

Running Head: GRADUATE STUDENT HANDBOOK

Graduate Studies in Nursing
Southern Nazarene University
Student Handbook

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Southern Nazarene University

We are...

- ◆ An approved 4-year senior college for the South Central Region of the Church of the Nazarene
- ◆ Accredited for Master's degree programs in: Nursing, Education, Business, Psychology, and Theology and Ministry
- ◆ Accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools
- ◆ Accredited by the Commission on Collegiate Nursing Education (CCNE)
- ◆ Accredited by the National Council for the Accreditation of Teacher Education (NCATE)
- ◆ A member of the Association for Continuing Higher Education
- ◆ A member of the Adult Higher Education Alliance
- ◆ A member of the Southern Council of Graduate Schools
- ◆ A member of the Oklahoma Association of Independent Colleges and Universities
- ◆ A member of the American Association of Colleges for Teacher Education
- ◆ A member of the Council of Oklahoma Graduate Schools
- ◆ A member of the Christian Adult Higher Education Association (CAHEA)
- ◆ A member of the American Council on Education (ACE)
- ◆ A member of the Council of Christian Colleges and Universities (CCCU)
- ◆ A member of the Council for Adult and Experiential Learning (CAEL)
- ◆ A member of the American Association of Colleges of Nursing (AACN)

Graduate Studies in Nursing Administration

- Loren P. Gresham, Ph.D., President

- Mary Jones, Ph.D., Provost
- Davis Berryman, Ph.D., Vice Provost, Dean, Graduate and Adult Studies
- Katie Sigler, Ed.D., ARNP, Interim Chair, School of Nursing

University History

At the end of the last century, numerous small religious groups around the nation coalesced to form the Church of the Nazarene and began to rapidly expand in size. In 1899, the first of several small colleges was founded to aid the mission of the church in the south-central part of the United States. These schools merged to form Bethany-Peniel College in 1920; Bethany-Peniel College became Bethany Nazarene College in 1955; and in 1985, after 86 years of existence, Bethany Nazarene College became Southern Nazarene University. The Higher Learning Commission of the North Central Association of Colleges and Secondary Schools, and Southern Nazarene University, are committed to excellence in higher education in the modern world as it integrates faith, learning, and life.

Standing in the Wesleyan tradition, the university subscribes to the statement of belief and practice given in The Manual of the Church of the Nazarene. While Southern Nazarene University is an institution of the Church, it is not sectarian in doctrine or spirit. Students who share its purpose, regardless of religious background and affiliation, are welcomed into SNU's learning and worshipping community.

University Mission

Our mission is to transform lives through higher education in Christ-centered community. As a Christian community of scholars, we model the hospitality of grace, the pursuit of truth, and the practice of discipleship, all within the Wesleyan-holiness tradition, as we prepare graduates who think with clarity, act with integrity, and serve with purpose.

SNU's heritage is honored by a commitment to education and character formation that is relational, integrated, and practical. The intention is that persons who experience learning at SNU will come to a deeper understanding of themselves and the world, allowing them to see their place and purpose in life. It is also the intent of SNU for graduates to be persons of Christian integrity, direction, and purpose, and have a deeper sense of vocation and a theology of everyday life to guide their work and shape their service involvement (*SNU Self-Study*, 2009).

University Motto

Character*Culture*Christ - This motto represents the purpose of Southern Nazarene University. The SNU motto expresses the conviction that sound moral Character is a pressing need in our world, that true Culture makes moral character attractive and effective, and that the transforming power of Christ is indispensable in the building of true personhood.

University Philosophy

SNU community life is focused on “faithful learning”, as we seek to respond to Jesus’ command to “love the Lord with all your heart, mind, soul, and strength”. In this tradition, our response to the infinite grace and love of God requires full engagement of our being. We, therefore, hold an unwavering commitment to: 1) pursuing Truth within the context of a Christian worldview, and 2) finding ways to translate beliefs into actions consistent with the call of Christ on our lives.

Because “all truth is God’s Truth”, there is no fear in vigorous intellectual pursuits, so long as we remain committed to the Author of the Truth. No inherent contradiction exists between the central tenets of faith and the full Truth, as made known through the life and work of Jesus Christ and made manifest in the world. Any apparent contradictions are functions of the finitude of the human existence, and it is our calling, through the exercising of our minds, to

relentlessly renew our vision, as the Lord provides glimpses of the fullness of Truth.

It is our deeply held belief that everything we do is an act of worship. Engaging one's mind in the classroom, lab, or practice room, therefore, honors the Creator as fully as does prayer in chapel. That is why a spiritual atmosphere pervades the SNU campus. In everything we do, we seek to honor God. SNU is known for its caring environment, where students and faculty develop close personal relationships, bear one another's burdens, challenge one another's thinking, offer encouragement, "and so fulfill the law of Christ".

