



WEHRHEIM SCHOOL OF NURSING

Millersville University

Master of Science in Nursing
Post MSN FNP Certificate
Handbook
Updated January 2023

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at Millersville University are accredited by the ***Commission on Collegiate Nursing Education***, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

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WELCOME

Welcome to the MSN program of Millersville University. Your decision to pursue a Master's Degree in Nursing marks an important step in your career as a professional nurse. The faculty of the Wehrheim School of Nursing (WSN) have developed programs which build upon your previous experiences in nursing practice in an effort to enhance your attainment of the knowledge and skills to practice autonomously as in your next role in nursing. The MSN program was developed using the *American Nurses Association Nursing: Scope and Standards of Practice*, 4th edition as our guiding standard. Additional national standards have been used for each MSN option in order to provide you with a dynamic and up-to-date curriculum. We hope your experiences at Millersville University will be both challenging and rewarding.

This Student Handbook contains specific policies of the Wehrheim School of Nursing. The handbook supplements the Millersville University Student Handbook and the Millersville University Graduate Catalog (both may be found at <https://www.millersville.edu/admissions/graduate/index.php>)

The purpose of this handbook is to provide information that will assist you as you progress through the graduate programs at Millersville University. You should use this handbook as companion document to the policies and procedures presented in the Millersville University College of Graduate & Adult Learning Catalog and found on Wehrheim School of Nursing website.

Please remember, this handbook reflects the most current program information in effect at the time of publishing. Any changes will be emailed to all students, as well as posted on the WSON website.

Best wishes for success and happiness,

The Faculty of the Wehrheim School of Nursing

About Millersville University

Millersville University is one of 10 universities within the PA State System of Higher Education (PASSHE). The mission and vision statements of Millersville University were adopted as part of our strategic plan, *Tradition and Transformation*. The University mission affirms that *we are a community dedicated to high quality education at exceptional value*. Our vision states that *we will inspire learners to change the world*. As a community we are dedicated to our EPPIIC Values: Exploration, Public Mission, Professionalism, Integrity, Inclusion, and Compassion.

About the Wehrheim School of Nursing

Academic programs in nursing at Millersville University were first established in 1979 with the initiation of an RN to BSN program and we were formally established as a distinct department in the School of Science and Technology in 1980. Our graduate program was established in 1993, receiving full approval from the PA State Board of Nursing in 1995.

In 2021, we were officially named the Wehrheim School of Nursing in honor of Ms. Liselotte Wehrheim, an alumnus of MU, who provided an \$4.8 million endowment to MU. This incredible gift was earmarked to provide scholarships to non-traditional undergraduate students.

The WSON is one of nine academic departments in the College of Science and Technology, lead by the College Dean, Dr. Marc Harris. The WSON Chair is Dr. Kelly Kuhns. Dr. Cayleigh Minter is the Graduate Program Coordinator. Dr. Kelly Rotondo is the DNP program coordinator, and Dr. Dawn Lambert is the School Nurse Program Coordinator.

Our mission is to provide high quality education, preparing professional nurse learners to advance the profession of nursing and improve health outcomes.

And our vision is that our learners will engage in the highest level of practice that elevates the profession of nursing both locally and globally.

Wehrheim School of Nursing Governance

The WSON is guided by the WSON Rules of Order and has a committee structure including Faculty, Outcomes Assessment, Curriculum, Faculty Performance Review, and Graduate Admissions. Students are invited and encouraged to participate in the Faculty, Curriculum, and Outcomes Assessment committees. Meetings are held in a multi-modal format to all for participants join in person or via Zoom. Students interested in participating should contact the WSON Chair to obtain additional information. Information shared at these meetings is considered confidential; students may be excused from meetings for discussions regarding specific students and/or situations.

WSON Program Outcomes

In order to actualize our mission and vision, we have established program outcomes and student learning outcomes for our students.

Our program outcomes for the MSN program:

1. Graduation rates: 75% of the base cohort will complete the program within 4.5 years (150% completion time)
2. Certification pass rates: pass rate for first-time test takers will be 80% or higher averaged over the most recent three-year period
3. Employment: 75% of graduates will be employed in the area of nursing program preparation within 12 months of graduation
4. Overall program outcome: Graduates are prepared to function at their highest level of practice, with a focus on advancing the profession in order to improve health outcomes for individuals, families, and populations

Data reflecting our achievement of these outcomes can be found on the WSON website.

WSON Student Learning Outcomes

In order to support the achievement of the program outcomes, the WSON faculty have established student learning outcomes for each program level. The Student Learning Outcomes are focused on the broad concepts of **Exploration, Professionalism, Advocacy and Action, Embracing Diversity, and Leadership**. The table below defines the core concept and provides the specific student learning outcomes for each. Content, assignments, and activities are woven throughout the curriculum to assist you in meeting these learning outcomes.

Core Concept	MSN/Post MSN Certificate Student Learning Outcomes
<p>Exploration</p> <p>WSON embraces a culture of exploration in which students are encouraged to exhibit critical thinking and a spirit of inquiry. This intellectual curiosity helps develop knowledge and science that leads to innovation, and integration of evidence-based practice, and technology that transforms professional nursing practice leading to improved patient outcomes and enhanced health care delivery.</p>	<p>Exhibit a spirit of inquiry by using evidence to prioritize problems in need of study and intervention based on gaps in healthcare</p> <p>Analyze the impact of evidence-based solutions on the quality of care and healthcare outcomes</p> <p>Evaluate the role of technology, data, and innovative methods to improve nursing practice and healthcare outcomes</p>
<p>Professionalism</p> <p>WSON is founded on the tenets of professional nursing practice, in which all students are accountable to nationally established standards of practice and ethical behavior. Students are mentored to</p>	<p>Express professional nursing identity through actions that reflect the <i>ANA Scope and Standards of Professional Practice</i></p>

