomes and processes relevant to nursing practice.	Develop critical thinking and analytical skills in nurse educators in a collegiate or continuing education setting.	Collaborate with members of the healthcare team to apply theoretical and empirical knowledge in the care of the individuals across the life span to improve health care outcomes.
4	Demonstrate role competencies and clinical expertise to deliver evidence-based care within a community health area of advanced practice nursing.	Use research-based strategies to assess the effectiveness of faculty teaching and the outcomes of student learning.	Utilize clinical nursing expertise, scientific inquiry, research interpretation, and integration of evidence based nursing interventions to inform and advance nursing education and practice.
5	Prepare the student to deliver advanced nursing care within an area of specialization derived from scientific principles and the best available evidence to promote optimum health outcomes across diverse populations.	Integrate analytical, problem-solving, and communication theory and skills into nursing curriculum and continuing education.	Engage in outcome evaluation methods to analyze system characteristics and organizational effectiveness to enhance performance.
6	Prepare the student to emulate leadership skills within varied healthcare systems through the use of interdisciplinary collaboration, information technology, and research, to improve population health and system outcomes.	Evaluate collaborative leadership skills in nursing and interdisciplinary groups designed to influence change in nursing education.	Develop innovative, ethical, and effective nursing and educational interventions to promote cost effective outcomes and efficient use of resources as a nursing administrator/leadership.
7	Prepare student to assume a leadership role to advocate for care based on ethical principles that values diversity in populations and advocates for health care access across care delivery systems.	Synthesize an ongoing personal commitment to professional growth and lifelong learning.	Assume responsibility for professional growth, lifelong learning and health practice leadership.
8	Analyze organization and systems outcomes in relation to resource utilization and management to achievement quality outcomes.	Analyze critical issues that influence the delivery of health care and the continuing education of health care professionals in the workplace.	Apply clinical expertise in the nursing diagnosis and treatment of illness, promotion of health, and reduction of health disparities within a defined specialty population.

SCHOOL OF GRADUATE STUDIES ACADEMIC POLICIES
The following is excerpted information from the School of Graduate Studies (SGS) catalog. All graduate students are governed by the policies of SGS as set forth in the catalog. Students should obtain a copy of the catalog from the SGS website and review thoroughly.

Registration and Enrollment
Only persons who have received an official letter of admission from the Dean of the School of Graduate Studies may enroll in graduate courses. Once an official letter of admission, including a personal identification number (pin) has been received, students may register for graduate courses online through the WEB student information system. Registration is not complete until all required fees and tuition have been paid. Students are not permitted to attend classes unless they are officially registered. Only those students whose names are shown on the official class roster are officially registered and will be eligible for a grade.

Students can register via the **Websis** system located on the University's website **(www.morgan.edu).** All students are required to complete registration by the last day of the designated registration period. Those students failing to do so, will be charged a late registration fee. Registration dates are listed on the University Calendar posted on the website for your perusal and planning.

Grading Policy
Within the School of Graduate Studies, the following grades are issued for classes: A, B, C, F, and I. Note that "D" grades are not awarded. Both grades of "C" and "F" indicate unsatisfactory academic progress in graduate courses. Students do not receive graduate credit for "F" grades, but the grade is counted in determining your GPA. Once a student retakes the course for which the "F" grade was received and earned a grade of "C" or better, the higher grade will replace the "F" grade as part of the GPA computation. Additionally, "C" grades may not count for more than 20 percent of the total credit hours applied towards satisfying degree requirements.

Change of Grade
Changes in previously recorded grades may be made within one semester where the original instructor certifies that an actual mistake was made in determining or recording the grade. The faculty member must submit supporting documentation (e.g. roll book, grade sheet, etc.) to the Chairperson to justify the grade change. The change must be approved by the Department Chairperson, the College/School Dean, the Dean of the School of Graduate Studies.

Incomplete Grades
A grade of "I" is given only in exceptional cases and is not encouraged. Students have until the end of the next semester that they are enrolled to remove a grade of incomplete (I) received. Students should work with the course professor in order to develop an approved plan of action so that all course requirements are completed prior to the end of the subsequent semester in which the incomplete grade was received. If all course requirements are not met within this timeframe, the incomplete grade will automatically convert into a grade of "F" for the course.

Course Withdrawal
Students wishing to withdraw from any course must go to the School of Graduate Studies in order to file the required forms and obtain authorization for any refund of tuition and/or fees. Students must obtain a Drop/Add form and it must be signed by the course instructor.
Note that not attending classes does not constitute an official withdrawal from courses. If official withdrawal is not made, the student will receive a grade of "F" for the course.

