MENNONITE COLLEGE OF NURSING

Illinois State University

2024-2025

Graduate

Student Handbook

Contents

Welcome to Mennonite College of Nursing (MCN)! This handbook provides students in the graduate and certificate programs information regarding policies and procedures that impact student enrollment, support, and progression. Students should note that unless otherwise noted, all material in this handbook applies to all graduate and certificate program students. There are program specific sections in this handbook for information relevant only to that program.

Students are responsible for using the handbook as a resource when questions arise and as a guide to academic and nonacademic policies and procedures. All students are required to sign the Handbook Verification form and upload it as directed to verify compliance. By signing the Handbook Verification form, students certify that they are responsible for reading the handbook in its entirety and understanding any changes made to the handbook during the entire time they are enrolled as a student at MCN. Changes made throughout the academic year will be circulated to all students via their ilstu.edu email address and posted on the website as an updated version of the handbook.

Chapter 1- Mennonite College of Nursing

History of MCN

MCN (MCN) became Illinois State University's sixth academic college on July 1, 1999. The rich heritage of MCN began in 1919. For over 100 years, the primary mission has been to prepare professional nurses by providing a quality education. This mission continues at Illinois State. MCN is located in Edwards Hall.

Values

We value life-long, curious learners and relationships with one another and our community. We strive to improve health; demonstrate excellence in our work; provide service to and care for others; and display empathy, openness, advocacy, and purposeful action, in an environment that welcomes diversity while promoting inclusion and the celebration of personal and professional accomplishments.

Mission

MCN promotes excellence and innovation in education while striving to improve health locally and globally through exceptionally well-prepared nurses.

Vision

To be a community that sets the standard for excellence in nursing practice and education, changing the world one exceptionally well-prepared nurse at a time.

Philosophy

At the heart of the College's philosophy is the belief that all people share a common humanity. Each person must be regarded as having special biological, psychological, sociocultural, and spiritual dimensions and possessing the inherent rights and responsibilities of freedom of choice and self-determination. Based on these beliefs, the College strives to grow as a caring community that supports the development of the total individual.

A vital interactive relationship exists between humankind and the environment. Environment affects each person's biological being and extends beyond physical surroundings to encompass roles, relationships, and societal structures. Because all human beings influence and are influenced by their environment, all must assume the responsibility to protect the social and natural environments in which they share.

Health is a dynamic state influenced by individual, environmental and hereditary factors. State of health, which significantly influences quality of life, is shaped by many factors, including an individual's decision-making and behaviors. Pursuit of wellness is the right and responsibility of each person. Nursing holds the potential to strengthen each human being pursuing optimal health and achieving a harmony of body, mind, and spirit.

Nursing is a profession that continues to evolve through research, theory, and practice. Professional nursing, encompassing a range of therapeutic interventions aimed at promoting and restoring health, addresses actual and potential health care needs of individuals, families, groups, and communities. Nursing care is delivered in diverse settings in a systematic manner through use of the nursing process. In providing their professional services, practitioners of nursing manifest role dimensions that are collaborative and independent in nature. Because dynamic social forces influence the nature and scope of nursing practice, critical thinking, effective communication, and caring are abilities required for professional nursing practice in changing environments.

As a profession, nursing adheres to standards of practice and ethical codes as a means of ensuring quality care for all persons. The current Illinois Nurse Practice Act serves as the legal basis for the practice of nursing in the State of Illinois.

MCN is committed to cultivating the personal and professional potential of each member of the College community. The faculty believes that learning as a life-long process is promoted when intellectual inquiry, creativity, self-awareness, self-direction, maturity, and responsibility are valued. Learning is a process of developing human potential through the interaction of the individual with the environment. This interaction aims to achieve positive attitude changes, knowledge acquisition, and professional competence.

MCN provides opportunities for life-long learning and the attainment of the highest level of educational preparation in nursing through its two doctoral programs: Doctor of Philosophy (PhD) and Doctor of Nursing Practice (DNP). These programs represent complementary, alternative approaches to attaining the doctoral degree in nursing.

MCN is dedicated to furthering the development of new knowledge for the discipline of nursing and the advancement of nursing practice. The Doctor of Philosophy (PhD) degree prepares nurse researchers with expertise in vulnerable populations. The PhD prepared nurse will serve the public health by designing and conducting research on relevant clinical, educational, health systems, and/or health policy topics. The PhD prepared nurse may pursue a research career in the academic, business, government, or industrial setting. PhD prepared nurses may also serve as educators and/or administrators and develop or consult on health care policy in a variety of settings.

MCN is also dedicated to the preparation of expert clinicians and leaders. As a practice-focused doctoral program, the Doctor of Nursing Practice (DNP) program focuses on practice that is innovative and evidence-based, reflecting the application of credible research findings. Nurses prepared as a DNP with a blend of clinical, organizational, economic, health care improvement, and leadership skills will serve as clinical and/or administrative leaders in healthcare systems. DNP prepared nurses may also serve as educators in a variety of settings.

MCN offers a Master's degree in Nursing (MSN) with two tracks to choose from, the Family Nurse Practitioner (FNP) track and the Nursing Leadership and Management (NLM) track. The MSN prepares nurses to function in selected advanced practice roles. MSN prepared nurses will work in a variety of roles in clinical, education, and administrative settings.

MCN offers three certificate programs for graduates seeking knowledge in a specialty area. MCN offer the School Nurse Graduate Certificate for bachelor's degree prepared School Nurses seeking certification; FNP certificate for master's prepared students seeking family nursing practice certification; and the Psychiatric Mental Health Nurse Practitioner certificate for master's prepared nurses seeking mental health certification.

MCN Administrative and Support Staff

Name	Edwards Hall Room	Telephone	E-mail
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Mary Dyck		438-7116	
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Post-licensure Academic Advisor Kristen Anderson	127A	438-0657	Kkande2@ilstu.edu
BSN-DNP Program Sequence Leaders FNP – Jessica Sullivan NLM – Sandi Scheidenhelm	111 M EDW Remote	438-2659 309-310-2646	jmsulli7@ilstu.edu slschei@ilstu.edu
Post-master's DNP Program Lead Sandi Scheidenhelm	Remote	309-310-2646	slschei@ilstu.edu
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Chapter 2- Academic Policies and Procedures

University Policies and Procedures

University policies and procedures should be reviewed in this link to the Graduate Catalog:
https://illinoisstate.edu/catalog/graduate/

ISU Code of Conduct Values

Illinois State University, as set forth in its Constitution, is committed to the transmission of knowledge, the development of its members, and improvement of the general well-being of society. Consistent with these goals, the University expects students and student organizations to exhibit conduct which shows respect for the opinions and rights of all and expects that students will be committed to being good citizens who comply with both the law and University expectations. The full Code of Student Conduct:

https://deanofstudents.illinoisstate.edu/conduct/code/

Academic Integrity

Illinois State University values academic integrity very highly. Students are expected to be honest in all academic work. Illinois State University considers it to be a serious issue if a student has not submitted solely his/her own work, not given credit thoroughly to sources, or completed a test or assignment using unauthorized materials/assistance. A student's placement of his/her name on any academic exercise shall be considered an assurance that the work is the result of the student's own thought and study.

