

**Department of Nursing  
Millersville University**



**Bachelor of Science in Nursing  
Handbook  
Updated Spring 2020**

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 RN to BSN program of Millersville University. Your decision to pursue a baccalaureate degree in nursing marks an important step in your career as a professional nurse. The faculty of the Department of Nursing has developed a program which builds upon your previous experiences in nursing education and practice, in an effort to enhance your professional development and personal growth. The BSN program was developed using the American Association of College of Nursing (AACN) *ESSENTIALS of Baccalaureate Education for Professional Nursing* (2008). We hope your experiences at Millersville University will both be challenging and rewarding.

This Student Handbook contains specific policies of the Department of Nursing. The handbook supplements the following which are available on the MU website:

*Millersville University Student Handbook*

*Millersville University Undergraduate Catalog*

Best wishes for success and happiness.

The Faculty of the Department of Nursing

## MU Department of Nursing

### MISSION:

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

### VISION:

*Our learners will engage in the highest level of practice that elevates the profession of nursing both locally and globally.*

**The integrative framework** reflects the mission, vision, competencies, and outcomes for the undergraduate and graduate programs in nursing at MU.

- The faculty believes that the major **core values** of caring, holism, diversity, excellence and integrity are identified across the levels and throughout the curriculum. The value of ethics is inherent within all. These values are intrinsic to nursing practice and are an integral part of the curriculum to serve as a foundation for competency development. These values are intertwined within each level and utilized throughout the content in all programs.
- The integrated concepts are embedded in the curriculum that flow from less to more complex building upon previous content to ensure development of depth at different levels within the educational process or levels of the program. Reflective practice occurs within the contexts which represents the fundamental phenomena of the professional discipline. These integrated concepts include: organizational context; relationship-centered care; evidence based practice; professional development; and quality and safety.
  - Organizational context is health promotion/disease prevention, chronic disease management through complex health care systems. Additionally, the organizational effectiveness as it relates to the health care context encompasses the leadership, patient characteristics, safety climate, ethical climate, teamwork and continuous quality improvement.
  - Relationship-centered care is about relationships formed by nurses to facilitate the delivery of care and the promotion of health. Relationships developed with patient, family, community, colleagues are focused on the human interaction, not the disease process. Within this concept is caring, within both therapeutic & professional relationships with members of the health care team and reflects respect & dignity for the uniqueness of others, valuing their diversity, as well as, empathy, mutual trust, and empowerment.
  - Evidence-based practice engages nurses in reflecting on existing knowledge and science in nursing/other disciplines to shape practice. Inherent in evidence-based practice is the need to continuously engage in a spirit of inquiry to enhance nursing knowledge and innovation.
  - Professional development incorporates the value of lifelong process of learning, refining and integrating values/behaviors consistent with the profession in order to most effective in their role and as members of the profession. The process of refining and integrating these abilities and attributes is professional development. Embedded within this concept is effective communication, therapeutic & professional, as in an interdisciplinary team or formal professional presentation and leadership which promote innovation and creativity.
  - Quality & safety requires an emphasis on system effectiveness in today health care environment, economic climate and regulatory demands. This emphasis within the organizational structure on developing a culture of safety in health care requires nurses minimize risk of harm through both system effectiveness and individual performance while increase the likelihood of desired health outcome.

Effective application of informatics, technology, communication and ethics are instrumental to developing a culture of quality and safety in healthcare.

In summary, the faculty believe these integrative concepts weave a curricular (Celtic knot) framework that guides program outcomes. The following four outcomes are a result of all the learning experiences during the program which lead to the mastery of essential nursing practice competencies. These program outcomes include competencies in human flourishing, nursing judgment, professional identity, and the spirit of inquiry.

### **MU Nursing Program Outcomes**

1. **Human flourishing** is defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of individual. The process is lifelong existential journey of hope, regret, loss, illness, suffering and achievement which encompasses the uniqueness, dignity, diversity, freedom and holistic well being of the individual within the larger family or community. The nurse role is to assist in efforts to reclaim or develop new pathways toward human flourishing.