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<p>engage in personal and professional development, commitment to lifelong learning, and self-care, and are subsequently empowered to impact the future of the profession.</p>	<p>Role model accountability to self through engagement in self-care and commitment to lifelong learning</p> <p>Practice in a safe and ethical manner as guided by the <i>ANA Code of Ethics</i> and the <i>Professional PA State Practice Act</i></p>
<p>Advocacy and Action</p> <p>WSON is committed to advocacy and active engagement of nurses in the public mission of the University and the profession. Students are empowered through knowledge and mentoring to promote safe and quality care as well as advocacy for self, patients, profession, and the global community.</p>	<p>Integrate the impacts of Social Determinants of Health (SDOH) on the health outcomes of individuals, families, and populations into their advanced nursing role</p> <p>Utilize knowledge of the impacts of environmental, fiscal, societal, and other factors to improve the effectiveness of healthcare outcomes and delivery practices</p> <p>Engage in advocacy activities to address advanced policy and practice issues that impact healthcare delivery, patient outcomes, and quality of care</p>
<p>Embracing Diversity</p> <p>WSON program is committed to the application, implementation, advancement, and evaluation of diversity. Person-centered care and global citizenship serve as the foundation to support equity and social justice. We embrace students' diverse backgrounds and their contributions to the learning community. Students seek to learn, grow, appreciate, be accountable to and reflect on their role(s) in providing equitable and person-centered care.</p>	<p>Demonstrate respect for all individuals and population by integrating cultural diversity, inclusivity, ethical standards, social justice, and a global perspective in the provision of care</p> <p>Engage in ethical and professional nursing practice that embraces diversity and recognizes the need to promote equity and social justice in health and healthcare</p>
<p>Leadership</p> <p>WSON is committed to building the next generation of nursing leaders through supporting meaningful communication, as well as interprofessional and intra-professional collaboration and teamwork. Students use context and an understanding of the environment of care delivery to be agents for positive change through skilled resource stewardship in order to provide quality patient-centered healthcare.</p>	<p>Seek opportunities to integrate change theory into professional nursing practice</p> <p>Displays professional comportment in all written and verbal communication</p> <p>Engage in inter- and intra-professional collaboration to impact quality of care</p>

Graduate Program Curriculum Standards

The Wehrheim School of Nursing has incorporated professional nursing standards and guidelines into the MSN and post-MSN curricula. Standards used are listed below.

All Programs

Nursing: Scope and Standards of Practice, 4th ed. (American Nurses Association, 2021)

Family Nurse Practitioner

Standards for Quality Nursing Practitioner Education, 5th ed. (National Taskforce on Quality Nurse Practitioner Education, 2016).

PA State Board of Nursing *Chapter 21* of the Pennsylvania Code

Nursing Education

Scope and Standards of Practice for Academic Nurse Educators, 2nd ed. (National League for Nursing, 2005).

Nursing Leadership

ANA Leadership Competency Model. (American Nurses Association, 2018).

School Nursing

School Nursing: Scope and Standards of Practice, 4th ed. (National Association of School Nurses, 2022).

MSN Family/Individual Across the Lifespan Nurse Practitioner Program

The FNP program prepares nurses to specialize in the prevention, diagnosis, and management of medical conditions across the lifespan. Our flexible program is designed for the working student. Our classes are offered in a blended format, allowing for face-to-face and online delivery of content. The program requires 43 credits and 672 hours of precepted clinical. Upon completion of the FNP program, graduates are eligible to sit for the national certification exams offered by the American Nurses Credentialing Center and the American Academy of Nurse Practitioners.

Our program is fully approved by the PA State Board of Nursing and is offered at two locations – Millersville University and at our Harrisburg campus, Central Penn College. Students generally remain at one campus for the duration of the program. The FNP program is a part-time program.

Courses Required in the FNP Curriculum

Course Number	Course Name	Credits	Clinical Hours	Semester/ Site Offered
CORE MSN COURSES				
NURS 501	Role Development and Theoretical Foundations of Advanced Practice Nursing	3		Fall MU Spring CP
NURS 502	Research and Evidence-Based Practice Methodology	3		Fall CP Spring MU
NURS 503	Advanced Practice Professional Issues and Health Policy	3		Fall CP Spring MU Online varies
NURS 504	Nursing Informatics and Healthcare Technology	3		Summer OL
NURS 698	Capstone Project	3		Spring MU/CP
MSN FNP SUPPORT COURSES				
NURS 511	Pathophysiology for Advanced Practice	3		Fall MU Spring CP
NURS 512	Advanced Health Assessment Across the Lifespan	3	28 lab hours	Fall MU Spring CP
NURS 513	Pharmacology and Alternative Therapeutics in Nursing Practice	3		Fall MU Spring CP
MSN FNP CLINICAL COURSES				
NURS 521	Clinical Management of the Young Family	7	224	Spring MU Summer CP
NURS 522	Clinical Management of the Mature Family	7	224	Fall MU/CP
NURS 523	Family Nurse Practitioner	5	224	Spring MU/CP

[Course descriptions can be found in the Graduate Catalog.](#)

Post-MSN Family/Individual Across the Lifespan Nurse Practitioner Certificate

The Post-Master's Certificate Option is designed to provide individuals who already hold a Master of Science in Nursing degree with the core courses and clinical experiences necessary for eligibility for family nurse practitioner certification. Selected courses from a previous MSN program may meet requirements for the Post-Master's Family (Individual Across the Lifespan) Nurse Practitioner Certificate, this is based on review by the Department of Nursing Faculty. According to Pennsylvania State Board of Nursing licensing requirements, all individuals who submit an application for licensure as a Certified Nurse Practitioner must have had an Advanced Practice Pharmacology course within the past five (5) years.

Post-MSN candidates will work with the Graduate Program Coordinator to determine a specific academic plan.

MSN FNP SUPPORT COURSES				
NURS 511	Pathophysiology for Advanced Practice	3		Fall MU Spring CP
NURS 512	Advanced Health Assessment Across the Lifespan	3	28 lab hours	Fall MU Spring CP
NURS 513	Pharmacology and Alternative Therapeutics in Nursing Practice	3		Fall MU Spring CP
MSN FNP CLINICAL COURSES				
NURS 521	Clinical Management of the Young Family	7	224	Spring MU Summer CP
NURS 522	Clinical Management of the Mature Family	7	224	Fall MU/CP
NURS 523	Family Nurse Practitioner	5	224	Spring MU/CP

[Course descriptions can be found in the Graduate Catalog](#)

MSN Nursing Education Program

The MSN Nursing Education program is designed for nurses with a passion for teaching. Our fully online program allows students to learn about and engage in both academic nursing education and nursing professional development. Designed for the working adult, our part-time 37-credit program allows students to design practicum experiences to meet their learning goals. Graduates are eligible to take the National League for Nursing Certified Nurse Educator examination.

Courses Required in the Nursing Education Curriculum

Course Number	Course Name	Credits	Clinical Hours	Semester/ Site Offered
CORE MSN COURSES				
NURS 501	Role Development and Theoretical Foundations of Advanced Practice Nursing	3		Online varies
NURS 502	Research and Evidence-Based Practice Methodology	3		Online varies
NURS 503	Advanced Practice Professional Issues and Health Policy	3		Online varies
NURS 504	Nursing Informatics and Healthcare Technology	3		Summer OL
NURS 698	Capstone Project	3		Spring OL
MSN NURSING EDUCATION SUPPORT COURSES				
NURS 506	Nursing for Sustainable Global Health	3		Online varies
NURS 508	Advanced Clinical Knowledge	4		Online varies
NURS 515	Advanced Nursing Practice Clinical Practicum	3	112	Online varies
MSN NURSING EDUCATION COURSES				
NURS 630	Effective Teaching: Theories and Methods in Nursing Education	3		Online varies
NURS 631	Measurement and Evaluation in Nursing Education	3		Online varies
NURS 632	Nursing Curriculum and Program Design	3		Online varies
NURS 633	Nursing Education Internship	3	112	Online varies

[Course descriptions can be found in the Graduate Catalog](#)

MSN Nursing Leadership Program

The MSN Nursing Leadership program is designed for nurses with a passion for innovation and administration in nursing. Our fully online program allows students to learn about quality, safety, collaboration, financial management, and healthcare financing. Designed for the working adult, our part-time 37-credit program allows students to design practicum experiences to meet their learning goals.