Academic Probation

Graduate students are required to maintain a minimum cumulative grade point average of 3.0 in order to remain in good academic standing. Specific graduate programs may require students to maintain higher academic standards and/or a higher minimum GPA in their programs of study. Students whose cumulative GPAs fall below a 3.0 or whose cumulative GPA falls below the minimum required by their degree program at the end of any semester are automatically on academic probation. Students who are on academic probation for two (2) consecutive semesters and who fail to raise their GPA to a satisfactory level at the conclusion of the two consecutive terms of probation will be dismissed from the School of Graduate Studies

Grounds for Academic Dismissal

Students who accumulate two (2) consecutive semesters with a cumulative GPA of less than the minimum required in their degree program and who do not restore the GPA to a satisfactory level by the conclusion of the third semester will be dismissed from the School of Graduate Studies. Also, students who otherwise fail to make satisfactory academic progress will be dismissed from the School of Graduate Studies. Grounds for academic dismissal also include:

- failing to meet the specific academic requirements of the degree program;
- failing to maintain a minimum cumulative GPA of 3.0 (i.e., "B" average);
- exceeding the Statue of Limitations;
- failing comprehensive or preliminary examinations;
- earning "C" grades totaling more than 20 percent of the credits needed to satisfy degree requirements; or,
- receipt of more than two grades of "F"
- Academic dishonesty

Academic Dismissal Appeals

Appeals concerning academic progress such as academic dismissal must be addressed in writing to the Chairperson of the department of the degree program who, in consultation with the Graduate Coordinator, will review the appeal and prepare a report and written recommendation for review by the College/School Dean. The College/School Dean shall submit a written recommendation along with the report and recommendation of the Chairperson to the Dean of the School of Graduate Studies who shall make the final decision regarding a student's appeal.

A copy of the 2011-2013 School of Graduate Studies catalog can be downloaded from the following link: http://www.morgan.edu/Documents/ACADEMICS/Academic_Catalog/grad/2010-2013/2010-2013SGSCatalog.pdf

The Graduate School Policies listed here and elsewhere in the document are subject to modification. Such changes, and other factors, may impact the policies, procedures and other guidance provided in this handbook.

GRADUATE NURSING PROGRAM ACADEMIC POLICIES
Graduate Nursing Program Admission Criteria
The criteria for admission to the Master of Science (Nursing) are listed below:

- Earned BS in Nursing from a CCNE or NLN-AC accredited institution or institution with approved application for accreditation.
- Licensed to practice nursing as a registered nurse (RN) in the State of Maryland or approved compact state license
- One year practice as a registered nurse (RN)
- 3.0 cumulative grade point average from undergraduate program
- Statistics course within the last five years

An applicant who has not completed all of the requirements for full admission may be admitted conditionally to the Masters of Science degree program. Students admitted with a conditional status must complete the unmet requirement(s) in the designated time established by the Graduate School. Students will be given the specifics regarding academic requirements associated with their conditional status. The student must maintain a grade point average (GPA) of 3.0 or better throughout the conditional status. Students failing to meet the requirements of their admission will be referred to the Nursing Program Director. Students seeking enrollment for Fall 2017 must refer to our website for new admissions policies.
http://www.morgan.edu/school_of_community_health_and_policy/programs/nursing/master_of_science_-_nursing.html

Transfer Courses
No more than 9 credit hours of graduate coursework (excluding the Capstone course) may be transferred into the Master of Science (Nursing) program from other Commission on Collegiate Nursing Education accredited programs upon the approval of the Nursing Program. The courses requested for transfer will be evaluated by the Nursing Program Curriculum Committee and submitted to the School of Graduate Studies for final approval and inclusion on the student's transcript.

Student Code of Academic and Professional Conduct and Guidance
Morgan State University has a Code of Academic and Professional Conduct that all students are expected to follow.

- MSU Student Code of Conduct: http://www.morgan.edu/Documents/ACADEMICS/Code-of-Student-Conduct.pdf.
- MSU Academic Dishonesty Policy: http://www.morgan.edu/Documents/ACADEMICS/Academic_Catalog/undergrad/2010-2013/ucat_AcademicAffairs.pdf.

Students enrolled in the Nursing Program must conduct themselves so as to conform with the nursing practice regulations of the State of Maryland as presented in Code Of Maryland Annotated Regulations (COMAR) and as amended or in the Nurse Practice Act of the state in which they are practicing if it is not Maryland. Students must also demonstrate maturity of judgment. In assessing the quality of a student's academic and clinical performance, the faculty takes account of the student's maturity of judgment, as well as the professional development guidelines noted above. The Nursing Program may refuse enrollment, discontinue enrollment, or refuse re-enrollment of any student who violates the state nursing practice regulations, or who, in the professional judgment of the faculty, exhibits a serious deficiency with respect to her or his maturity of judgment of the faculty, exhibits a serious deficiency with respect to her or his maturity of judgment or conformity with the professional development guidelines.