Competencies- The graduate

- **BSN:** Incorporates the knowledge and skills from nursing science to assist patient, families, and communities continually progress toward fulfillment of human capacity

2. **Nursing Judgment** encompasses three processes: critical thinking, clinical judgment, and integration of best evidence into practice. Nurse role is to employ this process to make decisions about clinical care, the development and application of research and dissemination of insights and research findings to the community.

Competencies- The graduate can

- **BSN:** Make judgments in practice, using evidence to provide safe, quality care and promote the health of patient, families and communities.

3. **Professional Identity** involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. The core values become self evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession.

Competencies – The graduate will

- **BSN:** Express my identity as a nurse through actions that reflect integrity; commitment to evidence-based practice, caring, advocacy and safe, quality care for diverse patient, families, and community with a willingness to promote leadership in improving care.

4. **Spirit of Inquiry** is a persistent sense of curiosity that informs both learning and practice. The nurse infused with the spirit of inquiry will raise questions, challenge traditional and existing practices and seek creative approaches to problems. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

Competencies – The graduate will

- **BSN:** Engage in life-long learning, raise questions, challenge existing clinical practices, and seek creative opportunities to problems.

2013 NLN Outcomes/Competencies  
2012 November, Approved MU Nursing

## **RN to BSN (120 credits) PROGRAM SEQUENCE**

### **Lower Division Nursing Credits:**

Admitted students will be awarded 30 credits for their nursing courses in the ADN at the time of admission to MU.

### **NURSING Required related courses (17-18 cr):**

All nursing students must take the following required related courses or transfer their equivalent (generally many of these courses have been taken as part of the student's initial nursing degree):

- Math 234 Statistics for Healthcare (4 credits) or MATH 130 – Elements of Statistics (3 s.h.)
- Biol 154 & 155 – Anatomy and Physiology I & II
- Biol 161 – Clinical Microbiology (11-12 s.h.).
- Additionally, choose one of the following: Chem 103 or 104; Psyc 100 or 228; or Sociology 101 (3 s.h.).

### **Upper Division:**

*General education* credits to fill the Liberal Arts Core and additional University requirements. Many general education credits may be transferred from an accredited academic institution. Necessary courses are based on transferred courses.

*Nursing major courses* (31 credits – all must be taken at MU): NURS 320, 330, 340, 360, 421, 428, 438, 478 and 504. Students must achieve a minimum grade of C in all nursing courses. Any course in which a grade less than C is earned must be repeated. As per University policy, a course may only be repeated three (3) times.

**\*\*Second degree students** (those with a previous Bachelor's degree) must complete the above nursing courses (in addition to meeting all the required related courses)

**Course Descriptions are available in Undergraduate Course Catalog**

## POLICIES AND PROCEDURES

*This section of the handbook provides information on specific policies regarding the nursing major and other sources for information about general academic policies of particular interest to the RN-BSN student.*

### A. ADMISSION POLICIES

#### 1. Admission Requirements:

- University admission requirements
- Minimum 2.0 GPA from accredited institution
- RN licensure or eligibility for RN licensure in any SARA state

#### 2. Lower Division Nursing Credits

Students meeting the admission criteria and who have graduated from an accredited program will be awarded 30 credits for their previous core nursing courses in ADN at the time of admission to Millersville University.

#### 3. Registered Nurse Licensure Policy

The Department of Nursing and/or The Department of Online Learning will use the online licensure verification system to verify student RN licensure. Students may take NURS 320, 330, 340 and/or 360 prior to obtaining RN licensure. Students will not be permitted to be enrolled any other nursing courses without RN licensure.

### B. PROGRESSION POLICIES

#### 1. General Information

For general policies, students should refer to the Millersville University Student Handbook and the University Catalog.