University Goals

All academic programs at SNU are designed to help students become critical and creative thinkers, who can clearly discern and communicate a Christian perspective in every aspect of life. The preparation of students for successful professional careers is built on this foundation.

Preparing students for professional careers involves baccalaureate degree programs in a variety of specialized areas, as well as selected Master's degree programs. It is our commitment that every program be academically rigorous, so that students will be optimally prepared for entry into the professional arena.

The University, through its primary relationship to the South Central USA Region of the International Church of the Nazarene, is the church at work in higher education integrating faith, learning, and life. Persons, who desire an education in the Wesleyan-Holiness tradition, are welcome, without regard to faith or nationality.

SNU Policies

Nondiscrimination

Southern Nazarene University does not discriminate on the basis of race, sex, age, color, national or ethnic origin, marital status, or disability in the recruitment, admission, and treatment of students or access to university programs or activities including the operation of all university programs, activities, services and employment. The following person has been designated to handle inquiries regarding non-discrimination policies including Title IX, Section 504 of the Rehabilitation Act of 1973, and Age Discrimination:

**University Provost Southern Nazarene University Bresee Hall 6729 NW 39th Expressway
Bethany, OK 73008 405-491-6300**

Disability Statement

If you need assistance with a learning, physical or psychological disability that may affect your academic progress, I encourage you to contact the Academic Center for Excellence, Disability Services at #491-6694 (M-F 8:00-5:00). All undergraduate students are encouraged to seek assistance from ACE, the Academic Center for Excellence (LRC 3rd floor).

Academic and Computer Integrity

SNU seeks to support and promote qualities of academic honesty and personal integrity in all aspects of life. Serious offenses against the SNU community include cheating, plagiarism, and all forms of academic dishonesty. Cheating or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Examples of cheating include, but are not limited to:

1. Submitting another's work as one's own with or without permission from the other individual.
2. Representing work completed by several individuals as Completing an assignment as a group and submitting multiple copies, representing the work either implicitly or explicitly completed individually.

3. Failing to properly acknowledge authorities quoted, cited or consulted, in the preparation of written work (plagiarism).
4. Using a textbook or notes during an examination without permission of the instructor.
5. Receiving or giving unauthorized help on assignments.
6. Stealing a problem solution from an instructor.
7. Tampering with experimental data to falsify desired results or creating results for experiments not done (“dry labbing”).
8. Tampering with or destroying the work of others.
9. Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.
10. Lying about these or other academic matters.
11. Falsifying college records, forms or other documents.
12. Accessing of unauthorized computer systems or files.
13. Academic dishonesty in a computer assignment will be suspected if an assignment that calls for independent work results in two or more solutions so similar that one can be converted to another by a mechanical transformation.

Students who are guilty of academic integrity violations such as these can expect to be penalized; any student who knowingly assists another student in dishonest behavior is equally responsible.

The course instructor shall have the authority to deal with instances of academic dishonesty in a variety of ways including, but not limited to, the following:

1. Work may be redone for full or partial credit,
2. Alternate assignments may be given for full or partial credit,

3. Work may not be redone and no credit will be given for that particular assignment,
4. The student may be dropped from the course.

Faculty members are required to report any academic integrity incident to the Office of Academic Affairs. A student found violating academic integrity standards will be placed on academic integrity probation. Following two reports against a particular student, action will be initiated under provisions of the judicial code and may lead to dismissal of the student from SNU (*SNU Catalog, 2009 [online]*).

Graduate Studies in Nursing (GSN) is part of SNU Professional and Graduate Studies. The Vice Provost, Dean of Professional and Graduate Studies, the Chair of the School of Nursing, Graduate Coordinators on Bethany and Tulsa campuses, as well as administrative assistants on each campus, provide leadership and support for GSN students (Appendix A). Currently, the School of Nursing offers two Masters tracks: the Master of Science with an emphasis in nursing education, and the Master of Science with an emphasis in nursing leadership. These programs use an adult education approach to course offerings.

School of Nursing Mission

Consistent with the mission of the University, the GSN mission is to provide quality graduate programs in nursing for working adults. Developing professional nurses who are competent, ethical, well-founded in advanced practices, and who have developed a philosophy of professional life within a framework of Christian principles, is our goal.

The GSN programs are designed for baccalaureate-educated, registered nurses who desire graduate education. Classes are held in the evenings, with students meeting either at the main SNU campus in the W. Don Beaver Science Hall, or on the Tulsa campus. This allows students to continue full-time employment, while pursuing a graduate degree. The GSN programs are very intense, accelerated programs, where working adults have the opportunity to learn skills through extensive study, classroom work, and interaction with faculty members and students.