Student Scholarly Activities

Students engaged in scholarly activities (research papers, evidence-based practice papers, projects) should follow the guidelines of scholarly writing as outlined in the latest edition of the *Publication Manual of the American Psychological Association* and the Nursing Program Guidelines for Authorship. Ethical principles ensure the accuracy of scientific and scholarly knowledge and protect intellectual rights. Principles include reporting of results, plagiarism, publication credit, sharing data, and copyright. Research Misconduct and Questionable Research Practices are defined by the guidance set forth in the University Document on Intellectual Integrity.

Academic Progression

Progression through the graduate nursing program is monitored by the Graduate Nursing Program Director and the School of Graduate Studies. Progression is dependent upon the following guidelines:

1. A 3.0 cumulative GPA must be maintained to continue in and graduate from the program
2. A course may be repeated only one time. To request permission to repeat a course in which a grade of 2.0 or below was received, the student initiates the process of by sending a letter of request to the Nursing Director providing the rationale/plan that will facilitate success if permission is granted.
3. The academic performance of students admitted conditionally will be reviewed before the beginning of the second semester of enrollment by the Student Support Services and Outreach Coordinator. Students failing to meet the requirements of their admission will be referred to the Nursing Director.
4. Maintenance of a current RN license
5. Adherence to Nursing codes of conduct

Approval of External Courses

Request for permission must be submitted and approved before enrolling in a course at another University that the student intends to count towards the MS degree in the Nursing Program. Request for permission must include a rationale for why the course cannot be completed at Morgan. An external course form is available for completion and documentation of any such approval. The Nursing Directors and Deans of both the School of Community Health and Policy and the School of Graduate Studies must approve the request.

Advisement

All students will be assigned a faculty advisor during the first year of their admission to the master's program. All students must complete, with their academic advisor, an annual student progress report. The annual student evaluation is an important retention effort at the graduate level and a requirement of the Nursing Program. Documentation of each report is maintained in an official student file. The report should provide academic performance information about the prior academic year. Graduate advisors are expected to:

- Serve as a mentor for their advisees;
- Serve as the student's professional role model;
- Serve as a liaison between their advisees and Nursing Program administration.

Faculty Advising provides an opportunity for mentoring and professional guidance in a collegial and safe environment. Socialization and mentoring is best achieved in a mutually responsive relationship, as such, students are expected to make regular contact with faculty (no less than once per semester. Students may initiate a change of advisor assignment through the Office of Student Support Services and Outreach. The Nursing Program assigns the academic advisor after consultation with the appropriate parties.

Academic Dismissal

In addition to the policy for dismissal under the School of Graduate Studies, graduate (MS) students may be dismissed from the Nursing Program when the following occurs within a two semester time frame:

1. Students earn a cumulative GPA of less than 3.0 on a 4.0 grading scale
2. Students engage in any act which is a serious violation of the Criminal Code of Maryland or which seriously compromises the welfare or integrity of another person.
3. Students experience physical, behavioral, psychological or other difficulties which interfere with their ability to meet academic objectives and/or professional standards.

Withdrawal and Reinstatement Policies

Leave of Absence

Students who have completed courses in the program may submit a request for a leave of absence for no more than one (1) year. The request must include a documented educational plan. The decision to approve/disapprove leave requests is at the discretion of the Director of the Nursing Program. Students who stop out for more than three semesters without an approval and current educational plan are subject to dismissal from the program. Reinstatement in the program is based on compliance with the educational plan and on the availability of space in required courses.

Withdrawal from Nursing Program

Students seeking to withdraw from the Nursing Program at Morgan State University are strongly encouraged to meet with their faculty advisor and notify the Coordinator of the Graduate Nursing Program. To voluntarily withdraw from the Nursing Program, a student must notify the Office of Student Support Services and Outreach Coordinator, prior to withdrawing.

Reinstatement to the Nursing Program

Graduate students who have had a lapse in enrollment (students who have failed to enroll for more than one academic year) must request readmission in a letter to the Nursing Director by February 1 for Fall semester, and August 1 for Spring semester. The student must address the following:

1. Reason for seeking readmission.
2. Reason for withdrawal/dismissal.
3. How his/her situation has changed in the interim.
4. Which semester the student wishes to return.
5. Response to any recommendation that may have been made at the time of withdrawal/dismissal.
6. Plan for progression through the program.