- University policy regarding academic dishonesty is found at this link:
  https://deanofstudents.illinoisstate.edu/conduct/code/academic/

Research Integrity Policy

Students are expected to maintain ethical integrity in all scholarly endeavors. Misconduct or fraud in scholarly endeavors may be grounds for disciplinary action. Research or scientific misconduct includes but is not limited to the following: **Fabrication of Research Data**; **Plagiarism;** or **Falsification in Reporting.**

Further information on the expectations regarding integrity in research is located at http://www.policy.ilstu.edu/conduct/1-1-8.shtml and http://research.illinoisstate.edu/ethics/

AI

All use of generative AI in the thesis/dissertation/capstone/comprehensive exam process must be disclosed to the student's committee by the student. Generative AI use should be verified to be within the standards of the discipline and school/department by the student and the student's committee. Unauthorized use of generative AI may be considered a violation of Policy 1.8 Integrity in Research, Scholarly, and Creative Activities. Usage of generative AI must be appropriately cited following the guidelines of the style manual used by your discipline.

- University policy regarding ethical use of generative AI is found at this link:
  https://grad.illinoisstate.edu/students/thesis-dissertation/ethical-ai/

Confidentiality

Confidentiality of patient information is expected. Only relevant information obtained from or about a patient may be disclosed to the health care personnel, faculty, and peers involved in the individual's care. Breach of confidentiality can lead to expulsion from the College of Nursing. A form will be provided to you by MCN regarding confidentiality, HIPAA and social media expectations which requires a signature of understanding by each student.

To understand the limits of appropriate use of social media, it is important to understand confidentiality and privacy in health care context. Confidentiality and privacy are related, but distinct concepts. Any patient information learned by the nurse during treatment must be safeguarded by that nurse. Such information may only be disclosed to other members of the health care team for health care purposes. Confidential information should be shared only with the patient's informed consent, when legally required or where failure to disclose the information could result in significant harm. Beyond these very limited exceptions the nurse's obligation to safeguard such confidential information is universal.

Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present or future physical or mental health of an individual or provides enough information that leads someone to believe the information could be used to identify an individual.

Social and electronic media possess tremendous potential for strengthening personal relationships and providing valuable information to health care consumers. Nurses need to be aware of the potential ramifications of disclosing patient-related information via social media. Nurses should be mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, nurses may enjoy the personal and professional benefits of social and electronic media without violating patient privacy and confidentiality.

Conditional Admission

When a student is conditionally admitted to a graduate program/certificate because at the time of application and admission, official licensure/certification documentation had not been received, the student has their first semester of enrollment as grace period to submit the official documentation to MCN Office of Student Services.

Academic Progress
Progress Toward Degree

Students are expected to follow their plan of study and to communicate with course instructors, Post-licensure Academic Advisor and Program Lead, when deviations from the plan of study are necessary. The College is committed to keeping students on track for time to degree, but modifications to the plan of study are likely to result in delayed degree completion.

B Policy

For students enrolled in graduate coursework at MCN, a grade of a "B" is considered minimum passing work. Any student receiving a "C" or below in a course must repeat the course. Students may retake a maximum of 3 hours of course work in each sequence in which they are enrolled. Students receiving a "C" or below in more than 3 hours will be dismissed. Students who have been dismissed from a graduate sequence at MCN are not

eligible for readmission to that sequence. GPAs are monitored by the Graduate School and students with cumulative GPAs of less than 3.0 will be notified by the Graduate School.

Grading Policy

MCN graduate courses may be graded on a point based or percentage-based system. Regardless of selected grading format, graduate course grades will not be rounded up.

Performance Improvement Plans

Course instructors are readily available to discuss student progress in courses. Students who, in the judgement of course instructors, are at risk for academic jeopardy will receive a Performance Improvement Plan from the course instructor. Indication of a performance deficiency may include but are not limited to:

- Instructors determine that the student is in academic jeopardy
- Receiving a failing score on any assignment
- Demonstrating unsatisfactory clinical performance and/or a pattern of behavior not consistent with clinical expectations
- Suspension from clinical for dangerous or unsafe behavior

The purpose of these plans is to ensure effective communication between students and instructors, assist students to understand the nature of their academic situation, and identify strategies for improving student performance.

Students who receive a Performance Improvement Plan are expected to meet with their instructor within one week of receiving the report. After meeting with the student, the instructor will provide a copy for the student and retain a copy for their own file. A copy will also be provided to the Sequence/Program Lead, Associate Dean for Research and Graduate Studies, and Post-licensure Academic Advisor.

Unsafe Practice and Attainment of Course Objectives in Clinical Courses

A student may fail a clinical course based on unsafe nursing care, regardless of grades on course requirements or assignments. Unsafe nursing care shall be defined as any practice or behavior that deliberately or inadvertently endangers clients, families, institutional staff, instructors, or other students including but not limited to the following:

• Failure to maintain confidentiality and/or ethical standards of nursing practice.
• Failure to carry out nursing procedures in a safe manner.
• Engaging in activities for which the student is not prepared.
• Lying or deliberately giving inaccurate information.
• Engaging in client care while a physical, mental, or emotional condition is a threat to   others (e.g., communicable disease, intoxication, or emotional disorder).

Independent Study Hours

Independent Study courses in the graduate programs must be taken at the 400 - 500 level. Credit hours to workload requirements for Independent Study, NUR 400 and NUR 500, are defined as one academic credit hour is equal to a minimum of 45 hours of work. For example, enrolling in 3 credit hours of NUR 400 would require the student to work a minimum of 135 hours to complete the academic hour requirements.

Students who enroll in an independent study course (NUR 400 or NUR 500) must work with the faculty supervising the course to develop a course syllabus with objectives to be met. The syllabus must be saved by

the student as well as submitted to the Post-licensure Academic Advisor. The Advisor submits the syllabus to the Registrar's office to be kept with the student's official university record.

Class Attendance

Students are expected to be present at class sessions and scheduled discussions both in online synchronous and onsite format. Frequent or prolonged absences from scheduled classes and/or co-requisite clinical course experiences may necessitate that the student drop the courses. All matters pertaining to student health and illness are to be referred to the course instructor. The course instructor should follow up informing the Program Lead and Director of Graduate Programs, if appropriate. A student wishing to drop a course must discuss the matter with the instructor and the Post-licensure Academic Advisor. There are time sensitive dates for withdrawing from a course. Please see the Academic Calendar for the appropriate term.
http://registrar.illinoisstate.edu/calendar/

General Preceptor and Clinical Site Information

Clinical experiences begin at different times in the degree/certificate plans of study.

Both preceptor and clinical site must be secured and approved by MCN prior to participating in clinical experiences. The site where a student participates in clinical experience must have an affiliation agreement in place before the student can begin clinical experience. Often if a new facility is being used as a clinical site, affiliation agreements can take several months to secure. We strongly encourage students to begin thinking very early about who they might utilize as a preceptor as well as the site they plan to participate in clinical experiences each semester. It will be necessary to make these plans early and submit the required paperwork to avoid delays in clinical progress.

Please note that additional fees might be incurred during clinical experiences, dependent upon the choice of clinical site. For example, some sites use a clinical portal which may require an annual fee that the student must pay if participating in clinical experiences at that site.

General minimum qualifications for preceptors are: master's degree, two or more years of work experience in the area they would serve as preceptor, and licensed and certified as required for their specialty. Preceptors may not be the student's direct supervisor. Students who use preceptors cannot select a preceptor who is a family member or any other relationship that could create an actual or perceived conflict of interest.