Masters of Science Nursing Tracks

The curriculum allows individuals to develop teaching expertise in both academic and practicum settings. The 39-hour program is comprised of a graduate nursing core (18 credit hours) and an education or leadership focus (12 credit hours) presented in a planned sequence, one course (module) at a time. Each of these courses consist of 6 weeks of intensive study,

including weekly classroom sessions, group project activities, practicum experiences, and directed independent study. The 3-hour Clinical Focus and the 6-hour Capstone Experience are based on the individual student's professional goals and research. Students enroll in the total program rather than individual courses.

Nursing Education Track Objectives:

- 1) influence nursing education, practice, research, and/or health care environments.
- 2) utilize specialized knowledge and skills within the focus areas to foster maximal growth within a target population.
- 3) design activities that support critical thinking, professional growth, open communication, and collaborative relationships.
- 4) commit to a personal ethic of social responsibility and service.

Nursing Leadership Track Objectives:

- 1) provide individualized, evidence-based care to patients and families.
- 2) create healthcare environments that will improve outcomes for individuals and groups.
- 3) assume responsibility and authority for decision-making regarding patient care.
- 4) participate in multi-disciplinary collaboration for the coordination of total patient care.

Key Strengths of the Graduate Studies in Nursing:

- A broad-based integrated approach to nursing education that includes team-based, technology driven curriculum designed to enhance advanced practice profession and decision-making skills
- A holistic approach to broad-based nursing issues

- Emphasis on analysis of ethical issues and critical thinking
- Student-centered instruction tailored to the working professional
- Practicum experiences exposing students to the realities of their chosen track
- Culminates in an integrative Capstone Experience, with thesis

Graduate Studies in Nursing Accelerated Format:

- Programs delivered in an accelerated format
- Classes 1 evening per week for 4 hours
- Courses taken consecutively, strategically sequenced as building blocks to provide the broad base of skills needed for professional success
- Extensive directed outside study prepares the student for participative classroom learning experiences
- Professional portfolio, demonstrating personal development from entry to completion, created in conjunction with the modules
- Classes formed with 12-20 students
- Same cohort of adult students together throughout the program
- One-time program enrollment saves time and resources
- Textbooks and materials, delivered to students in the classroom, included in the comprehensive cost of the program

Students Bring to the Program:

- Extensive and diversified professional experiences
- Strong interest in the advancement of the field of nursing practice

Distinct Program Advantages Include:

- Convenience
- Quality
- Personal attention and individual assistance
- Ability to attend graduate program full-time while working full-time

*Admission Requirements for GSN**

Prerequisites:

1. Two baccalaureate options:
 - A. Earned bachelor's degree in nursing from a regionally accredited college or university
 - B. Associate degree or diploma in nursing, with bachelor's degree in another field.
Assurance that student has equivalency of a bachelor's degree in nursing is met through portfolio. Specific requirements are developed in one-on-one meeting with student and graduate coordinator. Upon agreement of how competency are to be established, student and coordinator set dates for completion and sign a contract.
All portfolio objectives must be completed prior to the completion of the first semester of the graduate program.
2. Minimum cumulative GPA of 3.0 (Students with GPAs less than 3.0 may be admitted conditionally, with the provision that they must earn and maintain an average of 3.0 each semester throughout the program. Students with such GPAs are considered on a case-by-case basis, looking, particularly for academic success in more recent coursework, including nursing classes.)
3. Current, unencumbered registered nurse licensure in Oklahoma or eligibility for same

(Students who are admitted, and who live and practice in another state, must have a current, unencumbered RN license in the state where they practice.)

4. Competency in computer applications, established through approved coursework, documentation from a supervisor, or by successfully taking the Computer Proficiency Exam offered on campus. Throughout the program, students must have ready access to a computer that meets or exceeds minimum specifications, and to the Internet.
5. Successful completion of a basic college statistics course
6. Brief statement of professional goals
7. Three letters of recommendation addressing applicant's qualities that would contribute to successful pursuit of graduate education
8. In addition to the regular standards for admission, the English as a Second Language [ESL] student must submit a score of 550 or better on the traditional version, or 213 or better on the computer version, or 78-80 on the internet version of the Test of English as a Foreign Language (TOEFL). Students may be exempted from the TOEFL requirement if they demonstrate a functional competency in the use of the English language during the admissions process, as determined by the respective graduate department, and if their baccalaureate degree was earned from a regionally accredited college or university while in residence in the United States.
9. Official transcripts from all colleges and universities attended, including SNU, mailed to SNU School of Nursing office
10. It is desirable that a student demonstrates maturity, in combination with work experience suitable for an accelerated adult program.

Note: Up to 6 hours of credits earned from other graduate institutions, for courses equivalent

to those in the SNU GNS curriculum, may be substituted for program coursework. The coursework must be completed prior to admission to SNU, and may not be more than 6 years old. This course transfer requires approval by the Program Director. For the complete policy, please refer to the *SNU Graduate Catalog (2009)*.