Requests for reinstatement should be sent to the Nursing Director. The procedures of the School of Graduate Studies must be followed as well.

Graduation Requirements

All students must apply for graduation by completing the graduation application available in the Nursing Office or through the Office of Records and Registration. Students must pay all applicable graduation fees. Students should review the Academic Calendar for specific deadlines for graduation applications.

To qualify for the degree, Master of Science BS within the Nursing Program students must:

- Successfully complete the course requirements as specified
- Complete all required courses with an earned grade of B or higher.
- Satisfactory completion of the final written Capstone
- Have a GPA of at least 3.0
- Earn at least 43 graduate credits
- Achieve all requirements for graduation within seven (7) years from the time of admission.

Student Grade Dispute/Grievance Policy
The formal grade dispute/grievance policy provides a mechanism for objective internal review of faculty and staff actions or Nursing Program Committee decisions. **The Grade Dispute process must be followed in the sequence listed:**

1. Questions related to final grades must be presented in writing to the course instructor within ten (10) business days of the beginning of the following semester. If the student and the course instructor are unable to reach a satisfactory resolution, the student must submit a written request to the Nursing Director for consideration. It must include all supporting documentation from course instructor. i.e. syllabus, exams, etc.
2. The Director may convene the Nursing Grievance Committee to address further concerns. The Nursing Director will provide a written response.
3. Students who remain unsatisfied with the decision of the Nursing Director and /or the Nursing Grievance Committee have the right to appeal to the Dean of the School of Community Health and Policy.

OTHER GRIEVANCES: The above process applies to other types of grievances EXCEPT the time limit for filing the formal/written complaint is <u>no more than</u> thirty (30) calendar days from the time of the original grievance.

If a student wishes to continue the appeals process for any type of grievance through to the Office of the Dean, the following policy applies.

4. The student should provide a written request for appeal to the Office of the Dean.
5. The appeal should be submitted in hard copy with an electronic version submitted to the Dean via email (Note: Email Subject Line should read: APPEAL)
6. The letter should indicate the nature of the grievance, a brief summary of what has taken place and the grounds for the appeal.
7. All supporting documentation should be included with the appeal letter including written dispositions from faculty member, Director and/or Nursing Grievance Committee.

The appeal should come to the Office of the Dean no later than seven (7) calendar days after the decision of the Program Director has been provided to the student. No appeals will be accepted that have not followed the steps as outlined in the Undergraduate catalog and in this handbook. Once the appeal has been received, a decision will be provided within 15 calendar days of receipt of the appeal except in the case where additional documentation or information is needed. In those circumstances, the time period shall be extended no more than thirty (30) calendar days.

PRACTICUM EXPERIENCE
Per the Morgan State University, Nursing Program clinical placement policy, each student will be placed with preceptors who possess appropriate credentials including licensure, certifications, and clinical experience. The preceptors, who meet the MSU standards to precept at the graduate program level, will be allowed to precept a MSU student in a practice setting that facilitates achievement of your educational goals.

Guidelines for Occurrence Reporting
Any occurrence (including injuries to student, faculty, or patient; threat of legal action or accusation of wrong doing; or any other occurrence deemed atypical or serious by individuals involved) shall be documented on the appropriate form and reported to the Director's office, Nursing Program.

Student Vaccination Requirements

In order to help you protect yourselves and to protect, as much as possible, the patients you will be serving, students are required to provide documentation of vaccinations or immunity to various infectious agents. Nursing students are required to supply some health maintenance information prior to enrollment in the program and keep health maintenance records current until graduation from Morgan State University.

All students must submit and comply with Centers for Disease Control and Prevention Guidelines for Health-care workers and meet the Nursing Program Compliance requirements:

- Students must submit the completed *Student Immunization Record* attaching copies of immunization and other records. Please see the Graduate Program Coordinator and/or Clinical Coordinator regarding documentation. Submit the required information to the Nursing Program Clinical Coordinator.

Student Training Requirements

Students must also complete or submit documentation to meet the following Nursing Program Compliance requirements. HIPAA (Health Insurance Portability and Accountability Act) Training;

- Blood- Borne Pathogen Training;
- Basic Life Support for Healthcare Providers (BLS) Training;
- Documentation of Personal Medical/Health Insurance;
- Copy of current, non-restricted State of Maryland or State License in which licensed to practice as a Registered Nurse. This is required for all students enrolled in the Masters of Science (Nursing) program;
- Seasonal Influenza Immunization;
- Complete Background Check;
- Complete Drug Screening, if required;
- Proof of Hepatitis B vaccine or declination form on file
- TB skin test or Chest x-ray

All students in the Master's Program must provide evidence of current certification in basic cardiac life support (BCLS) cardio-pulmonary resuscitation (CPR). This must include adult one and two rescuer, child, and infant CPR. This will be required prior to beginning coursework and must be maintained.