#### 2. Grading Scale

The following grade scale is used by the Department of Nursing:

### 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	0

**3. Grade Requirement for Progression in Nursing Courses**

In order for a nursing course to be applied to the major requirements, a grade of “C” or better must be achieved. Any course for which a grade lower than C is achieved must be repeated.

**4. Guidelines for Transfer Credits from Other Institutions**

Once an admitted MU student, students must consult their MU Advisor regarding transferring general education courses. Students are encouraged to review the transfer equivalency chart (found on the MU Registrar’s webpage) to determine potential transfer courses. Advisor approval and completion of the Transfer of Credit Authorization form are necessary. Students are responsible for having an official transcript sent to Millersville University in order to have the transfer class applied to the student’s official Millersville University transcript.

**5. Attendance Policy**

***Students are expected to attend all classes.*** In the online environment, students are expected to be fully engaged in the class, signing in minimally 3 – 4 times per week or as required by the instructor. 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 he/she is entitled to make up the missed work, but only at the convenience of the faculty member.

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

- A. personal illness,
- B. death or critical illness in the family,
- C. participation in a University-sponsored activity,
- D. jury duty,
- E. military duties, or
- F. 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.



In the case of foreseeable absences, students are encouraged to notify the faculty member in advance. A student who will miss class due to participation in an official University activity must notify the instructor well in advance of the activity to assure that the absence is excused.

6. **Electronic Devices**

While electronic devices have become an important part of our lives, these devices can be significant distractions in the classroom. The Department of Nursing recognizes the value of taking notes on such devices and even periodically looking up information to share with the class. However, use of phones, tablets, laptops for non-academic purposes in the classroom is not acceptable. Texting, game play, emailing, etc during class is prohibited. Further, in the event a student is using an electronic device to take notes in class, it is under the purview of the faculty member to request an emailed copy of these notes within 10 minutes of the completion of class. If the faculty member deems the quantity of notes is not congruent with the volume of typing/screen attention of the student, the student will not be permitted to use electronic devices to take notes in the future.

Recognizing that our students have many responsibilities outside the classroom, phones may be placed on vibrate during class; however, students must leave the room to address any calls or texts. Any texting during class will result in lowering of the students overall grade.

7. **Academic Papers for Nursing Courses**

APA format is required for all papers submitted in nursing courses. *Publication Manual of the American Psychological Association 6th edition* explains APA format and is available in the University Bookstore for additional specifications. **Students are REQUIRED** to purchase the full text copy. Students are expected to follow the APA guidelines as identified in this manual. Style software, online resources and others are NOT a substitute for the APA manual. Students are expected to use proper APA formatting for all assignments.

8. **Email policy of Department**

All students must check their ([username@Millersville.edu](mailto:username@Millersville.edu)) email address on a regular basis. **No PERSONAL emails** will be used or acknowledged.

9. **Change of Name, Address, and Telephone Number**

The student must complete the Name or Address Change Form in order to officially change his/her name, address or telephone number. The Name or Address Change Form is available in the Registrar's Office or Electronically through MAX. The student must also notify the Department of Nursing secretary (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.

C. **ACADEMIC ADVISEMENT**

When admitted, each student is assigned a faculty academic advisor. Millersville University considers academic advisement to be an integral part of the undergraduate student experience. Effective

academic advisement is specifically held to be instrumental to fulfilling the primary mission of the University: "Providing excellent instructional programs conforming to the highest standards of traditional liberal arts education."

In pursuit of this mission, Millersville University has designed an academic advisement process that is devoted to helping all students achieve their academic goals. This process involves the total campus community, including students, faculty, counselors, staff and the administration.

Advisers work with students in the clarification of education goals, the planning of a program of study, the selection of courses and the utilization of all available resources at Millersville University. In order to ensure the success of the academic advisement process at Millersville University, both advisers and advisees must be aware of their various responsibilities.