*Subject to change without notice

Computer Technology

Computer Requirements

Students must have access to a computer and to the Internet throughout this program. The computer must meet or exceed the following specifications:

Minimum PC Requirements for Network Use:

Pentium III-800 MHz processor

256 Megabytes of RAM

20 gigabyte hard drive

Windows 2000 or XP

Microsoft Office 2000, XP, or 2003

Drives F through Z reserved for network use (however it is not necessary to install Novell)

Anti-Virus software

Technology labs available on campus for student use

Royce Brown 116

Royce Brown 129

Science 29A & 29D

R. T. Williams (Library) – Check SNU website for scheduled hours

Academic Center for Excellence (LRC 343)

Herrick 317

School of Nursing Student Lounge

Pop's Lounge (Bottom level of Webster Commons)

Master of Science Nursing Curriculum

Core Courses

NURS 5113 Theoretical Foundations of Nursing (3 hours). The study and application of relevant theories and concepts that allow the professional nurse to develop a comprehensive and holistic approach to clinical practice, education, and research.

NURS 6143 Information Management (3 hours). This course provides the student with a broader understanding of computer use in education. Advanced techniques for literature and information searching are taught, use of software for creation of online courses is implemented, and students are taught techniques to develop course or information websites. (This course is no longer taught, and will be replaced by Nursing Informatics.)

NURS 5133 Nursing Research (3 hours). This course focuses on the discovery and utilization of new knowledge to provide high quality health care, initiate change, and improve nursing practice. The focus is on the identification of researchable problems and the utilization of research as a basis for decision-making in the practice setting. A research proposal is developed.

NURS 6123 Profession as Ministry (3 hours). The focus of this course is on professional role development providing the student with an understanding of the integration of faith, learning, and living in the practice of nursing. Ethical decision-making, patient advocacy, and service to the global community are emphasized.

NURS 6153 Trends and Issues in Healthcare Policy (3 hours). A study of the current trends in health care including health care financing, globalization of health care, allocation of scarce resources, social issues, life-style choices, cultural sensitivity, and diversity, which influence the world's health status.

NURS 6183 Illness Reduction and Management (3 hours). Focuses on disease reduction and prevention, through expanded knowledge in pathophysiology, epidemiology, and health assessment. This course builds on a background of anatomy, physiology, and health assessment to provide a foundation for understanding health deviations.

Capstone Experience

NURS 6176 Capstone Experience (6 hours). Development and presentation of a research project which integrates all elements of the learning experience. Students write a scholarly thesis paper, based on the research project. It is recommended that students begin planning and developing this experience early in the program.

Education track

NURS 5123 Theoretical Foundations of Education (3 hours). Emphasis is on application of learning principles and adaptation of subject matter content and teaching techniques to the student population. Also examines legal and professional issues facing contemporary educators (i.e. teacher and student rights and responsibilities, confidentiality, classroom management issues, etc.).

NURS 5143 Teaching and Evaluation Methods (3 hours). A variety of instructional strategies (lecture, seminar, self-directed learning, laboratory practice, simulations, case studies, journaling, and effective clinical instruction) will be considered. Describes methods to evaluate knowledge acquisition and critical thinking of the student in various settings. Emphasis on development and administration of valid and reliable knowledge and performance-based tests.

NURS 6113 Curriculum Development for the Health Professions (3 hours). Provides elements of curriculum design, including course and syllabus development, evaluation of student

learning, and current issues in teaching in the health professions. Emphasis is on the academic preparation of professional nurse faculty.

NURS 6193 Nursing Education Practicum (3 hours). This module focuses on preparing MSNE graduates for their roles as new faculty members. During the course, students look at the culture of the institutional environment, faculty mentoring, advising students, how to publish, the process of grantsmanship, supervising clinical experiences, expectations and opportunities related to faculty service, and legal issues in education.

NURS 6263 Clinical Focus (3 hours). Experiences are individualized to meet learning needs of the student. Portions may be accomplished concurrently with other courses.

Leadership track

NURS 6163 Human Resource Management and Administration (3 hours). Module is designed to provide an understanding of the laws and regulations that guide hiring, firing, and managing the human resources of an organization. Identifying data and information sources routinely available to achieve defined clinical outcomes and response to the accreditation requirements assist the learner to understand the relationship of revenue flow and the provision of care. Budget preparation, on the micro level, is discussed, and integrated with staffing, patient safety, and patient outcomes.

NURS 5163 Organizational Behavior in Healthcare (3 hours). Focuses on behavioral and social systems within organizations. Topics include individual and group behavior, organization change, leadership development in complex systems, and the impact of organizational culture on decision-making and motivation of staff. Provides an opportunity to put the information into practice, by developing an action plan for a problem or issue that is unique to the work setting.

NURS 6173 Financial Management in Healthcare (3 hours). Focuses on the role of

financial management in organizations, and the financial skills that are needed to develop, or to supervise the development of financial information. The course looks at the financing of health care within the health care environment. Topics include budgeting, applied economics, and financial accounting. Basic accounting principles, analysis of financial statements, cost management, managerial accounting, forecasting, planning, and the use of computers in financial management are covered.