Student Injury/Exposure

It is the responsibility of the supervising faculty to report any injury involving students. A "Student Accident Report" form should be used to report student accidents occurring while the student is engaged in classroom, laboratory or other types of academic activities. A student exposure report form should be issued to report student exposure to Tuberculosis, Blood Borne Pathogens and Infectious Disease

If you have been exposed to tuberculosis or blood borne pathogens:

- Wash off or flush out exposure.
- *If exposed to one of the below:* **Act Quickly. Do Not Delay! Seek Evaluation and Treatment. Go to the Nearest Emergency Room.**
    - Human Blood Immediate (within 1 hour)
    - Rabies Within (1 day)
    - Tuberculosis (Contact site coordinator)
- If immediately available, notify faculty or preceptor prior to going to emergency room.

- For further information about occupational exposures, treatment guidelines, and university reporting requirements, follow agency and or Centers for Disease Control.
- Report all possible exposures to Nursing Program Office, at443-885-4144 within 24 hours and course faculty if not previously notified.

Faculty will assist student in attending to medical needs prior to initiation of reporting process. The Nursing Program Office must be notified of the occurrence of an injury or incident immediately by supervising faculty. The following forms must be completed and submitted to the Nursing Program office within 24 hours of the incident.

Agency reports should be submitted by faculty to the appropriate office at the site where accident occurred as required by agency policy. Clearance from physician may be required to return to labs and/or clinical based on injury sustained.

Patient Injury/Incident Involving Student:
Reporting of any patient occurrence involving a student or faculty supervising student experiences requires completion of the Incident Report form. If the occurrence takes place at a hospital or other clinical setting, also report according to agency policy. (Faculty may sign form as supervising faculty).
The occurrence form must be completed and submitted to the Nursing Program Office within 24 hours. Faculty will notify the Director of the Nursing Program immediately. The Director will notify appropriate offices including the Dean of the School of Community Health and Policy.

Eme**rgency Health Care for Students in Clinical Agencies**
The hospital or agency does not assume liability for any accident or illness during the student's assignment. Injuries received during clinical assignment are considered class injuries by the MSU Health Center. Health service for students is available at the MSU Health Center. Whenever possible, the student should go to the MSU Health Center for care. Each student is responsible for his/her transportation. [NOTE: Graduate students are eligible to purchase health insurance at a highly reduced rate through the University. Contact the MSU Health Center for further details.]

Clinical agencies will make available emergency medical treatment if possible, or direct the student to the nearest hospital, the cost of which shall be assumed by the individual student. If necessary, faculty may transport ambulatory ill or injured students to an appropriate treatment site. Mode of transportation will depend on the extent of illness or injury.

Insurance Requirements
The University provides liability insurance for all enrolled students engaged in clinical activities under the auspices of the University.

Background Checks
The Joint Commission guidelines have resulted in many practice sites opting to require background checks for nursing students working in clinical settings. Additionally, many clinical, non-Joint Commission accredited sites affiliated with the university for educational purposes have adopted this requirement. The clinical programs of Morgan State University require students to participate in the care of patients in various health care settings. Accordingly, passing a criminal background check may be required to practice in clinical or practicum settings.

Inclement Weather
In the event of inclement weather, the University President is the official spokesperson for severe weather procedures and will make decisions and give out information as needed. Notification may be provided in one or more of the following formats:
- Emergency Text Alert Messaging Notification - (a voluntary opt in program for text messaging)
- Public Broadcast services
- The MSU Homepage

GENERAL POLICIES AND INFORMATION
Disability Statement
The Student Accessibility Support Services (SASS) program provides, arranges, and coordinates services for students with learning, emotional, mental, and physical disabilities. The University is committed to providing equal opportunity and access for all students. When a qualified student provides documentation, SASS assists with specific needs by implementing accommodations which are a necessary part of enabling equal access to the institution's programs and facilities. Additionally, the University offers full assessment/evaluation at a nominal fee through the Counseling Center. Referrals to the Counseling Center will be made via the SASS office. Additional information regarding Student Accessibility Support Services can be found within the University's undergraduate student catalog.

The Nursing Program's policy and practice is to provide equitable educational opportunities for students with documented disabilities in all programs and activities, including clinical experiences with the Morgan State University Student Accessibility Support Services. Students are required to submit official current accommodation notification to each course instruction, each academic semester. The student must present this letter to each of their faculty and provide sufficient lead time to allow the requested accommodation(s) to be provided. Students who do not follow aforementioned procedure, may not be eligible for an accommodation in that course. The Nursing Program is committed to providing equal and integrated access for students with disabilities. If you need help with assessing your need for special accommodations, please contact your nursing academic advisor for guidance.