You and your chosen preceptor will initiate this process by submitting the Preceptor Agreement Form. This form can be found on the MCN website. This document uses an online workflow that begins with the student submitting the form. The form will then be sent to the preceptor's email address that was indicated by the student in their completed form. The preceptor must provide their RN licensure number in their section. It is highly recommended that the student and preceptor complete this form together in real time, to avoid the form being lost in the preceptor's email. After the preceptor completes and submits the form, it will be sent to MCN's Post-Licensure Advisor. This role will review the form to ensure the form is correct and confirm the preceptor's qualifications, including RN licensure. When the advisor role has completed the review of the form, it will be approved. It is not until this point that the form that MCN starts making affiliated agreements with the clinical sites. Note that this is a planning form which starts the process for contract between preceptor, clinical site and MCN. This form is NOT the affiliation agreement. Only when you have received clearance from the Post-Licensure Advisor can you participate in clinical experiences with that preceptor.

Below is the process to be followed:

1. Discuss your proposed preceptor and clinical site choices with the Program Lead or Course Instructor. If you need assistance in locating a preceptor site, please feel free to contact your course instructors or the Program Lead.
2. Use a separate Preceptor Agreement Form for each preceptor and site you intend to utilize. For example, FNP track students will likely have a different preceptor for NUR 471, 473, 475, and 477 and therefore would use a separate form for each of these clinical courses. An NLM track student, however, may use the same preceptor for multiple semesters enrolled in NUR 425. If using the same preceptor over multiple semesters and/or courses, indicate the semesters/courses on a single preceptor agreement form.
3. Obtain the information from the preceptor or the office manager about the practice site, including the address, agency contact person to receive communications, phone numbers, and VERY IMPORTANTLY, the name of the person who is authorized to sign a contract for this preceptorship placement.
4. Communicate with your preceptor that the form is being sent to them via email. Ensure that they complete this form and include their RN licensure.
5. Double check that all the information is accurate and complete. Forms submitted that do not include accurate information will delay the process.
6. The Post-Licensure Advisor will review the form and approve it, if appropriate. The form will then go to MCN to review for affiliated agreements.
7. If an affiliation agreement is not in place already between MCN and the clinical site, an agreement must be drafted and approved by legal entities at ISU and the clinical site. This agreement between entities can take several months so, it is important that students tend to this process very early in their program. Once preceptor and affiliation agreement are in place, the Post-Licensure advisor will notify the student by email. Post-Licensure advisor communicates with the program leads for any students unable to begin clinical hours. STUDENTS MAY NOT ATTEND CLINICAL UNTIL THE APPROVAL EMAIL HAS BEEN RECEIVED.
8. Please comply with the due dates noted on the Preceptor Agreement form. These due dates are in place in effort to avoid clinical delays for the student. These are the absolute deadlines. Early submission is strongly encouraged.

Preceptor Agreement Form link: https://illinoisstate.kualibuild.com/app/64c94e5cdfef2d0110a10cec/run

Out of State Policies Related to Program Enrollment and Clinical Experiences

Students entering a program who either reside out of the state of Illinois, plan to move out of state during their program, or hope to complete their clinical experiences outside of the state in which they live, should contact the Post-licensure Academic Advisor immediately. There are policies set by the State Authorization Reciprocity Agreement and the individual State Boards of Nursing around participating in out of state, online programs as well as participating in clinical outside of the state in which you live. Notifying the Post-licensure Academic Advisor will be the first step in determining what is feasible and what requirements must be met to be cleared.

Current Licensure

Applicants to and current students of MCN graduate and certificate programs are required to hold an unencumbered licensure in every state in which the student is practicing and are required to provide evidence of

current RN licensure. Where applicable, students who have an advanced practice license and certification, must provide evidence of their unencumbered and current licensure and certification. It is the student's responsibility to ensure that the College has current licensure information on file. MCN reserves the right to verify licensure status.

Should a change in licensure, such as license suspension or revocation, occur, it is the responsibility of the student to provide this information to the Associate Dean for Research and Graduate Studies. Students without current licensure are prohibited from participating in any coursework. Failure to report licensure changes will result in disciplinary action, including possible dismissal from the academic program.

For PhD students who may not be eligible for licensure as a registered nurse in the United States, for example international students, documentation that includes visa or other pertinent information may be used to waive the licensure requirement.

Change of Address

All students must notify the MCN Office of Student Services regarding any changes in address or telephone numbers to ensure students receive proper mailings. In addition, students must also update their information through the MyIllinoisState Portal, Profile Tab, under Contact/Address Information.

Student ID Card

All MCN students are required to have an ISU student ID, and these must be displayed in badge holder while functioning in the clinical setting. This ID should be obtained through the ISU Redbird Card Office. The ISU student ID is free. **Please note, you MUST be enrolled in your first semester's courses before you may request your student ID card.**

Options for getting your student ID are as follows (you are REQUIRED to do one or the other, not both):

- Physically come to the Redbird Card Office (1st Floor of the Bone Student Center) during their office hours to receive an ID.
    - This option is recommended for students who are on-campus or live within a reasonable driving distance.
    - Your photo will be taken in the office and the card will be issued within 5-10 minutes.
        - You cannot submit a photo online to be printed in the office.

- Submit a photo that will be used for the Redbird Card at this link: Photo Submission
    - You must login & submit BOTH a photo and image of your government issued ID (for verification). If the image of your government issued ID is not submitted the Card Office, staff will not see your submission.
    - Please review the Photo Submission Guidelines before submitting.
        - If your photo does not meet the guidelines, you will receive a "rejected" email and be asked to try again.
    - Once your photo is accepted, an automated email will be generated. You can ignore the contents regarding pickup.
    - The Redbird Card Office will email the image of your ID the following business day after acceptance which can then be printed out and put inside a badge holder.

Technology Requirements

All students at ISU are required to use their <u>ilstu.edu</u> email address while in their academic program. It is important to check and manage this email daily.

Upon entry to a MCN program, it is expected that students will have prerequisite computer skills in Word processing, email, attachments, PowerPoint, Excel, uploading and downloading documents, and internet use. If you are lacking any of these skills, it is important that you obtain these skills through courses or free online tutorials that are available on the web.

Students can find the most current computer requirements on the Tech Zone website under the MCN tab: https://illinois-state-university-techzone-666791.shoplightspeed.com/major-recommendations/college-of-nursing/

Students will need the following resources available to fully participate in MCN programs.
- Reliable internet connection
- Recommendations
    - Recognize that workplaces often restrict internet traffic which may affect your ability to access Canvas or Zoom. Consider working closely with technical personnel at your workplace to determine the feasibility of using this system there.
    - Be aware of internet access restrictions or quality issues at public or unsecured locations.
    - Have a camera for your computer if it is not built into your computer.
    - A headset.

Students may be required to have access to, and in some cases purchase, specialized software, such as SPSS, Live text, reference management programs and Zoom for online course meetings.

Dress Code

As professional nurses and nursing students of MCN you are required to wear workplace appropriate professional attire. Students must wear work appropriate closed toe shoes at all clinical placements. Body adornment should be minimally visible. A white lab coat is required at all FNP clinical placement sites while wearing your Redbird Card in a badge display. If you have questions about appropriate attire, please address this with the appropriate Program Lead.