NURS 6263 Clinical Focus (3 hours). Experiences are individualized to meet learning needs of the student. Portions may be accomplished concurrently with other courses.

Academic Standards

The academic standards for students follow the published guidelines in the *SNU Graduate Catalog* (2009), unless otherwise noted in this handbook.

Evaluation and Grading

Evaluation for each course is the responsibility of the course instructor. Evaluation of the student include, but are not limited to, performance in the classroom, group participation, outside assignments, problem-solving exercises, professional presentations, research project, thesis. Each course syllabus specifies the method of evaluation. All assignments, unless specified otherwise in the syllabus, are to be individually completed by each student.

All coursework, including authorized rework of assignments, must be completed by the last night of a module, unless defined otherwise in the syllabus or by an instructor. Grade reports, on a modular basis, are completed by the course instructor, signed by the Graduate Coordinator or School of Nursing Chair, and are furnished on-line.

The following grades are used to denote the quality of work done in GSN courses:

<u>Range</u>	<u>Grade</u>	<u>Grade Points</u>
94 – 100	A	4.00
90 – 93.9	A-	3.67
87 – 89.9	B+	3.33
84 – 86.9	B	3.00
80 – 83.9	B-	2.67
77 – 79.9	C+	2.33
70 – 76.9	C	2.00
65 – 70.9	D	1.00
Below 65	F	0

Probation Status

A grade point average (GPA) is the quotient obtained by dividing the number of grade points earned by the number of hours attempted. It is essential that a graduate student maintain a program grade point average of at least 3.0 throughout the program. GSN administration is charged with the responsibility of monitoring each student's progress to this goal, and addressing all shortfalls. If a student's GPA falls below 3.0, the student will be placed on probation status. Failure to bring GPA into compliance within the next 6 week module will result in the student's withdrawal from the program.

If a student is placed on probation, as a result of 1st semester grades (a GPA below 3.0 average), and within the next 6 week module grace period the student does not clear probation, (bring GPA up to 3.0), the student may be extended an additional module to clear probation, if:

- progress has been demonstrated within this module to improve the overall GPA.
- with this one course extension it is possible for the student to clear probation.
- no grade below a "B" (based on the +/- grading system) was received during the 6 week module. The Graduate Nursing Committee will determine whether an extended grace period is to be granted.

If a student receives any grade lower than a "C" for a module, the student will be placed on probation status, irrespective of the overall program grade point average, and will have to successfully retake and pass the module at the student's own expense, in order to continue in the program. If at any point it becomes impossible for the student to bring the GPA up to 3.0, the student will be withdrawn from the program. A student will not be reconsidered for admission until the conditions of probation are satisfactorily addressed.

A student may apply for readmission by submitting a written request addressed to the GSN

Director. The request must state the reasons for requesting permission to return and describe in detail any and all changes in the student's environment that have occurred since being terminated that will enhance the probability of their success. The Graduate Nursing Committee will determine if readmission is to be granted and under what conditions. Readmission is not guaranteed. Conditions of readmission may include prescribed remediation assignments.

The Graduate Nursing Committee will be chaired by the Chair of the School of Nursing, and will consist of the Chair and the members of the Graduate Nursing Committee. In addition to the Chair, committee members consist of the Graduate Coordinators from each campus, GSN alumni, full-time nursing faculty, adjunct faculty, and class representatives.

Requests for readmission will be addressed within 30 working days of receipt. Decisions will be made by a majority vote, and the student will be notified by letter of the committee's decision. The student has the right to formally appeal decisions to the Vice Provost, Dean of Professional and Graduate Studies. At that time, students should refer to the appeals process outlined in the *SNU Graduate Catalog* (2009).

Following readmission, continuance will be based on a module-by-module basis. The student will be authorized to pay for and take only one module. Please note that this may have financial aid implications. Continuance to the next module will be contingent on the student's demonstrated progress (as determined by the GSN Director) to a degree completion. This module-by-module mode of enrollment will continue, until the conditions of the original probation and all subsequent incidents have been satisfied. Failure, on the student's part, to show progress, or failure to satisfy the conditions of probation, will result in withdrawal from the program.

Repeating a Course for Credit

Repeating of courses to improve one's overall grade point average is not allowed, unless the student is on probation. While on probation, a student may repeat courses that were assigned a grade of "C"+ or lower, in order to meet the conditions for lifting probation. Retaking courses where a grade of "B-" was earned are allowed only when this is the only option available to meet the conditions for lifting probation. Students needing to retake a module must submit a written request to the Graduate Nursing Committee, and comply with the committee's requirements (see section: Probation Status).