### **Responsibility of the Advisee:**

- The primary responsibility of selecting courses and meeting degree requirements rests with the advisee. The adviser can offer the student suggestions and recommendations and remind the student of various University policies and requirements. The advisee has the ultimate responsibility for meeting program and degree requirements.
- The advisee should meet with the adviser on a regular basis to discuss course selection and degree requirements.
- The advisee should keep his/her adviser informed of any important developments which directly affects his/her academic performance and goals.
- The advisee should be familiar with the published academic policies and regulations of the University.
- The advisee should discuss with his/her adviser any unsatisfactory academic performance and its implications as well as an appropriate plan of action to remedy the situation.
- TAP numbers are required to register for the Fall and Spring semesters (no TAP is required for the Winter or Summer sessions). Your TAP can be obtained from your advisor, following a discussion of your academic plan. The student is responsible for contacting the faculty advisor for an appointment/opportunity to discuss. Students are assigned to a specific registration period and will not be able to register prior to this time. Registration period can be found on the Registrar's webpage. Please note it is your responsibility to register in a timely manner. Failure to register at the time courses are open may result in the inability to get into the courses you desire.

### **Responsibility of Advisers:**

The adviser is available to the student during posted office hours and mutually agreed upon times. The adviser should be trustworthy, honest and open with the student and be willing to discuss the student's performance. Short-term goals (for example, specific courses for a particular semester or on-time graduation), and long-term goals (career and life plans) should also be discussed.

### **The adviser is knowledgeable about and willing to help with the following:**

- the specific programs in which he/she advises (the major or minor)
- General Education requirements and University policies

- determining the way to access various resources and facilities for information about things he/she does not know (other majors, for example)
- advocating students' interests when reviewing student records and University policies
- determining the way to access services within and outside the University which may be helpful to the student and assisting with necessary referrals to such services or people.

D. **GRADUATION POLICY**

1. **General Information**

Students are required to initiate graduation procedures at the time the beginning of the last semester of study. **Graduation is not automatic.** When registering, students show register for GRAD 999 in the semester of graduation. Students must complete an **Application for Graduation**. Online RN to BSN students will complete the graduation application via an online process and the application will automatically be routed to their advisor. Traditional RN to BSN students must complete and submit a graduation application (found on the MU graduation website). The application must be completed and be submitted to the advisor within two weeks of the beginning of the semester during which graduation is anticipated.

All criteria for graduation must be submitted on time, including transfer credits from other institutions. Graduation will be postponed if records are incomplete.

2. **Outcomes Assessment**

Students must complete all outcomes assessment requirements established by the Department. The program outcomes are on page 6-7.

E. **ACADEMIC HONESTY/DISHONESTY POLICY and STUDENT CODE OF CONDUCT**

All students are responsible for reviewing and understanding the Millersville University Code of Conduct. All relevant University policies will be followed by the Department of Nursing.

**PLAGIARISM:** Plagiarism is defined as the act of *using or closely imitating* the written words of another source or individual without permission or citation. All student work will be submitted to TurnItIn (a plagiarism detection program). Any incidence of plagiarism will 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. All instances of plagiarism will be reported the Department Chair, who will document the occurrence in a central, secure repository.

F. **APPEAL OF DEPARTMENT POLICIES**

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

G. **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](#). 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. The [Student Judicial Affairs Handbook](#), available online to all students, details the Student Code of Conduct as well as the student appeal process.

H. **TITLE IX 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 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>.*

## INFORMATION RELATED TO PRACTICUM EXPERIENCES

During the practicum courses (NURS 421 and NURS 478) there may be a need for students to provide clinical credentials. The need for credentials is determined by the agencies in which the student is completing the practicum requirement. Students are responsible for determining the credential requirements of the selected agency. Credentials may include, but are not limited to the following:

1. Current RN license in the state where practicum is occurring
2. Malpractice Insurance Limits: \$1,000,000 / \$6,000,000 aggregate Malpractice insurance:
3. Current Statement of Health (“Infectious Disease Summary”) which includes:
  - a. Positive antibody titre to rubella or record of current immunization to MMR
  - b. Positive antibody titre 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 of matriculation. 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 (see nursing home page “resources” for form).