Transfer of Course Work

Upon recommendation of the College and with the approval of the Graduate School, generally, a student may request transfer of a maximum of 12 semester hours of graduate credit from another college or university that is accredited by the appropriate regional accrediting association for use in meeting the requirements of the degree. Transfer credit may not be used in meeting the minimum number of 400-level credit hours required for the degree. The work must not form part of a degree program elsewhere if for master's level program.

A student who plans to take work elsewhere should obtain prior approval from the College indicating that the course(s) are appropriate to the student's curriculum at Illinois State University. To be considered for transfer of credit, a course must be taught at the graduate level and the student must have received at least a grade of "B" in the course. In addition, a college evaluation of all courses presented is necessary prior to consideration by the Graduate School. If the College approves the transfer of credits, the student requesting credit is required to submit the official transcript for the course work to the College.

See specific course transfer information in the program sections of this handbook.

Health and Safety Compliance

Note that throughout this section, clinical and/or clinical site shall be used to refer to any clinical/ residency/practicum site for use by Mennonite College of Nursing students.

All students entering their respective nursing programs are expected to comply with all health & safety requirements of the University, MCN, and the clinical site at all times. In addition to any University expectations, all students engaged in a clinical for credit are subject to any applicable policies and/or procedures of the clinical site, including immunizations and other requests.

Upon admission, students receive a comprehensive list of health & safety compliance requirements that must be adhered to before nursing course registration. These include but are not limited to the following: immunizations, blood titers, TB skin tests, influenza vaccination, COVID-19 vaccination, criminal background checks, and drug tests. Upon clinical assignment and throughout the semester as applicable, students may be provided with additional clinical site-specific requirements that are beyond those outlined upon admission. If clinical sites require more than ISU and MCN, (e.g., require COVID-19 vaccination proof, weekly testing, N95 masks), students must meet the requirements of their clinical site by providing documentation as directed by the clinical site (i.e., directly to the site following their guidelines for compliance and/or through the College with an appropriate release). Students must comply with these requirements to receive an override to register or remain registered for clinical. Clinical site expectations are communicated to the College on a cyclical and occasionally urgent basis. These are then forwarded to the student for time-sensitive completion, which could include implementation at any point during the semester.

The university must contractually verify with clinical sites that the results of student immunization/other requirements are completed and do not prohibit their participation at the clinical site. It is the clinical site's right to deny access to any student who does not provide proof of compliance and/or whose immunization/other declination is not compliant with the clinical sites' standards. Although student compliance is tracked by the College, clinical sites may require students to verify completion directly to them. Therefore, students must keep a copy of all immunization and other compliance records on hand in a secure file for easy access when enrolled in clinical courses.

Clinical Assignment Process

Traditional prelicensure students are randomly assigned to a clinical site according to their curriculum plan by the Assistant Dean of Student Services. Within each course, additional clinical experiences may be assigned by the Course/Sequence Leaders or clinical faculty. RN to BSN students work with their course instructors to identify the agency at which they will complete their clinically focused projects. At the Graduate-level, Program/Sequence Leads work with students to identify types of clinical sites. A combination of clinical assignment and self-selection comprise the student experience within the Graduate Program.

Prelicensure	NUR	229	Adult Nursing I
	NUR	231	Adult Nursing II
	NUR	325	Adult Nursing III
	NUR	314	Psychiatric & Mental Health Nursing
	NUR	316	Maternal Infant Nursing
	NUR	317	Nursing Care of Children
	NUR	327	Leadership Dimensions of Nursing
	NUR	329	Public Health Nursing: Prelicensure
BSN-MSN, BSN-DNP: FNP Track, and Post-Master's FNP certificate	NUR	471	Family Nurse Practitioner I
	NUR	473	Family Nurse Practitioner II
	NUR	475	Family Nurse Practitioner III
	NUR	477	Family Nurse Practitioner IV
BSN-MSN, BSN-DNP: NLM Track	NUR	425	Organizational Experience
	NUR	483	Leadership Synthesis Experience
Post-Master's DNP	NUR	550	Clinical Residency I (for FNP, NLM, Post Masters)
	NUR	552	Clinical Residency II (for FNP, NLM, Post Masters)
	NUR	554	Clinical Residency III (for FNP, NLM, Post Masters)
	NUR	560	Advanced Nursing Practice Experience (for NLM)
PhD BSN-PhD	NUR	523	Applied Research
	NUR	526	Residency in Research
	NUR	599	Dissertation
	NUR	500	Independent Study (involving research)
SNGC	NUR	418	Practicum in School Nursing
PMHNP Cert.	NUR	422	Advanced Psychiatric Mental Health Nursing Practice I
	NUR	423	Advanced Psychiatric Mental Health Nursing Practice II
	NUR	424	Advanced Psychiatric Mental Health Nursing Practice III
RNBSN	NUR	341	Leadership in Professional Nursing

Student Process for Meeting Clinical Immunization/ Health & Safety Requirements

After becoming aware of the requirements of a particular clinical site (i.e., either following clinical assignment or other), the student must: comply with the requirement, request an exemption from the clinical site, request a replacement clinical site, or request (when appropriate) a reasonable accommodation in the form of an alternate clinical experience through Student Access and Accommodation Services. These four options are outlined below.

Option 1: Complying with the requirement

- In this instance the student submits the requested compliance documentation and is cleared to participate in the clinical experience.

Option 2: Requesting an exemption or accommodation from the clinical site

- If the student is unable to comply with a clinical site's health & safety requirements for medical or religious reasons, the student may request an exemption or accommodation directly from the clinical site.

- The student would fill out the Request for Clinical Site Vaccination (or Other) Exemption/ Accommodation Form and return it to the MCN Office Administrator (OA) associated with the student's program of study. The OA will then email the request form to Student Access and Accommodation Services (SAAS). SAAS will review and provide an exemption request letter which students must provide to their clinical site. The OA will contact the clinical site contact person to determine if exemptions are permitted. If the request is approved, the student may attend clinical. If the request is denied, the student may request a replacement site.

Option 3: Requesting a replacement site:

- Upon denial of site exemption/ accommodation, the student would reach out to the designated OA who would guide the student in completing an additional Request for Site Vaccination (or Other) Exemption/ Accommodation Form. In collaboration with the MCN Instructional Experience Coordinator (IEC), academic Program Directors, or Sequence Leaders, the OA will communicate if an opening in a comparable clinical placement is available for the immediate semester. If an opening is available in the current semester, the student may register for the section.

Option 4: Seek out an alternate clinical experience through Student Access & Accommodation Services (SAAS):

- If you are a student with a religious or ADA accommodation request, Student Access and Accommodation Services provides accommodation and services on a case-by-case basis. Students seeking a reasonable accommodation will need to work with a [SAAS staff](#) member to determine eligibility for services. Connect with SAAS on their website. https://studentaccess.illinoisstate.edu/students/prospective/#new-saas
- There is no guarantee that the University will be able to find an alternate clinical experience in the current semester. In addition, there may be no alternate experiences available in future semesters or for a particular course, causing a delay or complete interruption in degree completion.

Students may contact an Office Administrator at MCNprelicensurehealth@ilstu.edu (for prelicensure students) and MCNpostlicensurehealth@ilstu.edu (for RN to BSN & Graduate students) for the specific details outlined in the above steps. Because these options are time-sensitive and may require significant coordination, students are encouraged to be as proactive as possible.