Incompletes

Students' academic progress is continually monitored by the Graduate Studies in Nursing office. An incomplete ("I") indicates incomplete work in a regularly scheduled course at the time the final grade is due. All incomplete grades must be completed within 2 weeks following the module in which they are received, unless an exception is cleared with the instructor and the Graduate Coordinator or Chair. If the deadline is not met, the "I" is converted to the letter grade specified at the time the "I" was initially assigned.

GSN Policies

Graduate Appeals Procedure

All decisions made by the Graduate School administrators and instructors affecting students may be appealed.

Pre-appeals

1. Discuss with faculty instructor to seek resolution.
2. Discuss with department/school Chair or Graduate Coordinator if not resolved with instructor.
3. Any grade change is communicated to the Registrar.

Appeals Procedure

1. A formal appeal must be initiated by the student within 90 days after the grade is posted.
2. If the pre-appeals procedure does not result in a resolution, the appeal is initiated with the School of Graduate Studies Vice Provost, Dean, and relayed to the appeals board consisting of the Vice Provost, Dean of Professional and Graduate Studies, the Provost, and three additional members of the graduate faculty, of which at least one will be selected for relevant expertise. Both the appealing student and the faculty instructor will be asked to submit documentation in writing. Neither will participate in the appeals board's deliberations. Any action requiring a grade change will be processed by the dean and the registrar. Results will be communicated to all parties.
3. In the event an appeal is initiated and the appeals board is not available, an appeals committee will serve. This committee will consist of the dean, provost, registrar and the department / school Chair or Graduate Coordinator.

Attendance Policy

The goal of SNU's mission is "graduates to be persons of Christian integrity, direction, and purpose, and have a deeper sense of vocation and a theology of everyday life to guide their work and shape their service involvement". Our nursing community also values this objective, which is framed under the umbrella of "professionalism". A key element to being responsible and professional is commitment to faithful and prompt attendance to each and every class session. Being late to class will impact a student's class participation grade and, if excessive, can affect continuance in the program.

Each accumulated sum of 30 minutes of late arrivals or leaving before class is dismissed, is herein defined as excessive and will require makeup work to be defined by the instructor. Attendance is required for all sessions of all modules. However, if an absence occurs, the student is responsible to work directly with the module instructor for all assignments for the module, in addition to any makeup work. A module grade will be lowered one (1) full letter grade, unless a make up assignment is completed.

If a student misses two (2) sessions *of any module*, the student is required to repeat the entire module, charged at the current rate of tuition. An automatic withdrawal will be processed for the course through the Program Director's office and a grade of "W" will be given.

The Graduate Studies in Nursing degree programs are highly accelerated, and a great deal of material is covered in a relatively short time. Therefore, it is essential that students attend all class sessions for the entire 4 hours. The Program Director monitors attendance records. After a student has accumulated three or more absences in the entire program, a conference is arranged to determine continuance in the program. At the fourth absence, the student must make a written appeal to stay in the group. The appeal is then sent to the Graduate Nursing Committee for

action. Students who are absent for three consecutive class sessions are subject to withdrawal from the program (see Withdrawal Policy).

In the event of unavoidable circumstances leading to an absence, the following procedures apply:

1. Contact course instructor and/or the Graduate Studies in Nursing office prior to the absence, or as early as possible following the absence. Assigned work is expected to be turned in on time, irrespective of an absence. If a student is late or must leave early, it is their responsibility to contact the instructor for the required makeup assignment.
2. The instructor completes a makeup assignment form and gives the student a copy, sends a copy to the Graduate Coordinator, and may keep a copy.
3. The student is to complete the makeup assignment, as designated by the course instructor. Makeup work is to be given to the instructor within 2 weeks of the absence. The instructor will evaluate the make-up work on a PASS/NO CREDIT basis. Failure to complete the assignment at an acceptable level will result in a one letter reduction in course grade for each event. An extension, if needed, is to be cleared with the instructor and the Graduate Coordinator.
4. The student submitting makeup work for absences or tardiness is to turn in the absence form with the makeup assignment. The instructor will sign and return a copy of the form to the student. The original form and assignment will be graded by the instructor and then forward to the GSN office.

Because the program is highly accelerated, makeup assignments are used to attempt to compensate for sessions missed. Any assigned work that is turned in late will be appropriately

penalized.

It is important to note that, if more than two absences occur within a given module, the student will be required to re-take that module with another group at his/her own expense.

In addition, work not submitted by the due date (defined as the beginning of the class period when it is due), or tests taken after the assigned date, may be assessed a 25% reduction in grade for each week they are late. Where possible, it is advisable that a student schedule turn in any assignments due before the assigned date, when he/she has prior knowledge of an impending absence so as to avoid the late penalty.

Absences, for whatever reason, do not absolve one of late-penalties. No overdue work will be accepted after the close of the sixth session, unless the student and instructor agree for an incomplete to be recorded in the class. No “extra credit” work will be authorized.