Courses Required in the Nursing Leadership Curriculum

Course Number	Course Name	Credits	Clinical Hours	Semester/ Site Offered
CORE MSN COURSES				
NURS 501	Role Development and Theoretical Foundations of Advanced Practice Nursing	3		Online varies
NURS 502	Research and Evidence-Based Practice Methodology	3		Online varies
NURS 503	Advanced Practice Professional Issues and Health Policy	3		Online varies
NURS 504	Nursing Informatics and Healthcare Technology	3		Summer OL
NURS 698	Capstone Project	3		Spring OL
MSN NURSING LEADERSHIP SUPPORT COURSES				
NURS 506	Nursing for Sustainable Global Health	3		Online varies
NURS 508	Advanced Clinical Knowledge	4		Online varies
MSN NURSING LEADERSHIP COURSES				
NURS 650	Nursing Leadership and Administration	3		Online varies
NURS 651	Leading Quality and Safety	3		Online varies
NURS 652	Healthcare Financing and Value-Based Care	3		Online varies
NURS 653	Leading Others and Organizations	3		Online varies
NURS 654	Nursing Leadership Practicum	3	112	Online varies

[Course descriptions can be found in the Graduate Catalog](#)

MSN School Nursing Program

The MSN School Nursing program is designed for nurses with a passion for the care of school age students and advocating for the health of school communities. This fully online MSN program builds on the 11 credit PA School Nurse Certification program. Designed for the working adult, our part-time 36 - credit program allows students to engage in school age care across the K- 12 curriculum. Graduates are eligible for Level 1 and Level 2 Pennsylvania Department of Education (PDE) School Nurse certification.

Courses Required in the School Nursing Curriculum

Course Number	Course Name	Credits	Clinical Hours	Semester/ Site Offered
CORE MSN COURSES				
NURS 501	Role Development and Theoretical Foundations of Advanced Practice Nursing	3		Online varies
NURS 502	Research and Evidence-Based Practice Methodology	3		Online varies
NURS 503	Advanced Practice Professional Issues and Health Policy	3		Online varies
NURS 504	Nursing Informatics and Healthcare Technology	3		Summer OL
NURS 698	Capstone Project	3		Spring OL
MSN SCHOOL NURSING SUPPORT COURSES				
NURS 506	Nursing for Sustainable Global Health	3		Online varies
NURS 508	Advanced Clinical Knowledge	4		Online varies
NURS 515	Advanced Nursing Practice Clinical Practicum	3	112	Online varies
MSN SCHOOL NURSING COURSES				
EDFN 545	Advanced Educational Psychology	3		Spring OL Summer OL
NURS 550	School Nursing Theory and Diverse Learners	3		Spring OL
NURS 560	School Nursing Clinical Practicum	5	100	Fall OL

[Course descriptions can be found in the Graduate Catalog](#)

ADMISSION & LICENSE REQUIREMENTS

To be eligible for admission to the WSON graduate programs, potential candidates must complete the online application and provide evidence of the following.

MSN FNP

- Baccalaureate degree in nursing from an accredited school of nursing
- Undergraduate grade point average (GPA) of at least 3.0 on a 4.0 scale. When GPA is below this, provisional acceptance may be considered if the candidate demonstrates graduate study potential by other means
- Satisfactory completion of an undergraduate statistics course and a research course in nursing
- Three current academic and/or professional references
- Licensure as a registered nurse in Pennsylvania or in the state where clinical practice or internship is to be arranged
- Current resume including a minimum 2 years of pertinent clinical experience by application date. Preferred 3-5 years
- Successful completion of a personal interview with the Nursing Admissions Committee

MSN Nursing Education, School Nursing, and Nursing Leadership

- Baccalaureate degree in nursing from an accredited program
- Undergraduate grade point average (GPA) of at least 3.0 on a 4.0 scale. When GPA is below this, provisional acceptance may be considered if the candidate demonstrates graduate study potential by other means
- Satisfactory completion of an undergraduate statistics course and a research course in nursing
- Three current academic and/or professional references
- Licensure as a registered nurse in Pennsylvania or in the state where practicum experiences will be arranged
- Minimum of one year of clinical experience in nursing
- Current resume including clinical experience

Post-MSN Certificate

- Master's degree in nursing from an accredited school of nursing
- Satisfactory completion of an undergraduate statistics course and a research course in nursing
- Three current academic and/or professional references
- Licensure as a registered nurse in Pennsylvania or in the state where clinical practice or internship is to be arranged
- Current resume including a minimum of 2 years of pertinent clinical experience by application date. (Preferred 3-5 years of clinical experience)
- Successful completion of a personal interview with the Nursing Admissions Committee

Registered Nurse Licensure Policy

All students must possess RN licensure. The license must be valid for the state in which the student will engage in any experiential and/or clinical experiences. It is the student's responsibility to report to the Wehrheim School of Nursing if they have been denied licensure or if licensure has been deemed encumbered by a state board of nursing.

Students who possess an encumbered license or are without a license may be unable to progress in the program and/or may be denied experiential experiences which would result in delayed graduation or in the inability to graduate from the program. Graduate students must provide a copy of their license at the time of application.

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GRADING POLICY

Only faculty can assign grades and final grades are recorded at the end of each term. Students can access final grades in MAX. You will be graded on the following scale.

Grade	Percentage	Quality Point Equivalent
A	94 – 100	4.0
A-	90 – 93	3.7
B+	87 – 89	3.3
B	83-86	3.0
B-	80 – 82	2.7
C+	77 -79	2.3
C	73-76	2.0
C-	70 – 72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	59 or less	0

Grading Policy for the Courses with Practicum/Clinical components

- Students must pass both the laboratory/ clinical component as well as the didactic portion of the course to receive a passing grade for NURS 512, NURS 515, NURS 521, NURS 522, NURS 523, NURS 560, NURS 633, and NURS 654
- All required student clinical paperwork must be submitted in order for a grade to be assigned.
- Students who fail the clinical component of any of the above course will fail the course. A failure of the clinical component will result in *immediate* course failure
- Students who demonstrate impairment behaviors and/or for whom a report of impairment behaviors is received from a clinical site will be dismissed from the clinical area and will fail the clinical component of the course and consequently, will fail the course

Guidelines for failure of clinical will be based on the following criteria:

- Supervisor identification of an unsatisfactory on any of the clinical outcomes/competencies
- Preceptor and/or faculty identification of unsafe or incompetent care in the clinical setting
- Upon report/receipt of any of the above, the Clinical Supervisor, the Graduate Coordinator, and the Preceptor will discuss the issuance of a unsatisfactory on the clinical evaluation tool. The MU faculty member of record will make the final decision on failure of the clinical component of the course.