Student and Employee Exposure to Blood, Bodily Fluids, and Other Potentially Infectious Material and/or Injury

Working and learning in a healthcare setting, whether it be at a clinical site or in a simulation lab, presents hazards including infectious disease transmission and physical injuries. Employees and students may be unintentionally exposed to bloodborne pathogens (BBP) present in human blood, bodily fluids, or other potentially infectious material (OPIM) as defined by the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard. Injuries or illnesses in an occupational setting, or student participation in a clinical setting or simulation lab, must be managed in accordance with the following:

Student BBP Exposure in a Clinical Setting

1. Wash the site of suspected contact with soap and water.

    a. For needlesticks, cuts, scratches, and cutaneous exposures, immediately scrub and irrigate the wound with soap and water for at least 15 minutes.

    b. For splashes to the eyes, nose, or mouth, irrigate the site immediately with rapidly flowing water for at least 15 minutes.

2. The student must immediately report the exposure to their clinical site contact. The clinical agency's post-exposure protocol must be followed which shall include seeking medical assistance and treatment. Student Health Services is available to assess and treat students.

3. The MCN instructor must report the incident to ISU Risk Management using the Non-Employee Accident Report.

4. The MCN instructor must report the incident to MCN's Associate Dean for Academics.

Student BBP Exposure in a Clinical Simulation Lab

1. Wash the site of suspected contact with soap and water.

    a. For needlesticks, cuts, scratches, and cutaneous exposures, immediately scrub and irrigate the wound with soap and water for at least 15 minutes.

    b. For splashes to the eyes, nose, or mouth, irrigate the site immediately with rapidly flowing water for at least 15 minutes.

2. The student must immediately report the exposure to the instructor or lab staff.

3. The student must seek medical assistance and treatment. Student Health Services is available to assess and treat students.

4. The MCN instructor or lab staff must report the incident to ISU Risk Management using the Non-Employee Accident Report.

5. The MCN instructor or lab staff must report the incident to MCN's Associate Dean for Academics.

In addition to BBP exposures, all physical injuries attributed to participation in clinicals must be reported to the supervisor or lab manager and ISU Risk Management using the Non-Employee Accident Report . Students are solely responsible for all healthcare expenses (i.e. treatment, evaluation, follow-up, etc.).

Employee BBP Exposure and/or Injury On or Off-Campus (this would apply to Graduate Assistants or Graduate Student Workers)

If an employee experiences a percutaneous (needle stick, cut or puncture) or mucous membrane (splash to eye, nasal mucosa, or mouth) exposure to human blood, bodily fluids, or OPIM, or a cutaneous exposure when their skin is chapped, abraded, or otherwise non-intact, wash the site of contact with soap and water.

- For needlesticks, cuts, scratches, and cutaneous exposures, immediately scrub and irrigate the wound with soap and water for at least 15 minutes.

- For splashes to the eyes, nose, or mouth, irrigate the site immediately with rapidly flowing water for at least 15 minutes.

Employees who are physically injured and/or exposed to blood, bodily fluids, or OPIM at work should subsequently be sent to OSF Occupational Health Center located at 1505 Eastland Dr, Bloomington, IL during regular business hours, or to the closest emergency room after business hours for evaluation and appropriate treatment. The employee's supervisor shall notify ISU Environmental Health and Safety and complete an online accident report in iPeople. Visit the Environmental Health and Safety website for more information.

Request for Letter of Recommendation

There is a formal process for requesting a letter of recommendation from a faculty or staff member. To ensure that faculty/staff are following FERPA guidelines, it is necessary for the student to sign a FERPA waiver https://registrar.illinoisstate.edu/ferpa/ when requesting any verbal or written recommendation (even after you graduate). Guidelines are available for students to ensure that faculty/staff members have information with which to provide your letter of recommendation. Guidelines can be found in the appendix section of this handbook. Please use this process when seeking out faculty/staff for a recommendation.

Chapter 3 – Conflict Resolution

Student Grievance Process

MCN endorses the Complaint Resolution Process of Illinois State University as outlined in the following website: https://illinoisstate.edu/complaint-resolution/

If a student is seeking assistance with a concern about a program or course, follow the noted process below:

Informal Process

If a student has a grievance or complaint, the student should attempt an informal resolution with the instructor or staff member in question. If this proves unsuccessful, the student should seek

informal resolution with the Associate Dean for Research and Graduate Studies.

Formal Process

If an informal resolution is not successful, the student may proceed to initiating a formal grievance.

To initiate the formal process, the student must file a written formal complaint within 30 working days of the alleged grievance. The written complaint must:
- Be prepared in Word
- Be signed and dated
- Include student's current address and phone number
- Be concise and specific, with names and dates wherever relevant and possible
- Clearly state the act or decision being challenged
- Clearly state why the act or decision is unauthorized or unjust
- Briefly describe your attempts to reach an agreement through informal discussions with the instructor and/or course coordinators

Failure to include all required information will result in a delay of the grievance process. Written complaints will not be reviewed until all information is provided.

The Associate Dean for Research and Graduate Studies will review the formal complaint and meet with the student
and/or faculty/staff member within 10 working days of receipt of the complaint.

The Associate Dean for Research and Graduate Studies will attempt to facilitate resolution of the grievance at the College level.

If a resolution is not achieved within the College, a grievance may be filed by the student to the Office of the Vice President for Academic Affairs and Provost.

Appeal of Dismissal Policy

Students who are dismissed from a graduate program should follow the appeal procedure outlined in the dismissal letter. If a student is dismissed from more than one program at the same time, they must appeal each dismissal separately. See University Graduate Catalog for details. https://illinoisstate.edu/catalog/graduate/

Readmission Policy

Graduate students who wish to return to MCN after a lapse in registration of three semesters or more must apply for readmission at the Office of Admissions, http://welcome2isu.IllinoisState.edu/uPortal.

Additional admission materials may be required by MCN after review of the student's previous admission materials. Those students with less than a three-semester lapse may register for non-clinical courses without completing a readmission application. Registration for clinical courses is considered on an individual basis and must be approved by the Director of Graduate Programs.

Students who are not in good standing and who have not maintained continuous enrollment (excluding summer terms), who wish to return to the university are required to apply for readmission as students on academic probation. Students who have been dismissed from a graduate program at MCN are not eligible for readmission

to that program. Readmission to a different program will require that the applicant meet the Academic Progress policy and will require a complete application to the newly selected program.

Chapter 4 - Student Services and Resources

Academic Advising

Students in the MCN graduate and certificate programs are advised by the Post-licensure Academic Advisor. Upon admission to MCN, students will be contacted by the Post-licensure Academic Advisor to review the program and discuss plan of study, process for registration, and other important topics to prepare for the start of their program. The Post-licensure Academic Advisor also holds a group advising session each fall/spring semester for each graduate program via Zoom. Students will receive an email invitation to attend this Zoom session early fall and spring terms.

If a student finds it necessary to alter the agreed upon plan of study, they must contact the Post-licensure Academic Advisor to develop a revised plan. Changes made to a plan of study most often will result in delayed graduation.

Students in the PhD and DNP programs are also assigned a faculty advisor. Students in the doctoral level phase of their coursework should plan to meet with their assigned faculty advisor at least two times per year. The first meeting should take place in the fall term to review and establish goals for the academic year. The second meeting should take place in the spring term to review progress toward the achievement of annual goals and begin planning for the next academic year. There are program guides to assist students in the process of progressing through the doctoral programs. These guides can be found in the Advising tabs of the program pages on the MCN website.