4. Current CPR Certification for the Health Care Provider, i.e., American Heart Assoc. - Basic Life Support (BLS) or American Red Cross - CPR/AED Professional Rescuer.
5. Background checks (see “Background Check Instructions” in this handbook). Recent legislation and policy changes of partnering clinical agencies aimed at protecting the public have made it necessary to require a full background check for all individuals applying for admission to Millersville University nursing programs\* to be updated yearly. This background check includes:
  - PA Act 34: Child Abuse Clearance
  - PA Act 151: Criminal Background History Check
  - Act 114: Federal fingerprinting process

\* Violations identified through the Child Abuse Clearance, Criminal Background History Check and fingerprinting process will be addressed on a case-by-case basis by PASSHE legal counsel initiated by the Department of Nursing.

**The costs for all components of the clinical credentials –including the background check process are the responsibility of the applicant or student. Please see “Applying for Background Checks” page.**

### Practicum Policies

1. Practicum Experiences
  - a. Students must provide their own transportation.
  - b. Students must wear MU student ID at all times.
  - c. NURS 478 clinical is designed by the student and approval of the course professor. The preceptor MUST have a BSN or higher.
2. Universal Precautions

Students are responsible for becoming familiar with and using universal precautions at the clinical agencies in which they are assigned.
3. Practicum Experiences

In general, sstudents will not arrange practicum placements with his/her direct supervisor

## NURSING SCHOLARSHIP AND AWARDS

The Department of Nursing has scholarship funding available each semester. In the spring, there are awards available through the University endowments or grants designated for nursing students. These awards are generally given at Spring Convocation. Other scholarships may be available from time to time. In order to be considered for such scholarships/awards, a scholarship application must be on file. A new form will be required each August to be considered throughout the coming Academic year.

**Nursing Department Scholarships:** Funds are available for students based on the scholarship guidelines as noted below. The following scholarships are available:

**Liselotte Wehrheim Scholarship:**

Awarded as a scholarship to a non-traditional nursing student who, having completed a registered nursing program everywhere, enrolls at Millersville University with an intent to receive a Bachelor of Science degree and practice Nursing upon graduation. Eligible applicants are to have unusual or special circumstances affecting the completion of their education, such as simultaneously supporting or caring for his/her parents, children or spouse. Decisions upon who shall be the recipient of the scholarship are to be determined by a committee of the Nursing Department Faculty at Millersville University. Please contact a nursing faculty member to discuss your situation.

**Forty et Eight Scholarship**

Awarded to one or more students enrolled in the University's Nursing Program. The student should be in pursuit of the Bachelor of Science in Nursing, the Master of Science in Nursing or the Nurse Practitioner Certification Program. The student should also demonstrate intent to be active in the practice of nursing upon completion of the program. The award will be made on the basis of academic potential and financial need.

**Lt. Col. Jo Ann Cashman Scholarship**

Awarded to a student enrolled in a nursing curriculum and in good academic standing. Preference may be given, but is not limited to, students who are in financial need.

**Margaret K. Shenk Scholarship Trust Endowment**

Awarded to nursing students from Lancaster County who successfully complete two semesters of the nursing degree program. Financial need shall be considered.

**Martha B Gross Culbertson & Bradley J Culbertson Nursing Scholarship**

Awarded to a student with financial need majoring in nursing who is in good academic standing. The scholarship may be renewed provided the student remains in the major and is progressing toward graduation. First preference is for a qualifying student from York County.

**Nursing Awards**

Nursing faculty selects students for awards presented at the annual Honors and Awards Convocation held each spring.

- a. *D. Joan Godfrey Award* - This award is granted to graduating students on the basis of participation in the nursing program along with other campus activities, involvement in the nursing profession, and academic standing.
- b. *Fontes Health Professions Award (Nursing)* - Selection of the recipients shall be based on overall QPA and QPA in the student's major area of study while at Millersville University. Consideration shall also be given to letters of recommendation from at least one, and not more than three, faculty members from any department of Millersville University.