ACADEMIC PROGRESSION

Graduate degree students are ***required to maintain a B grade average***. A student who fails to meet the scholarship requirements may be dismissed from the program. If a student falls below a 3.0 average, they will be placed on academic probation. Failure to raise the grade average will result in dismissal from graduate studies at Millersville University (Summer is considered a semester).

A grade of ***C or above*** must be achieved for all required nursing courses. Any grade below a C (C- and below) will not count toward the student's degree requirements and the course must be repeated.

Graduate students, ***who earn two grades of C+, C, or C-, or any combination thereof***, will receive an academic warning, regardless of GPA. This includes any courses which have been repeated and replaced with a higher grade. A C+, C, or C- grade earned at Millersville University may not be made up at another institution of higher learning for the same course.

A graduate student earning an F grade in any course will be dismissed from graduate study at Millersville University. An F grade earned at Millersville University may not be made up at another institution of higher learning for the same course.

Dismissal Appeal

Students may appeal dismissal to the Graduate Academic Appeals Committee (GAAC). Students who have been dismissed and believe specific, unusual circumstances affected their academic performance may request a review by writing a letter of appeal to the GAAC. For the appeal to be considered before the next semester, it must be received by the committee by the date specified in the notice of dismissal. Information and forms regarding graduate appeals may be found at www.millersville.edu/graduate or by calling 717-871-4723. After GAAC's decision, if an appellant believes the appeal process was not administered as prescribed herein, the appellant may pursue an appeal of the process, but not the academic decision, in writing, to the dean of the College of Graduate Studies and Adult Learning. Such an appeal must be made within 10 business days from the date of the decision letter from the chairperson of the GAAC. The appellant is advised to provide as much written documentation as possible, describing why the process was not administered as prescribed herein, and any supporting materials. The decision of the dean of the College of Graduate Studies and Adult Learning regarding the process appeal is final and not subject to further review.

Incomplete Grades

Students are expected to complete all coursework in the semester in which the course is taken. When extenuating circumstances are noted, faculty have the option to grant students an extension to complete coursework beyond the end of the semester. In this case, the student is assigned a grade of incomplete (I). The decision to allow for an incomplete grade is solely the faculty member's and is based on the student's progress in the course, as well as any extenuating circumstances identified. As per MU Graduate Studies policy, incomplete grades must be resolved within one year. However, if the course is a pre-requisite to other courses, those future courses can not be taken until the incomplete is resolved.

Time to Complete Degree

Students must complete their degree within five years from the first semester of enrollment. Special consideration for additional time will be given on an individual basis.

ACADEMIC ADVISING

The WSON views the advisee/advisor relationship as a critical aspect of graduate education and preparation. The graduate students in MSN-FNP and post-MSN FNP certificate programs are generally advised by the Graduate Program Coordinator, Dr. Cayleigh Minter. Nursing Education and Nursing Leadership MSN students are generally advised by Dr. Kelly Kuhns and MSN School Nursing students are advised by Dr. Dawn Lambert.

Your academic advisor is your primary contact with the Wehrheim School of Nursing. You are strongly encouraged to develop a close working relationship with your academic advisor. Areas for discussion include but are not limited to the following: course selection, adjustment to graduate life, deficiencies in preparation, clinical competency, administrative affairs, and professional guidance. You can find your academic advisor in MAX.

REGISTRATION

Students should consult their academic advisor each semester to identify courses for registration. Generally, students are provided with an academic plan at the time of admission and this plan should be followed. Changes in your plan must be discussed with your advisor. Registration occurs via MAX and dates for registration availability are found on the Academic Calendar.

PROCEDURE TO REQUEST AN OFF-CAMPUS COURSE

Once a student is admitted to the MSN program, permission of the Graduate Program Coordinator, WSON Chair, and the Graduate Studies Dean is required to take a course off campus. Unless permission is granted from the Dean's Office before registering at another college, credit will not be accepted. Students must have permission before starting the off-campus course. Submit the *Request to Take Course at Another University* form (found on the student forms center) to the Graduate Program Coordinator with the following information:

1. A request to the Chair of WSON Curriculum Committee identifying the course to be transferred and its equivalent MU nursing course. This request must consist of a compelling justification for taking the course off-campus.
2. A current syllabus of the transfer course, including a course description, course faculty, course and/or clinical objectives, method of evaluation, outline of course content, and title and author of instructional text(s); and the method of course delivery (for example online, face-to-face or blended).
3. Upon completion of the course off-campus, it is the responsibility of the student to have the official transcripts submitted to the Graduate office.

GRADUATION

Students who plan to graduate at the end of any semester must complete an application for graduation which can be found at <http://www.millersville.edu/graduate/current-student-resources/forms-center.php> by the deadline printed in the registration information each semester. A \$30 graduation fee is charged. A student who applies for graduation but does not complete degree requirements by the anticipated date must reapply in the semester when he/she does expect to graduate. Students are billed by the Bursar for the graduation fee. Additional details and appropriate forms are available on the Millersville Commencement web page.

Post Master's Certificate students in the PM-FNP must complete the application for certificate completion and submit to the Department Secretary in the beginning of their last semester.

POLICIES

Attendance Policy

Students are expected to attend all classes. It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then they are entitled to make up the missed work, but only at the convenience of the faculty member. Responsibility for material presented in, assignments made for, and tests/quizzes given in regularly scheduled classes, lies solely with the student.

The University policy is that faculty will excuse absences for the following reasons:

- personal illness,
- death or critical illness in the family,
- participation in a university-sponsored activity,
- jury duty,
- military duties, or
- religious holidays

Faculty judge the validity of student absences from class within the University's approved guidelines and may require documentation for excused absences. Faculty will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up missed work at the discretion of the instructor. Any unauthorized absence from a class can result in a final grade of 'F'.

Email

All students are required to check their Millersville University assigned email on a regular basis. Only email originating from a Millersville account will be acknowledged by faculty.

Graduate Programs Written Assignments

Students must obtain and use the **7th edition of the American Psychological Association's Style Manual** for the completion of **ALL** written assignments. All papers must follow APA guidelines for formatting, citations, and should be written in a scholarly and respectful manner. This includes literature review papers, research papers, scholarly projects, case studies, on-line assignment, and any other material composed for completion of course work.

Plagiarism and Academic Integrity

All students are expected to know and comply with the University policies related to academic integrity, academic dishonesty, and plagiarism. Plagiarism is defined as the act of *using or closely imitating* the written words of another source or individual without permission or citation. Student work will be submitted to TurnItIn (a plagiarism detection program). Any incidence of plagiarism may result in a grade of 0 for the assignment and may result in a failing grade for the course. All appropriate University policies related to cheating and academic dishonesty will be followed. See the Graduate Student Catalog and for disciplinary action as provided in the Student Code of Conduct:

<https://www.millersville.edu/studentconduct/index.php>

Appeal of Department Policies

Students who have a problem with a department policy may petition the department, through their advisor, for consideration of their concern at the Department of Nursing meeting.