Withdrawal

Withdrawals from GSN may be one of the following: an automatic administrative withdrawal or a formal withdrawal. Examples of circumstances under which a withdrawal may be processed include the following: military call-up or special training, extended and debilitating illness of self or immediate family, extended company travel causing excessive absences, or other unexpected emergencies that would cause the student to miss several classes in succession.

If a student is absent from class 3 weeks in succession, without contacting the Graduate Nursing Office, he/she will be withdrawn. This is considered an automatic administrative withdrawal. If an automatic withdrawal occurs, the date of withdrawal will be the date the withdrawal form is signed by the Program Director.

If two absences occur within a given module, the student will be automatically withdrawn

and required to re-take that module with another group at his/her expense, before continuing in the program. In addition, if a student fails to meet the conditions of probation he/she will be withdrawn.

A formal withdrawal is a complete withdrawal from the program, and is initiated by the student. Should it be necessary to process a formal withdrawal, contact the Graduate Studies in Nursing office, and file the appropriate withdrawal forms. A grade of “W” will be issued for the course if the withdrawal request is initiated and approved within the first two-thirds of the module (week 1 through 4 of a three credit hour course). If the withdrawal request is initiated within the final one-third of the module, the grade assigned for the module will be the replacement grade defined by the instructor on the official grade sheet.

Note: In the case of a withdrawal for any reason, the Financial Aid Office will be notified by the Graduate Nursing Office immediately upon withdrawal.

Readmission

A student who has or was withdrawn from a GSN program may file for readmission. Readmission is allowed or disallowed on the merits of a personal interview with the GSN coordinator or Chair. A fee is required for readmission.

Students electing to change their program of study must receive approval to do so following a personal interview with the school Chair. If the student is repeating a course in their program of study, they will be expected to pay for this repeated course at his/her own expense.

Students returning to a GSN program following a withdrawal will be subject to the policies and procedures defined in the most recently issued student handbook. Said students will likewise be subject to the most recently approved and implemented program curriculum, unless exempted by special permission of the Graduate Coordinator or school Chair.

Degree Requirements

To complete a master's degree a student must do the following:

Be admitted to Full Graduate Standing

Complete the required coursework with a GPA of 3.0 or better

Satisfactorily complete the exit evaluation

Statute of Limitations

A student has six (6) years from the first night of class to complete all coursework requirements. Otherwise, they must repeat and pay for the entire program.

Commencement

All requirements for a graduate degree, including the thesis and thesis presentation, must be completed and approved no later than 3 weeks prior to commencement activities.

Commencement exercises are held each year in December and in May. Degrees are also awarded in August, with participation in the following December commencement.

Prior to participation in commencement, all students must complete the Application for Graduation form provided by the GSN office. The Application for Graduation form includes measurements for regalia.

Students who applied for graduation for a specific graduation date, but did not graduate, must complete a Re-Application for Graduation form (provided by the GSN office) prior to the anticipated graduation date.

Sigma Theta Tau International

Sigma Theta Tau International (SSTI) Honor Society of Nursing provides leadership and scholarship in practice, education, and research to enhance the health of all people. SSTI supports the learning and professional development of members, who strive to improve nursing care

worldwide. Master's students enrolled in the graduate program, who have completed at least 1/4 of the nursing curriculum, have a minimum 3.5 GPA, and meet the expectation of academic integrity, may apply for membership. Members may purchase honor cords to wear with their regalia at commencement.

Student Information

Class Representative

Each class selects one member to be the class representative. This person serves as the class contact and as "spokesperson" for the class to the Graduate Studies in Nursing administrative team. A list of duties of the class representative is provided on the evening the representative is elected, in the form of a handbook.

Punctuality of Instructor

If an instructor is more than 30 minutes late for class, and prior arrangements have not been made, the class representative should contact the GSN Coordinator (phone numbers in appendix). If the class is dismissed, the class representative should collect any assignments that are due, and go over assignments for the next week's class before the students are dismissed.

Standards of Conduct

Possession and use of alcohol is prohibited while on campus. Students under the age of 21 should understand that legal sanctions also apply for unlawful possession or distribution of alcohol, and that for illicit drugs; legal sanctions apply for any age. A student involved in violation of these policies will enter the disciplinary process of the university, in addition to accountability to the legal system that may be required.

Smoking is not permitted on campus or in campus/classroom facilities. The use of alcohol and tobacco is prohibited during any class or university activity. Alcohol, smoking, and other forms of tobacco use are prohibited for all groups meeting on campus.

Weapons are not allowed on the campus. Hand guns, shot guns, air guns, pellet guns, paint guns, rifles, hunting knives, martial arts weapons, and fireworks are examples of prohibited weapons. Possession of these weapons may result in arrest and will result in a fine and

confiscation of the weapon(s).