Communications/Use of Morgan State University Email
Students will receive communications from the Nursing Program and the Dean's Office utilizing official channels. These channels are posted mail or electronic communication.
- Be sure that the correct mailing address is on file with the Registrar's Office. If mail is to be posted, this is the address where it will be sent.
- The Morgan State University email is the official email address for all students. All electronic communications from the Nursing Program, the School of Community Health and Policy, and the University will be transmitted via the Morgan email. Students should check this email on a regular basis.

Non-Discrimination Policy Notice
The Nursing Program as an equal opportunity, affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The Nursing Program is committed to a policy of nondiscrimination and equal opportunity in employment, educational programs and activities, and admissions for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability or veteran status.

Financial Aid Key Requirements
Students must maintain a 3.0 GPA in order to receive any form of financial assistance including the tuition scholarship and gradate assistantship. Failure to maintain the appropriate GPA will result in forfeiture of all financial assistance. When this occurs, students will need to reapply for financial assistance. No monies are held in their names while they work to restore their good academic standing.

Scholarships
The Nursing Program has scholarship opportunities available to graduate nursing students through the Maryland Higher Education Commission. Contact the Graduate Program Coordinator and the Director of the Nursing Program for details.

The Bear Necessities Card
All Morgan State University students must retain on their person a valid University Identification Card (BNC) when conducting University business. Students must present their Bear Necessity Card upon request to utilize University services (Parking, Building access, Library use, Shuttle rides, etc.). In addition to serving as an ID card, the BNC can be used as a Debit Card to make purchases on campus. Once a BNC account is established with PNC Bank and funds have been deposited into it, students need not use cash for University goods and services. It is particularly important to retain the ID card here at Portage. The BNC provides access to the building through a card swipe system. For those who purchase access to the Portage Parking Lot, it is the mechanism of entry as well. Bear Necessity Cards are issued at the time of course registration at no charge. While damaged cards will be replaced free of charge, there is a charge ($25.00) for the replacement of lost cards. Bear Necessity Card processing takes place at the BNC Center, which is located in the Montebello Complex, D-Wing - Room 128.

Lost and Found Policy
Found items should be turned in to the Receptionist in the Nursing Program's main office with information about where and when the item was found. For inquires about lost items in the Nursing Program or surrounding grounds, students should inquire at the same office. If the lost item has not yet been turned in, the owner may leave a brief description of the item and contact information. Most lost and found items will be held in the Nursing Program office for one month. After that time they will be sent to Campus Safety Services. Items such as water bottles, coffee mugs and food containers, which may easily spread germs or grow bacteria, will be thrown away at 5:00 pm each day.

ACADEMIC SUPPORT SERVICES AND STUDENT RESOURCES
Office of Student Support Services and Outreach
The Office of Student Support Services and Outreach offers support to help students succeed academically and provides opportunities for students to enrich their leadership experiences. OSSSO assists students who need to change their academic program, are experiencing academic difficulty, have received an academic or clinical course warning or academic discipline notice. OSSSO performs degree audits to ensure that students complete requirements for graduation. OSSSO also assists students in navigating Nursing Program and University resources, including programs for improving study skills, tutoring and counseling.

Nursing Clinical Learning Center (CLC)
The CLC is comprised of two labs. The Nursing Skills Lab (Room 306 Jenkins) is equipped with 11 client care areas to facilitate the practice of bedside nursing skills. Full-bodied manikins and simulators are provided to assist with practice.

Simulation Clinical Laboratory (SCL)
The SCL located adjacent to the Nursing Skills Lab, provides opportunities to actively participate in clinical scenarios. Course instructors arrange the area with equipment to facilitate scenarios. A one-way mirror along one wall allows observers to view students during their performance of skills.   The CLC is staffed Monday through Friday, from 9:00 am to 5:00 pm.

The Writing Center
The Morgan State University Writing Center supports undergraduate and graduate students from all academic disciplines to become more effective and confident writers.
http://www.morgan.edu/college_of_liberal_arts/centers_institutes_and_programs/university_writing_center.html. The Writing Center is located in the Earl S. Richardson Library. Appointments are required. Please call for an appointment-443-885-4205-or schedule one online.
http://www.morgan.edu/college_of_liberal_arts/centers_institutes_and_programs/university_writing_center/scheduling_an_appointment.html

Earl S. Richardson Library
The University has one library on the main campus, the Earl S. Richardson Library. Nursing-related holdings are located in the main library and can be obtained per library policy and procedure. Document request and holdings are available to faculty at no charge with University identification. Library access is also available online. Students are encouraged to seek an orientation to the Richardson Library by the staff librarians. Students are expected to have knowledge of basic Microsoft word software and access to computer equipment to complete class assignments and course requirements. There is online access/off-campus access to library databases and services.