PhD students, please use the PhD Student and Faculty Advisor Checklist document located under Forms at this link: https://nursing.illinoisstate.edu/doctoral/advising/

DNP students, please use the DNP Program Student Guide under Forms at this link: https://nursing.illinoisstate.edu/dnp/advising/

Course Registration

Each semester, the Post-licensure Academic Advisor will send registration information to each student's ISU email account. Students will only be eligible to register for the upcoming semester if they are compliant with essential health and safety requirements. The Health and Safety Compliance Officer provides updates to students each semester to their ISU email account. The Health and Safety Compliance Office also sends updates to the Post-licensure Academic Advisor to clear students for registration who are compliant with health and safety requirements for the upcoming term. The Advisor will enter registration permits for students compliant with health and safety and then will email the student to notify them to register for courses according to their plan of study. If the student is not eligible to register due to incomplete health records, the student must submit any deficient items to become eligible to register.

Clinical Experience Compliance Form

If the student will be completing their clinical/practicum/research at the site where they also are employed, the student may request to complete and submit the Clinical Experience Compliance Form indicating that they meet

the health requirements of their clinical site, as an employee, and therefore it will not be necessary to complete certain MCN health requirements. Please see Clinical Experience Compliance Form in the appendix of this document.

MCN Orientation

MCN hosts an orientation for each of our graduate and certificate programs. The orientation date for summer start programs is the Friday before summer classes begin. The orientation date for the fall start programs is the Friday before fall classes begin. MCN Orientation is mandatory for all new admits. The orientation includes a program overview, information about advising, academic policies and procedures, health and safety compliance requirements, Canvas tutorial, Milner library orientation, and the opportunity to meet your program faculty and peers. Newly admitted students will receive general information regarding the orientation program in their MCN letter of admission. Prior to orientation, students receive the orientation agenda sent to their email.

Milner Library Services

Milner Library is located on the Illinois State University campus. The library has an excellent collection of health science resources including books, media, and journals. Most journals are available electronically from its homepage at www.library.illinoisstate.edu. MCN is served by a Milner library liaison who is available for instruction sessions, reference questions and consultations.

The library provides access to over 300 databases including CINAHL, PubMed, Joanna Briggs, Cochrane, Dissertations and Theses, Health and Psychosocial Instruments, National Guideline Clearinghouse and PsycINFO. Articles and books not available at Milner can be obtained by requesting an interlibrary loan. Requested articles are delivered to the requestor in PDF format using email.

As part of the MCN orientation program, students are required to attend a library orientation. They will be given an opportunity to meet the nursing librarian and become familiar with the titles and location of selected sources that will support their studies at MCN.

Writing Competency

To ensure that students in MCN graduate and certificate programs have the required writing competency skills needed for success, the college will address writing skills during the mandatory orientation that takes place prior to the beginning of each program. If students need additional writing assistance, ISU Graduate School offers writing support: https://grad.illinoisstate.edu/students/writing-support/

Statistical Consulting

Statistical consulting is available for graduate students in MCN. Statistical consulting service is dedicated to supporting the research and education mission of MCN. The main goals of service are to facilitate student and faculty research, improve the quality of work by providing expert statistical advice, and help students and faculty learn more about the statistical methods that they employ in their work. You can find more details regarding statistical consulting and also a form to request a consult at this webpage: https://forms.illinoisstate.edu/forms/statistical_consulting_request_form

Financial Assistance

Students in a MCN master's or doctorate program can find information about financing on their MCN program website at the "Financing Your Education" link. Students seeking financial assistance should also connect with their Financial Aid advisor in the ISU Financial Aid office. https://financialaid.illinoisstate.edu/

Certificate programs are not eligible for traditional scholarships and loans.

Graduate Assistantships:

Student provides assistance to the College in return for tuition waiver and stipend. Availability of assistantships vary based on college needs each semester. Students interested in graduate assistantships should contact the Office of Student Services to identify opportunities and ensure adequate time to apply. Assistantships include tuition waiver (not including fees) and monthly stipend. Assistantship appointments are full time (20 hours per week). Students must be enrolled full time to be eligible for Graduate Assistantships (9 hours in fall and spring terms). They are for a fixed period, up to one year, and may be renewed based on availability of both funding and scheduling.

ISU guidelines http://www.hr.ilstu.edu/downloads/GA_Handbook.pdf

In addition to the assistantships described above, ISU has a process to arrange a graduate clinical or assistantship by contracting with external agencies or sponsors. This arrangement allows the student to complete mutually beneficial research or teaching projects for an external agency as part of a graduate assistantship. In this arrangement, the student receives a stipend from the agency and tuition waiver from ISU. This arrangement must be developed with input from the faculty advisor and processed through the ISU Research and Sponsored program office. More information is available in the "Online Graduate Assistant Applicant Guide" at http://hr.illinoisstate.edu/student/graduate/ and at http://research.illinoisstate.edu/.

External Scholarships:

Money awarded does not need to be paid back. Some scholarships have special stipulations or include specific opportunities.

Private Scholarship Sources:

MCN offers many private sources of financial assistance. Students who wish to be considered for MCN scholarships must complete the application form found at: http://nursing.illinoisstate.edu/studentlife/scholarships.php during the specified time on the website. Please note that all students are required to file a Free Application for Federal Student Aid (FAFSA) or the Renewal Application if financial need is a criterion.

Illinois State University Scholarships:

ISU offers scholarship opportunities to graduate students. Information about the scholarships and application requirements can be found at http://financialaid.illinoisstate.edu/.

Fellowships

Awards are given to assist students with graduate level academic requirements or with completion of special projects or research such as dissertations. Fellowships can be funded by the federal government or state government/agencies, foundations, professional organizations, and other organizations. Each student must work closely with their faculty advisor to identify and apply for a fellowship(s). The student must identify a faculty sponsor to apply for fellowships.

PhD Grants

These grants support dissertation related research of the highest quality. This grant program is intended to provide doctoral students with operating funds to develop the dissertation proposal, conduct research, collect

data, analyze findings and write the completed project. Eligible students are expected to work closely with their faculty advisor to develop the grant application. Information can be found under the PhD program website under Advising Tab and Forms.

MCN Doctoral Grant Program

Doctoral students are eligible to apply to MCN's Doctoral Grant Program. Students should discuss with faculty advisors for information.

Canvas

Canvas is the learning management system used by ISU for online teaching. Canvas provides students and instructors the ability to share information, presentations, and anything else necessary to conduct online class. Students will find course syllabi, assignments, class forums/discussions, etc. in the Canvas course site for each course enrolled. Canvas information can be accessed on the CIPD website:
https://prodev.illinoisstate.edu/canvas/index.php

ISU offers a technology orientation module that is sent out to all new students to your ISU email account. This orientation will help you in your transition to ISU. The module takes about one hour to complete and can be accessed any time. The link to this module is: IllinoisState.edu/Quickstart

Student Access and Accommodation Services

Individuals with disabilities and/or medical/mental health conditions who attend or plan to attend ISU may need reasonable accommodations, modifications, and/or auxiliary aids to have equal access to programs and services offered. The student must notify Student Access and Accommodation Services to initiate the process and to determine eligibility for accommodations. Please visit this website for additional information:
https://studentaccess.illinoisstate.edu/services/

Pregnancy

The United States Office for Civil Rights has provided additional guidance regarding pregnant students. Pregnancy is defined as pregnancy, childbirth, or medical/common conditions related to pregnancy or childbirth. As a result of this newly enacted guidance, students requesting accommodation due to pregnancy may contact the Office of Student Access and Accommodation Services at 309/438-5853.