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Formal Complaint Process

A formal complaint is viewed as an occasion whereby a nursing student voices an issue and follows the procedure of involving several levels of administration within the College and University. Complaints within the College generally fall into three categories: faculty performance, grade disputes, and a variety of course-related concerns. Whenever possible, these types of complaints are resolved at the Department level, prior to be elevated to the level of formal complaint.

As per University policy, when students believe problems they have had at the University have not been addressed adequately, they have the option of bringing the matters to the attention of the appropriate University personnel via the [student complaint process \(https://www.millersville.edu/saem/student-resources/grievance.php\)](https://www.millersville.edu/saem/student-resources/grievance.php).) When doing so, a student should first contact the person or faculty member whose decision/action is the cause for concern. If the student does not believe the matter has been resolved at that level, the student can then proceed to speak with a staff member's immediate supervisor or a faculty member's academic department chairperson. If the issue cannot be resolved by the Nursing Department Chair, the student can then begin the formal complaint process by making an appointment and discussing with the appropriate member of University administration.

Millersville University Chapter Sigma Theta Tau International

Xi Chi Chapter membership will be open to qualified graduate nursing students. Students are invited to join annually, based on their academic record.

Graduate Assistantships

The graduate assistantship in nursing is designed for highly motivated individuals who have a desire to engage in academic activities. Students should be well organized, work well in groups, and have well-developed computer skills. Students can apply for an assistantship through the Office of Graduate Studies.

Change of Name, Address, and Telephone Number

The student must complete a Name or Address Change Form in order to officially change their name, address or telephone number. The Name or Address Change Form is available in the Registrar's Office. The student must also notify the Department of Nursing secretary (nursing@millersville.edu or 871-4274) if there is a change of name, address, or telephone number. The student's timely completion of the form and notification of the Department of Nursing office will ensure ongoing communication from the University and the Department of Nursing with the student.

Ethical Responsibilities

Throughout enrollment in the graduate programs at Millersville University, students are expected to maintain the highest ethical standards. In that regard, students are held to the standards of the 2015 *ANA Code of Ethics* as well as the Professional Mandates of the Pennsylvania State Board of Nursing.

Further, students will be assigned to a clinical area that is deemed to provide the student with a valid learning experience. It is the responsibility of the student to act in a professionally prescribed manner during interactions with preceptors, personnel, and clients, at all times. Importantly, no discriminatory, judgmental, and racist remarks or behaviors targeted towards any individual will be tolerated. This pertains to persons who belong to various ethnic or cultural groups as well as persons belonging to various socio-economic groups. Any student who cannot understand or behave in a non-discriminatory manner is subject to dismissal of the program.

Title XI Information

Millersville University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment, comply with Title IX of the Education Amendments of 1972, 20 U.S.C. §1681, et seq., and act in accordance with guidance from the Office for Civil Rights, the University requires faculty members to report to the University's Title IX Coordinator

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incidents of sexual violence shared by students. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a university-approved research project. Faculty members are obligated to report to the person designated in the University Protection of Minors policy incidents of sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. Information regarding the reporting of sexual violence, and the resources that are available to victims of sexual violence, is available at <http://www.millersville.edu/sexualviolence/index.php>.

Student Records Policy

The WSON maintains individual files on all students, using an electronic system. As per PA State Board of Nursing Regulations, FNP student files are maintained for at least 50 years. Students may have access to their student file upon request to the Graduate Program Coordinator or the WSON Chair. Files must be reviewed in person in the WSON.

PROGRAM ASSESSMENT

As a part of our continuous quality improvement process, students are provided with several opportunities to provide ongoing feedback to the WSON. All surveys are collected via Qualtrics, a secure survey platform. All data is collected anonymously and reported in aggregate.

Course Evaluations

At the end of each course, students are provided with a link to complete a course evaluation. Following completion of the term and submission of grades, the results of these evaluations are reviewed and presented to the faculty in aggregate form. These evaluations are used to identify areas of strength and improvement in the courses are a vital aspect of our quality improvement process.

Current Student Survey

Once a year, typically in the fall term, a link to the current student survey is distributed to all students. This survey allows us to assess the adequacy of resources, as well as students' overall satisfaction with the program. We encourage every student to participate in this survey to assist us in our ongoing improvement efforts.

Evaluation of Preceptor and Practicum Site

At the end of each course including a practicum experience, students will be provided with a link to the Student Evaluation of Preceptor and Practicum Site survey. This survey allows us to evaluate the efficacy of our practicum experiences and is another critical aspect of our quality improvement process.

Alumni Survey

Once a year, typically in the spring term, an alumni survey is sent to graduates from the previous year. At the time of graduation, students are asked to provide a personal email address so this survey can be sent. We value the feedback of our alumni and encourage each graduate to complete this survey.

Employer Survey

Once a year, typically in the spring term, a link to an employer survey is sent to graduates from the previous year. Students are asked to forward this email to their current employer so that employer satisfaction with our graduates can be reviewed. You should forward this to someone in your institution who is in a position to evaluate the preparation and effectiveness of you, as an MU graduate.

POLICIES SPECIFIC TO CLINICAL PRACTICUM

All clinical agencies require that students show evidence of the credentials listed below prior to participating in a clinical experience. Students must submit the credentialing documents prior to the start of a course containing a clinical experience. A record of these credentials will be maintained in the student's secure electronic file and are tracked in Typhon. **NO STUDENT WILL BE ALLOWED IN THE CLINICAL AREA WITHOUT CURRENT RECORDS ON FILE.**

All graduate courses containing a clinical or clinical lab component are covered under this policy, though some courses may have fewer requirements, based on the setting. For NURS 521, 522, and 523, all of the following areas must be addressed. For NURS 515, 560, 633, and 654, specific requirements will be provided based on the clinical location.

Students are encouraged to keep a file of their own records and to note expiration dates. It is the student's responsibility to be aware of the active, current status of their file of credentials, and to submit updated professional information to the WSON office. Dates for all clearances are tracked in Typhon and this is what will be used to determine completeness of the record. Forms may be obtained on the WSON website.

Clinical Education Clearances, Policies, and Procedures

Millersville University maintains affiliation agreements with healthcare agencies who serve as sites for clinical educational experiences. These affiliation agreements, along with the policies of our partners determine the specific clinical clearance components.

Drug Testing

As outlined in the University's Drug and Alcohol Policy (<https://www.millersville.edu/aod/university-policies.php>), possession and use of illegal substances is strictly prohibited. Furthermore, to provide safe healthcare delivery to patient populations, clinical sites have the right to require drug screening and may refuse any student for clinical placement based on these results. Millersville University must also comply with federal and state laws regarding federally illegal substances.