Campus Student Health Center
Student health insurance, providing limited medical coverage, is available from the University. All full-time students are automatically enrolled in the insurance plan at no cost. Part-time undergraduates and graduate students may purchase the coverage. The Health Center (Woolford Infirmary) is operated by the University to provide general medical care and health education to all students. The Health Center is equipped to handle many routine and some non-routine ambulatory care problems, including gynecological services, and serves as the primary health care provider for students covered by the University plan. The Health Center operates on an appointment system. Students wanting to be seen must call and schedule an appointment with a Health Center provider, except in cases of emergency. If a student walks into the Center without an appointment, students with appointments will have priority.

If it is necessary for a student to be seen by a specialist or in a hospital or clinic outside of the Health Center, students should get a written referral from a Health Center provider. If the student has University insurance and sees a practitioner in the Preferred Provider Network, costs will be minimized. If the student does not have health insurance, care provided outside of the Health Center will be at the student's expense.

When the University is in session, nurse practitioners, a physician's assistant and licensed practical nurses are on duty at the Health Center. The Center's Medical Director, a physician, is available on-site during specific hours, and available by phone24 hours a day. The Health Center is open to students Monday through Friday from 8:00 A.M. to 4:30 P.M. It is closed on weekends. If medical care is needed after hours or on the weekend, students should call 443-885-3236, and follow the directions on the recorded message. The Nursing Program complies with all policies set forth by the University in providing health care. (See the Morgan State University *Graduate Catalog* and the *Student Policy Manual and Organizational Handbook*.)

Counseling and Psychological Services

The Counseling Center at MSU strives to support the emotional, interpersonal, social and career development of students. Counseling services are confidential and provided at no cost to currently enrolled students. Services include: brief counseling for individuals, couples and groups; consultation to students, faculty, staff and parents; assistance with referrals to community resources; and crisis interventions. The Counseling Center staff includes professional therapists and interns from MSU's graduate programs in Psychology and Social Work. Appointments are available Monday through Friday from 8:00 am to 5:00 pm. A counselor is available on-call 24/7 for emergencies. More information is available at www.morgan.edu.

Student Accessibility Support Services (SASS)

Student Accessibility Support Services provides assistance to students with all types of impairments, including chronic health problems and psychological disabilities. SASS offers services that are not provided by other University offices or outside organizations. These include adaptive technology, sign language and oral interpreting, readers, guidance for course accommodations, requests to modify degree requirements and more, all free of charge. Before and after a student enrolls at the University, the Coordinator, Student Support Services and Outreach is available to answer questions and make referrals concerning admission, registrations services, financial assistance, transportation, classroom accommodations and note-takers. For more information, contact MSU's Student Accessibility Support Services (in the Office of Retention) at McKeldin Center, Suite 318, and 443-885-3651.

<center>**- POLICIES SUBJECT TO CHANGE -**</center>

The Nursing Program reserves the right to update and change the policies provided in this handbook at any time. A copy of this handbook is posted on the Nursing Program's website. If any changes occur, students will be notified via email and the updated information will be posted on the Nursing Program website. If there are significant changes to the policies, students will be provided the changes and then sign & date a new acknowledgement form. Students must sign and date an acknowledgement of receipt of this current handbook during by the third week of classes.

Sequencing of Graduate Nursing Courses
Students must complete all core/foundation courses before enrolling in concentration courses. For full time students, the sequencing of courses is provided below.