Classroom Deportment

Students are expected to project a scholastic demeanor, and to interactively respond to class activities. Students, at all times, are expected to be respectful of their peers, the institution, its facilities, and personnel. The instructor will be in control and responsible for all class activities. A 'break-time' of up to 20 minutes may be planned and authorized by the instructor for each 4 hour class session. Classes are required to meet for a full 4 hour time period, whether or not a break is taken.

Appearance and Dress

Students at all locations are expected to be accountable for maintaining a standard of dress designed to be in harmony with generally accepted guidelines for good taste and modesty. As an institution that adheres to Christian principles and seeks to maintain a relaxed, professional, educational environment, dress may be casual but must appropriately support the adult, modest, professional atmosphere desired by the faculty and administration of the University. Personal hygiene is to be maintained at a level that is socially and culturally acceptable in the classroom. A faculty member may advise a student when his/her attire or personal hygiene is considered to be inappropriate.

Identification Card

A student ID card is furnished to each graduate nursing student the first night of class. The ID card is required to check out books from the library, and may be used to attend sporting or cultural events on campus.

Confidentiality of Student Records

Southern Nazarene University is the custodian of many types of student records, and

recognizes a duty to protect the confidentiality of information therein. Generally, the University reserves the right to notify the general public of general information regarding students, such as address, telephone number, college major, classification, and graduation date, if applicable. All student records are available for official use to authorized personnel who demonstrate a need to have access to such records.

Children and Guests

The GSN department does not allow children or guests in class or for students to leave minor children unsupervised anywhere on the Southern Nazarene University property. This restriction is based upon the belief that proper care and protection of children takes precedence over educational interests.

Emergency Alerts

In the event of classes being cancelled, notice will be carried on all major television, and on several major radio stations, throughout the Oklahoma City area. In addition, students are encouraged to check the my.snu website. Notification will specify whether cancellation includes day and/or evening classes. In this event, instructors will issue makeup assignments to the entire class.

In addition to notification through the media, SNU has instituted an Emergency Notification System, by which all students, faculty, and staff receive alerts on their cell phones, computers, and/or home phones. In order to be a part of this alert system, participants must provide contact information at my.edu. Click on My Stuff, then on Emergency Notification System.

In the case of inclement weather, if the university has not officially cancelled classes, but a student feels that their safety would be at risk by traveling, they are advised not to attend. Refer to the attendance policy for information regarding missed classes.

Parking

All motor vehicles driven to campus at any time must be registered through the security office, and must have a properly attached SNU decal. Registration cards are provided at the organizational meeting. Decals will be issued on the first class night. To receive additional or replacement decals, contact the GSN office. Students may park in the university parking lots as indicated on the campus map. Handicapped spaces are reserved for the handicapped, both day and evening. Cars parked in handicap spaces not displaying a handicap sticker will be towed.

Resources

The *SNU Catalog* (2009) and *SNU Catalog: Graduate Studies* (2009), both accessible online at www.snu.edu, are additional sources of information for the graduate student. Catalog and handbook information is subject to change without notice. Students will be notified of changes made subsequent to their admission into the program. Contact information for student resources can be found in Appendix B.

University Store

The University Store is located north of the Royce Brown building in the Commons building on the Bethany campus. Normal business hours for the bookstore are Monday-Friday, 9:00 a.m.-5:30 p.m., and Saturday 10:00 a.m.-2:00 p.m. (these hours are subject to change). Study supplies, novelties, gifts, stationery, clothing, and personal items may be purchased there. Class rings and graduation announcements are also available through the University Store.

Learning Resource Center

The R.T. Williams Learning Resource Center houses the SNU Library, Computer Research Center, SNU Archives, and the Academic Center for Excellence. In addition to its in-house collections, the library provides electronic access to an extensive set of databases, providing full-text periodical articles, including peer reviewed health care journals. Off-campus Internet access for students is available through computer network accounts, which are provided for students from the Information Technology Department. These databases provide equivalent library access to GSN students on the Tulsa campus, as well as the Bethany campus. In addition to periodical databases, students also have phone and online access to the SNU reference librarian, as well as an online catalog for all library resources.

Appendix A
Graduate Studies in Nursing
Administration and Staff

Vice Provost, Dean, Professional and Graduate Studies

Davis Berryman, PhD405-491-6680

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Chair, Interim School of Nursing

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GSN Administrative Assistant (Bethany)

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GSN Administrative Assistant (Tulsa)

Corina Holtzhauer918-664-1949

choltzha@snu.edu

FINANCIAL ASSISTANCE

Assistant Director for Professional and Graduate Programs

Margaret Rohlmeier405-491-6666

mrohlmei@snu.edu

Appendix B
University Services

Bookstore	405-491-6366
Campus Network Service	405-491-6647
Library Services	405-491-6350
Main Campus Switchboard.....	405-789-6400
Registrar	405-491-6386
Security Office.....	405-491-6309

After hours, call security at 491-6385. At the tone, dial 009 and leave a message.