To ensure compliance with affiliation agreements and placement at clinical sites, all MSN students prior to enrolling in the first clinical course (NURS 521, NURS 515), will submit the results of an 8-panel urine drug screen to Millersville University's Department of Nursing. The Healthcare Agency may request these results at any time and additional testing may be required by the healthcare agency at any time during the students' clinical educational experience. Students are responsible for the cost of all testing. By participating in the drug screening process, the student is authorizing the release of the drug test results to the healthcare agency for placement in their clinical experience.

Negative drug screen: If a student's drug test is negative, and pending all other requisite acceptances and approvals, the student will be allowed to participate by the healthcare agency in the clinical educational activities held at their site.

Positive drug screen: If a student's drug screen is positive but the student has documentation that prescribed medications lead to a positive drug screen (a copy of the prescription or verification from the healthcare provider that they are taking medication under supervision), this information should be provided to the Millersville University's Department of Nursing. The healthcare agency's policy will determine whether a student may subsequently participate in the scheduled clinical rotation.

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**At this time, students who possess a state-issued medical marijuana card and present with a positive drug screen may be excluded by the healthcare agency from participating in the clinical educational experience at their site due to federal law recognizing marijuana as an illegal substance.

If the drug screen is positive and no documentation is provided for a medical reason for the positive, the healthcare agency may not accept the student for placement at their clinical site. Without the ability to participate in a clinical experience, students will be unable to progress through the FNP program at Millersville University.

Refusal to Test: If a student does not submit to a drug screen or fails to produce a negative test by the date and time designated, the student will be treated by the healthcare agency as if the result was positive.

Medical Marijuana

In 2016, the Pennsylvania Medical Marijuana Program and the Medical Marijuana Act were implemented by the Pennsylvania Department of Health to provide medical marijuana for patients with an applicable and specific medical condition. At present, marijuana remains a schedule 1 controlled substance and the Controlled Substances Act does not differentiate between medical versus recreational use. Thus, marijuana use remains federally illegal.

Further, Pennsylvania's Medical Marijuana statute defines that individuals in a safety sensitive position are not guaranteed medical accommodations to use/be under the influence of medical marijuana. Most positions involving direct patient care are considered safety sensitive positions. In addition, the discrepancy between state and federal law allows organizations to deny clinical placements to anyone testing positive for marijuana. Further, this discrepancy may allow the Commonwealth of Pennsylvania to deny licensure as a nurse practitioner.

MSN students who test positive for marijuana, even when in possession of a medical marijuana card, may not be allowed to participate in the clinical educational experience at the Healthcare Agency's site. Without the required clinical experiences, a student will not be able to successfully progress through the MSN program.

Flu Vaccination and COVID Vaccination

Healthcare agencies providing clinical educational experiences to Millersville University FNP students at their sites will require them to comply with their organization's flu and COVID vaccination policies. Flu season is typically defined as a period of time from October through March.

Healthcare agencies require all students to provide documentation of COVID vaccination and an annual influenza vaccine by a designated due date. Failure to comply with their policy will prevent the student from engaging in the clinical educational experiences at their site and subsequently the clinical requirements of the MSN clinical courses at Millersville University.

Healthcare agencies typically consider two exceptions:

- Religious Exemption: confliction with sincerely held religious beliefs.
- Medical Exemption: any prior allergic reaction to the vaccine or components or history of Guillain-Barre syndrome.

Individuals requesting exemption must complete the exemption form found on the WSON website, as well as documentation required by the affiliating agency. All must be approved by the healthcare agency before designated due date. Those participants receiving an exemption will typically be required to wear a mask at all times when on clinical property – outlined fully in the respective Affiliation Agreement. Failure to comply with the masking, or other, requirement of the healthcare agency will

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result in dismissal from that site's clinical setting. Students must successfully complete the clinical educational experience to progress through and complete Millersville University's MSN program

Millersville University WSON respects individual choice regarding vaccination status, however, certain clinical facilities may not acknowledge or recognize vaccination declination for religious or medical reasons. As such, we cannot ensure clinical placements for students who identify religious or medical reasons for not being vaccinated.

Malpractice Insurance

All students engaged in clinical practicum experience must maintain their own malpractice insurance. This insurance must be a minimum of \$1,000,000/\$3,000,000 coverage. FNP students must obtain insurance specific to NP students. All others can have general RN coverage.

Statement of Health

Prior to the start of the first clinical experience, students must submit a Statement of Health (form on the WSON website). This must include the following:

- a. Positive antibody titer to Rubella or record of current immunization to MMR
 - b. Positive antibody titer to Rubeola or record of current immunization to MMR
 - c. Statement of current varicella exposure status either by confirmed diagnosis or antibody laboratory screen
 - d. Current immunization to Diphtheria, Tetanus, Polio, and Hepatitis B*
 - e. TB test by Mantoux within one year. If positive, a copy of x-ray and documented treatment is required.
 - f. Signature of Physician/NP acknowledging examination and no health risks
- * If Hepatitis B is declined, you must sign a waiver form (WSON website)

On an annual basis, students will submit an updated Health Screening tool (WSON website). Annual TB testing is not required if the screening tool is negative, ***unless requested more frequently by the affiliating agency.*** Students will be notified by the Clinical Placement Assistant or Graduate Program Coordinator if required.

CPR Certification

All students in the clinical/practicum placements must have current CPR certification for the Healthcare Provider. American Heart Association (BLS) or American Red Cross – CPR/AED Professional Rescuer are acceptable.

Criminal Background Check, FBI Fingerprinting, and PA Child Abuse Clearance

Prior to the first practicum experience, all students must complete ***the PA Act 151 Criminal Background History Check, Act 114 FBI Fingerprinting, and PA Act 34 Child Abuse Clearance.*** Any violations identified through the Child Abuse Clearance, Criminal Background History Check and fingerprinting process will be addressed on a case-by-case basis by the WSON Chair and Graduate Program Coordinator. The costs for all components of the background check process are the responsibility of the applicant or student. Information for applying for the background checks can be found on the WSON website. Unless otherwise required by the affiliating agency, background checks are not required annually.

Clinical Expectations

All students in a clinical/practicum experience are expected to practice in a safe and professional manner. Students are assigned a clinical preceptor and are expected to be engaged with the assigned preceptor unless approved by the clinical supervisor and the graduate program coordinator. Of particular note, based PA State Board of Nursing Regulations, FNP student may not have a physician assistant as a clinical preceptor.