HEGIS/Course No.	Course Name	Credit Hours
Core Courses Year One Fall Semester (Terms 1 And 2)		
NURS 601	Context of Healthcare System	3
NURS 621	Advanced Health Assessment	3
NURS 622	Advanced Concepts of Pathophysiology	3
NURS 623	Advanced Concepts of Pharmacology	3
	Total Year One Fall Semester	**12**
Core Courses Year One Spring Semester (Terms 1 And 2)		
NURS 603	Principles of Leadership & Management in Nursing	3
NURS 618	Epidemiology & Health Promotion	3
NURS 619	Nursing Research & Statistics	3
NURS 620	Evidence Based Practice	3
	Total Year One Spring Semester	**12**
Core Courses Year Two Fall Semester Term 1		
NURS 606	Healthcare Law and Policy	3
NURS 612	Healthcare Information Management	3
	Total Year Two Fall Semester Term 1	**6**
Concentration Courses Year Two Fall Semester Term 2		
	Nurse Education Concentration	
NURS 614	Curriculum Design & Assessment of Nursing Education	3
NURS 615	Strategies for Teaching Nursing	3
	OR	
	Nursing Administration Concentration	
NURS 608	Health Economics and Nursing	3
NURS 617	Financial Management for Nurse Managers and Executives	3
	Total Year Two Fall Semester Term 2	**6**
	Total Year Two Fall Semester	**12**
Year Two Spring Semester (Terms 1 and 2)		
NURS 610	Leadership for Nurse Managers and Educators (Capstone)	4
	Total Capstone	**4**
	Nursing Administration Concentration Practicum	
NURS 605	Practicum: Administration Theory and Budget	3
	OR	
	Nursing Education Concentration Practicum	
NURS 616	Practicum: Nursing Education	3
	Total Practicum	**3**
	Total Year Two Spring Semester	**7**
	Total Credits for the Degree	**43**

SCHOOL OF COMMUNITY HEALTH AND POLICY
NURSING PROGRAM
FACULTY AND STAFF DIRECTORY

ADMINISTRATION	TITLE	EXT	OFFICE	EMAIL
Dr. Kim D. Sydnor	Dean, SCHP	x4127	Portage	kim.sydnor@morgan.edu
Dr. Maija R. Anderson	Director	x4144	Jenk308	maija.anderson@morgan.edu
FACULTY	**TITLE**	**EXT**	**OFFICE**	**EMAIL**
Mrs. Emelia Asamoah	Lecturer	4254	Jenk325	emelia.asamoah@morgan.edu
Mrs. Adanna Emeji	Assistant Professor	4471	Jenk320	adanna.emeji@morgan.edu
Dr. Malliga Jambulingam	PhD Coordinator	4601	Jenk308E	malliga.jambulingam@morgan.edu
Dr. Jennette Logan	Graduate Coordinator	4286	Jenk308D	jennette.logan@morgan.edu
Dr. Mamie Montague	Nurse Educator	4613	Jenk308	mamie.montague@morgan.edu
STAFF	**TITLE**	**EXT**	**OFFICE**	**EMAIL**
Ms. Angela Gaither-Scott	Retention Coordinator	4126	Jenk106	angela.gaither-scott@morgan.edu
Mr. Raymond Hill	Student Success Center Coordinator	1974	Jenk308	raymond.hill@morgan.edu
Ms. Pawn Johnson-Hunter	NCLEX-RN Tutor	4253	Jenk324	pawn.johnson-hunter@morgan.edu
Ms. Pauline Preston	Clinical Coordinator	4282	Jenk323	pauline.aquil@morgan.edu
Ms. Sheila Richburg	Student Support Services	4288	Jenk105	sheila.richburg@morgan.edu
Ms. Florence San Pedro	Clinical Skills Lab Coordinator	4285	Jenk319	florence.sanpedro@morgan.edu
Ms. Joanne Stanley	Program Assistant	4144	Jenk308A	Joanne.stanley@morgan.edu
Ms. Regina Williams Hypolite	Assistant to the Director	4144	Jenk308	regina.williams@morgan.edu

NOTES

Morgan State University
Graduate Nursing Program
Academic Policies and Procedures Handbook
HANDBOOK CERTIFICATION FORM

This handbook for graduate nursing students provides important information regarding policies, procedures, available resources and issues of concern to academic life. The rights and responsibilities of nursing students are detailed as well as the role of faculty and staff within the learning environment. This Handbook serves as a companion to the Morgan State University Catalog, Graduate Studies Catalog, and the individual nursing course syllabi. The students enrolled in the Nursing Program are responsible for knowing the policies and procedures outlined in this Handbook, and for actively seeking clarification from faculty. All students ***are required*** to sign the Handbook Certification Form included at the end, Appendix A.   A copy of this signed form will be returned to students and the signed original will be maintained in the student's Nursing Program file. Signing the Handbook Certification Form confirms that the student has:

1. Read the MS (Nursing) student Handbook in its entirety;
2. Read and understood any changes made to the Handbook during the course of study in the Nursing Program; and
3. Acknowledged how policies and procedures impact nursing students.

Please note that information provided in this Handbook is reviewed annually and changes may be made as needed during the school year. Students will be notified of any changes via the Morgan State email system. (Students must have access to their Morgan email throughout their matriculation in the Nursing Program.) The information provided in this Handbook is current as of August 1, 2016. The Handbook can also be found on the Nursing Program website at **www.morgan.edu**.

Student Signature: _____

Date: _____

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