Sigma

Nursing Honor Society, now known as Sigma, was founded in 1922 as Sigma Theta Tau International Honor Society of Nursing. Sigma seeks to connect and empower nurse leaders to provide better health care throughout the world.

Eligibility:

- Have completed ¼ of nursing program
- Have a cumulative GPA of 3.5 on a 4.0 scale

For more information on Sigma:

https://www.sigmanursing.org/why-sigma/about-sigma/sigma-organizational-fact-sheet

Chapter 5 - Evaluations

Faculty/Course Evaluations

Toward the end of each semester, students will be asked to complete online faculty and course evaluation forms. If two or more instructors are teaching a class, an evaluation form will be completed for each. These evaluations are held until after semester grades are submitted to appropriate University personnel. Once the semester grades have been submitted, faculty are given the evaluation data for review. Constructive feedback is used to improve learning in classroom and clinical experiences.

Chapter 6 – Master of Science in Nursing (MSN)

MSN Overview

The MSN program is designed to prepare nurses to function in selected advanced nursing practice roles. The program builds on the generalist base of a baccalaureate program which focuses on nursing practice with individuals, groups, and community systems.

Purposes:

- Prepare nurses for advanced practice in health care;
- Prepare nurses to assume leadership roles within the health care system at the regional, state, and national levels;
- Prepare nurses who can identify researchable problems and promote the use of evidence-based practice; and
- Provide the foundation for doctoral study.

MSN Outcomes

MSN degree outcomes are congruent with the MCN mission and vision and have been developed to reflect the professional nursing standards and guidelines presented in *The Essentials: Core competencies for professional nursing education*, 2021). The master's degree in nursing from Illinois State University MCN prepares nurses to improve health outcomes by:

- Advocate for compassionate, equitable patient-centered care with a commitment to serve diverse and vulnerable populations
- Lead and evaluate safe and effective change for improved quality in practice and health care systems
- Advance a culture of excellence through lifelong learning and scholarly inquiry in a complex health care system
- Apply ethical and policy analyses to assess, intervene, and evaluate care delivery in and across healthcare systems
- Foster and lead collaborative interprofessional care teams to provide individual, family, and population-based care
- Navigate and integrate services across the healthcare system that promote ethical, cost-effective, and innovative change
- Translate evidence into practice within an interprofessional healthcare system
- Use communication and information technology to collaborate with healthcare consumers and providers across the healthcare system

Family Nurse Practitioner (FNP) track

The MSN-FNP program can be completed on a 2year (full time) or a 3year (part time) plan of study. The program is taught partially online with core FNP courses (NUR 401, 405, 407, and 511) taught fully online and FNP support and clinical courses taught on campus. On campus courses include: NUR 431, 433, 437, 471, 473, 475, and 477. Students will complete 44 credit hours and 640 clinical hours to meet degree requirements. This track begins in the fall term. Students will follow their designated plan of study outlined upon admission.

Nursing Leadership and Management (NLM) track

The MSN-NLM program can be completed on a 2.5year plan of study (7 semesters). The program is taught fully online with clinical hours at clinical sites. Students will complete 34 credit hours and 360 clinical hours to meet degree requirements. This track begins in the fall term. Students will follow their designated plan of study outlined upon admission.

Chapter 7- Doctor of Nursing Practice (DNP)

Overview of the Doctor of Nursing Practice

Values
MCN is proud to be a part of Illinois State University, a Carnegie Doctoral/Research University institution. The Doctor of Nursing Practice program is congruent with the University mission to provide doctoral education in an area of programmatic strength and to meet the compelling need for doctoral prepared nurses in and out of the academic setting.

MCN supports ISU's strategic plan *Excellence by Design* https://strategicplan.illinoisstate.edu/, with a belief that doctoral education for nurses must reflect the values of Illinois State University, including learning and scholarship, diversity, equity, inclusion, respect, collaboration, individualized attention, civic engagement and integrity. MCN espouses complementary values consistent with the discipline of nursing, including altruism, autonomy, human dignity, and social justice.

The Doctor of Nursing Practice program expands on the University and College values in the following ways:

- Course and clinical expectations are individualized based on prior education and experience.
- The development of a peer network contributes to long-term collaborative relationships, which is important for clinical practice and leadership. An environment that promotes professional collaboration among students is valued.
- The curriculum will be accessible to all enrolled DNP students.
- The curriculum and scholarly project experiences will reflect individual student interests within areas in which there are faculty and/or preceptor experts to mentor students.
- Learning and scholarship at the doctoral level requires a high degree of student motivation and ability. Selection criteria for admission will assure that students are capable of successfully completing the program of study.

As identified by the American Association of Colleges of Nursing (AACN), the benefits of practice focused doctoral programs include:

- Development of needed advanced competencies for increasingly complex practice, faculty, and leadership roles.
- Enhanced knowledge to improve nursing practice and patient outcomes.
- Enhanced leadership skills to strengthen practice and health care delivery.
- Better match of program requirements, credits, and time with the credential earned.
- Provision of an advanced educational credential for those who require advanced practice knowledge but do not need or want a strong research focus (e.g., practice faculty).
- Increased supply of faculty for practice instruction.

Outcome Competencies

DNP Program Outcomes

Program outcomes are congruent with the MCN mission and vision and have been developed to reflect the professional nursing standards and guidelines presented in *The Essentials of Doctoral Education for Advanced Nursing Practice* (American Association of Colleges of Nursing, 2006). Graduates from the DNP program will be prepared to:

- engage in organizational and systems leadership to create practice environments that improve health care outcomes
- participate in evidence-based practice and clinical scholarship to improve health care practice and outcomes
- synthesize scientific, theoretical, and technological data from a variety of disciplines to improve health care systems and health outcomes for individuals and populations
- demonstrate leadership in development and implementation of health policy
- collaborate with intraprofessional and interprofessional teams to create change in health care systems

The Essentials: Core Competencies for Professional Nursing Education

The framework known as The Essentials, has evolved over many years. The most recent framework, *The Essentials: Core Competencies for Professional Nursing Education,* was published in 2021. This framework is an educational foundation to prepare individuals to become members of the discipline of nursing. The competencies for professional nursing practice that are made explicit in this framework introduce 10 domains that represent the essence of professional nursing practice and the expected competencies for each domain. The 10 domains and their related competencies and sub-competencies are designed to be applicable across four spheres of care (disease prevention/promotion of health and well-being, chronic disease care, regenerative or restorative care, and hospice/palliative/supportive care), across the lifespan, and with diverse patient populations. The domains and competencies are identical for both entry and advanced levels of education; the sub-competencies build from entry into professional nursing practice to advanced levels of knowledge and practice. The Domains and their descriptors are:

- Domain 1: Knowledge for Nursing Practice Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

- Domain 2: Person-Centered Care Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.
- Domain 3: Population Health Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.
- Domain 4: Scholarship for Nursing Discipline Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.
- Domain 5: Quality and Safety Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Domain 6: Interprofessional Partnerships Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
- Domain 7: Systems-Based Practice Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.
- Domain 8: Informatics and Healthcare Technologies Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.
- Domain 9: Professionalism Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.
- Domain 10: Personal, Professional, and Leadership Development Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership. (American Association of College of Nursing, 2021).