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A graduate student not meeting the minimum clinical expectations can be dismissed from clinical at any time. Dismissal may result if the level of clinical performance/behavior does not meet the acceptable standards of practice, course objectives, or University and/or agency policies. If a student is dismissed from a practicum site for failing to meet these expectations, the WSON has no responsibility for providing an additional site. Examples of unacceptable behavior include but are not limited to the following:

- a. Emotional or physical mistreatment by students toward staff, patients, students, preceptors, faculty, or other encountered in the role of student
- b. Coming to a practicum experience under the influence of alcohol or illegal substances
- c. Actions or behaviors that demonstrate persistent disregard for patients, colleagues, or religious, ethnic, or cultural practices
- d. Breach of confidentiality
- e. Unsafe or unprofessional practice

Students must provide their own transportation to all practicum sites and should plan to arrive at least 10 minutes early. If a student cannot keep assigned clinical time at an agency, the agency, preceptor, and clinical supervisor must be notified immediately. The instructor will determine whether missed experiences must be made up.

Students are to wear appropriate dress to clinical experience. Jeans are not allowed. No uniforms are required. Some agencies may request a lab coat. Wehrheim School of Nursing badges are available for lab coats. Long hair should be pulled back. No visible body piercings or tattoos. Professional attire is expected. Students must wear their MU ID as a name tag.

Generally, students will not be assigned to the particular unit in which they are employed within an institution. Students are responsible for completing any application and/or orientation materials required by clinical agencies to which they have been assigned.

WSON Equipment Use Policy

The WSON loans health assessment tools to students to allow for practice at home. Students will be held responsible for the damage and/or loss of any University owned equipment, which they borrow for use during a semester. Students using University owned equipment are required to sign a form for this equipment. When the equipment is returned, it is the responsibility of the borrower to notify the faculty member from whom they borrowed the equipment. All equipment must be returned by the end of the semester for inventory.

Student-Faculty Co-Authorship Guidelines

As students engage in the Wehrheim School of Nursing (WSON) nursing programs and seek new roles or opportunities beyond graduation, many students will co-author manuscripts and/or presentations related to their course or program-related scholarly work with their faculty advisors and other members of their project team. Authorship recognizes that an individual has made a substantive contribution to the work. We believe co-authorship with faculty, when handled responsibly and ethically, is an important opportunity for students and graduates to receive mentorship and professional development through the publication and/or presentation process. Accordingly, any scholarly publication/presentation (abstracts, manuscripts, conference presentations, and funding applications) involving faculty and students arising from academic activities performed under the auspices of Millersville University must include appropriate attribution of authorship.

Student-faculty co-authorship demonstrates mentorship of students by faculty and supports nursing programs of the WSON at Millersville University vis-à-vis the visibility of published materials. Student-faculty publications increase the recognition and reputation of a college for research and scholarly productivity and also promote recognition of a college for research expertise within a particular area (DeJong, Moser, & Hall, 2005). In accepting the role of a faculty advisor or team member, faculty implicitly commit themselves to guiding student scholarship competently, ethically, and with the student's best interests in mind. In accepting admission to the WSON nursing program, students commit themselves to applying and developing knowledge that contributes to the science and to disseminating that knowledge through scholarly publications and presentations. Finally, faculty and students commit to the conduct of ethical practices and other scholarly endeavors including appropriate acknowledgement of sources, accurate observations of phenomena being studied, and comprehensive analysis of scholarship. There is truthful and precise reporting of findings and the appropriate acknowledgement of funding sources (Nguyen & Nguyen, 2006). These ethical tenets serve as the backdrop for initiating conversations related to co-authorship, deciding authorship inclusion and order, honoring authoring commitments, and negotiating authorship disputes.

Authorship Considerations

The WSON guidelines for student-faculty co-authorship are imbedded within the professional values and collegiality of the nursing profession. Authorship should be limited to those individuals who have contributed in a meaningful and substantive way on a project. All authors are responsible for fairly evaluating their roles in a project, based on authorship guidelines, to ensure that authorship is attributed accordingly. The following guidelines for WSON students and their advisors provide guidance on discussing and negotiating co-authorship inclusion and responsibilities for scholarly activities emanating from the WSON nursing programs.

Consistent with accepted standards, students are the first author of all works that are substantially based on their projects and students assume primary responsibility for manuscript and/or presentation development. Certain journals/conferences may have specific requirements for authorship (students are encouraged to read all guidelines carefully); however, requirements for publication of manuscripts/presentations and guidelines on authorship are typically based on ethical considerations outlined in the following two documents, which demonstrate best practice and ethical standards in the conduct and reporting of research.

- Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, International Committee of Medical Journal Editors (2022) (www.icmje.org; <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>); and

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- Ethical Principles of Psychologists and Code of Conduct, American Psychological Association (n.d.) (<https://www.apa.org/ethics/code#812b>)

Both documents identify contributions that substantiate co-authorship and guide authorship order. Although they differ in the specific requirements for co-authors, both sets of guidelines indicate that minor editorial revisions do not constitute substantive contributions.

The **ICMJE Guidelines (2021)** designate an author as someone who has:

- 1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- 2) Drafting the work or revising it critically for important intellectual content; AND
- 3) Final approval of the version to be published; AND
- 4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

The ICMJE also notes that when those who have made a significant contribution to the paper (and met ICMJE criteria) are not listed as authors, this is not consistent with the ethical standards and the ICMJE guidelines clearly condemn this practice. In summary, the ICMJE recommendations state: "All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors" (ICMJE, 2021, p. 2).

Publication guidelines synthesized from APA (n.d.) on Faculty-Student Authorship include:

- 1) Faculty can take the responsibility and credit for work they have actually performed, or in which have made substantial contributions;
- 2) Scientific or professional involvement constitutes a valid contribution, whereas mere possession of an institutional position does not;
- 3) Minor contributions to research or writing for publication must be acknowledged in footnotes or in an introductory statement;
- 4) Students are listed as the principal author on a multi-authored article substantially based on the student's dissertation; and
- 5) Faculty must discuss publication credit with students as early as feasible on every project.

As WSON students seek to disseminate their course or program-related scholarship, students should discuss with each potential co-author the role of each co-author in the development and publication of any potential manuscripts and/or presentations. Faculty members or content experts outside of the scholarly work may also be co-authors, based on expertise and contributions. If individuals do not meet the requirements for authorship but they have provided a valuable contribution to the work, students should acknowledge these individuals for their contributing role as appropriate to the publication/presentation. As identified in the guidelines, students and faculty should discuss co-authorship credit as early as possible on every project. Students are encouraged to discuss publication and presentation opportunities with their faculty advisors as they move through the program and/or as they seek publication/presentation of their scholarly work after graduation.

References

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International Committee of Medical Journal Editors. (2021). *Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals, updated December 2021*. <https://www.icmje.org/icmje-recommendations.pdf>

International Committee of Medical Journal Editors. (2022). *Defining the role of authors and contributors*. <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

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APPLICATION FOR CERTIFICATION AS A CERTIFIED REGISTERED NURSE PRACTITIONER

Applications for the State Board for designation as a CRNP are submitted to the State Board of Nursing by the student after completion of the program and successful passing of a national certification exam. As per the PA State Board of Nursing:

“A graduate of a nurse practitioner program may not practice as a CRNP unless authorized to do so by the Board. Board authorization is equivalent to receipt of a CRNP number. While the CRNP application is pending, the applicant may not be employed as a CRNP.” [Refer to CRNP Rules and Regulations Section 21.261 (b).] www.dos.state.pa.us/nurse

Upon completion of the FNP student’s final semester, the WSON will submit the required verification of education documentation to the PA State Board of Nursing.

National Certification: Competency-based examinations are offered by the American Nurses’ Association and through the American Academy of Nurse Practitioners in cooperation with the Professional Examination Service.

Graduates of nurse practitioner programs in Pennsylvania are required to sit for and pass a national certification examination **before** they are permitted to practice as a CRNP in Pennsylvania.

It is the graduate’s responsibility to notify the University of satisfactory completion of the examination.

Review course materials are available for graduates to use in preparation for the examination.

CRITERIA FOR PENNSYLVANIA:

CERTIFIED REGISTERED NURSE PRACTITIONER

It is critically important that the following criteria are met **explicitly** for processing of your application by the State. Without the following, your application could take a great deal longer to process.

A National Certification exam (FNP) must be passed before applying for PA State certification.

1. Complete the ANCC or AANP application and order official MU transcripts from Registrar's Office. Sealed transcripts and fee are required along with the ANCC or AANP -FNP application for certification exam.
2. In addition to the above, order an initial verification form online from www.nursecredentialing.org/cert/verify1.html This allows for verification of your successful completion to be submitted to the PA State Board.
3. When you receive your certification number from ANCC, submit both the application to the State Board for PA CRNP certification (make sure you complete question #9) and the Verification of Advanced Pharmacology.
 - Your name on your RN license and your name on the CRNP application must match **exactly**. If you have changed your name since the last renewal of your license, you need to make sure that the State has this information.
 - Your address on the application and your address that the State currently holds for the RN license must be the same.
 - You must have a current PA license. If you have not sent in your renewal, the CRNP cannot be granted.
 - No application can be sent to the State without the application fee. Please make the check out to the Commonwealth of PA.
 - No application can be sent before the program has been completed. No exceptions can be made, as this is an offense prosecutable by the State.
 - You are responsible for mailing the completed CRNP form to the State with a check for the amount requested.
4. When the PA State Board receives all your information and reviews same, they will send you confirmation and your CRNP licensure.

Application for Nurse Educator Certification

While certification as a nurse educator is voluntary, the WSON faculty, in accordance with the National League for Nursing, encourage nurse educators to seek national certification. MSN Nursing Education students MSN at MU are qualified to take the NLN Nurse Educator Certification.

For eligibility please see: <http://www.nln.org/Certification-for-Nurse-Educators/cne>

School Nurse Certification

National Certification as a school nurse is voluntary. However, students are encouraged to seek national certification. MSN School Nurse students are educationally prepared to take the NCSN certification exam.

For eligibility, please see: <https://www.nbcsn.org/>

Specifically for Pennsylvania School Nurses:

For students desiring PA Department of Education Educational Specialist: School Nurse PK-12 certification, a minimum of a 3.0 GPA in all 3 courses is required. After completion of EDFN545, NURS550, and NURS560 (practicum in a PA Public School District), students may apply for this PA specific certification through the PA Teacher Information Management System (TIMS) for a Level 1 certificate. The level 1 certificate must be converted to a Level 2 certificate within six service years. The PA Level 2 certificate requires a minimum of 24 post-baccalaureate credits, 3 years full time employment in a certified school nurse position, and completion of a Teacher Induction Program (usually provided by the employing district).

UNIVERSITY SUPPORT SERVICES

In order to support our students, Millersville University offers a variety of services to students. These services are available to both online and campus-based students.

Student Service	Description
<p>Academic Advising</p> <p>Generally provided by the WSON faculty</p> <p>Office of Academic Advising</p>	<p>In addition to your assigned WSON Advisor, the Office of Academic Advising offers additional support, such as the assignment of a student success coach. Success coaches can assist with organization, transition to academic expectations, and more. If you would like to be assigned to a success coach, please contact your nursing advisor.</p>
<p>Career Services</p> <p>Experiential Learning and Career Management (ELCM)</p>	<p>The ELCM is available for virtual and face-to-face student guidance and career coaching sessions. Their counselors provide individualized assistance searching for jobs or internships, improving your resume, or preparing students for virtual interviews. They offer interviews and resume and negotiation preparation through Electronic Career Document Reviews. The Office of Experiential Learning and Career Management (ELCM) offers a variety of career tests and assessments to help students explore who they are and how their skills, interests, and experiences relate to the world of work and Millersville University.</p>
<p>Counseling Services</p> <p>Center for Counseling and Human Development</p>	<p>Counseling for personal and academic problems is available for virtual and face-to-face students. Using a short-term counseling model, counselors assist students to learn how to manage stress, improve their self-esteem, or handle their interpersonal relationships. All students are entitled to counseling. Other students seek help with academic issues such as study skills, motivation problems, and test anxiety. Counselors may refer students to community agencies or counselors off-campus if the student's needs can be better met in this manner. Group sessions are also available where students work through how to handle anxiety and stress often associated with a life transition. Campus-based or Zoom-based services are available to all students, both online and face-to-face. Counseling appointments are available M, T, TH, F from 8:00AM – 4:30 and W from 8AM – 6PM.</p>
<p>Financial Aid</p> <p>Office of Financial Aid</p>	<p>The Office of Financial Aid assists all students, regardless of their economic resources, in obtaining financial assistance and the collection of student tuition and fees; while maintaining the fiscal and regulatory integrity of the University's financial programs.</p> <p>The Office of Financial Aid office has a full-service website and office hours aimed at guiding the student through the process of obtaining financial assistance to pay for college through different aid programs.</p> <p>The office can provide assistance with FAFSA, financial aid options, Veteran benefits, different tuition or aid calculators and planning, provide information on different funds, payment options, student working opportunities among numerous financial aid workshops.</p>

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<p><u>Library Services</u></p> <p>McNairy Library</p>	<p>The McNairy Library and Learning Forum supports students in a variety of ways. The vast majority of library resources are available online. Professor Melissa Gold (melissa.gold@millersville.edu) is the assigned librarian for the WSON. Professor Gold is available for meetings via phone, Zoom, or in person. There are library tutorials included in all introductory nursing classes.</p>
<p>Technology</p> <p>MU IT</p>	<p>The MU Self-Help page provides a vast array of searchable resources. The Help Desk is available M-T from 8AM – 7PM and Friday from 8AM – 5PM. 717-871-7777</p> <p>There is an afterhours Helpline for D2L 877-325-7778</p>
<p>Tutoring</p> <p><u>Tutoring Services</u></p>	<p>We encourage students to use SmartThinking (available via D2L) for writing assistance. Students can also use the University Writing Center.</p>