Program Entry Points

There are two points of entry to the DNP. One is the BSN to DNP with two track options, Family Nurse Practitioner (FNP) or Nursing Leadership and Management (NLM). The other point of entry is to the post-master's DNP.

BSN-DNP Program Degree Requirements

BSN-DNP: FNP track

The BSN-DNP: FNP program can be completed on a 4-year or 5-year plan of study. The program is taught partially online with core FNP specific courses and DNP specific courses taught fully online, with FNP support and clinical courses taught on campus. On campus courses include: NUR 431, 433, 437, 471, 473, 475, and 477. Students will complete 78 credit hours and 1020 clinical hours to meet degree requirements. This track begins in the fall term. Students will follow their designated plan of study outlined upon admission.

BSN-DNP: NLM track

BSN-DNP: NLM program can be completed on a 4-year or 5-year plan of study. The program is taught fully online with clinical hours at clinical sites. Students will complete 64 credit hours and 1000 clinical hours to meet degree requirements. This track begins in the fall term. Students will follow their designated plan of study outlined upon admission.

Post-Master's DNP Program Degree Requirements

This program is designed to be completed over 7 semesters according to a prescribed plan of study. Students who wish to complete the program at a slower pace should speak with the Post-licensure Academic Advisor to discuss a 10 semester plan of study. The plan of study should be reviewed each semester and any revisions to the plan must be approved by the Post-Licensure Academic Advisor and the Faculty Advisor.

This program is taught fully online with clinical hours at clinical sites. Students must successfully complete thirteen courses, including 3 Scholarly Project courses and 3 Clinical Residency courses, for a total of 34 credit hours and 360 clinical hours, and the required dissemination endeavors to meet degree requirements. This program begins in the summer term.

Students must complete a minimum of 1000 faculty-supervised clinical hours post-baccalaureate degree. A graduate level epidemiology course and a current statistics course are co-requisites to the post-master's DNP curriculum.

The DNP program is based on national expectations and competencies for graduates of DNP programs as stated by the American Association of Colleges of Nursing.

Certification Information

BSN-MSN: FNP and BSN-DNP: FNP

Students on this track will earn their MSN degree after completing NUR 477. Upon successful completion of the master's level courses, students should take the national certification examination for Family Nurse Practitioners offered through the American Nurses Credentialing Center (ANCC) and the American Association of Nurse Practitioners (AANP). This certification allows students in the BSN-DNP program to practice as FNP's while completing the last semesters of DNP coursework.

BSN-NLM and BSN-DNP: NLM

Graduates of the NLM track will be eligible to take the exam for certification in Nursing Executive Board Certified Advanced (CNEA-BC) offered through the American Nurse Credentialing Center (ANCC) when they have 2 years of experience in an administrative role.

Clinical Hours and Preceptors

BSN-MSN: FNP and BSN-DNP: FNP

Clinical Information:

Students in the FNP track will complete 660 FNP clinical hours. Those clinical hours are completed as follows:

 NUR 471 Family Nurse Practitioner I – 120 clinical hours with the focus on pediatrics
 NUR 473 Family Nurse Practitioner II – 120 clinical hours with the focus on women's health
 NUR 475 Family Nurse Practitioner III – 180 clinical hours with the focus on adult and geriatric health
 NUR 477 Family Nurse Practitioner IV – 240 clinical hours with focus on general practice

These courses are to be taken in this sequential order and in consecutive academic terms. Thus, the student will take 471 in spring semester, 473 in summer session, 475 in fall semester, and 477 in the spring semester. Family Nurse Practitioner IV (477) is the synthesis course in which the student applies what has been learned in all the other clinical courses.

When a student does not enroll, due to health or personal reasons, in 471 in the spring semester after completing 431 in the fall semester, the student will be required to demonstrate proficiency in history-taking, physical examination, and documentation skills prior to being allowed to begin the 471 course in a subsequent term. This proficiency will be coordinated by the FNP Program Lead in consultation with the 431 course instructor. Inability to demonstrate such proficiency will result in development of a plan for acquisition of such skills prior to approval to enroll in the requested clinical course. Lack of sequential course completion among any of the other clinical courses will be reviewed by the FNP Program Lead and appropriate plans for meeting course objectives developed in consultation with course instructor.

Preceptor Information:

Students in the FNP track who reside in the Bloomington/Normal region (including Decatur, Springfield, Peoria, Champaign/Urbana) will have their preceptor chosen for them for each clinical course. If a student wishes to choose their own preceptor, they should notify the FNP Lead at minimum one full semester prior to that clinical course. Students who reside outside of the Bloomington/Normal region will be required to select and secure their own clinical preceptor for each clinical course. When choosing your own preceptor, it is strongly encouraged that you do so as early as possible. Refer to the process for securing a preceptor in Chapter 2 of this document.

Preceptors for the FNP track are required to:

- Be nationally certified in an area of advanced practice nursing appropriate to the goals of the graduate nursing program or be a board eligible/certified physician in an area appropriate to the focus of the student's area of study;
- Hold current licensure for the practice of medicine or advanced practice nursing in the State of Illinois;
- Possess at least two years of clinical experience following professional education as an advanced practice nurse or physician;
- Demonstrate a sincere interest in teaching and mentoring graduate nursing students enrolled in the clinical practica;
- Be able to allocate sufficient time and space resources to effectively fulfill the role; and
- Show willingness to collaborate with the graduate nursing faculty and graduate nursing students in planning and evaluating clinical practicum experiences.

BSN-MSN: NLM and BSN-DNP: NLM

Clinical Information:

Students in the NLM track will complete 360 NLM clinical hours. Those clinical hours are completed as follows:

> NUR 425 Organizational Experience – 180 clinical hours with focus on human resources, finances, and leadership. Objectives are agreed upon by instructor, student, and preceptor. This course is graded as a credit/no credit course.

NUR 483 Leadership Synthesis Experience – 180 clinical hours with focus on role responsibilities of a nurse leader

Spring semester after the completion of NUR 483, BSN-DNP: NLM students complete
NUR 560 Advanced Nursing Practice Experience – 2 credit hours taken to accrue 280 clinical hours of this course. These hours, in addition to the 360 earned in the prior two courses, bring you to the required 640 hours needed before enrolling in DNP courses. NUR 560 is graded as a credit/no credit course.

Preceptor Information:

Students in the NLM track will be required to select and secure their own clinical preceptor for each clinical course. When selecting preceptors, consider the level you want to work, such as CNO or director level. Plan to start at that level or one below that identifying a suitable preceptor. The preceptor may work at the same organization that you do; however, the preceptor may not be your direct supervisor. Clinical experiences must be beyond the scope of your current position. When choosing your preceptor, it is strongly encouraged that you do so as early as possible. Refer to the process for securing a preceptor in Chapter 2 of this document.

Preceptors for the NLM track are required to:

- Hold a master's degree in a related area;
- Possess at least two years of nurse supervisory, managerial, or executive experience following professional education for each of these respective roles;
- Hold a role that is not the direct supervisor of the student;
- Demonstrate a sincere interest in teaching and mentoring graduate nursing students enrolled in the NLM track;
- Be able to allocate sufficient time and space resources to effectively fulfill the role; and
- Show willingness to collaborate with graduate nursing faculty and graduate nursing students in planning and evaluating leadership and administrative experiences.

Post-Master's DNP

Clinical Information:
Students in the BSN-DNP programs and the post-master's DNP program will complete 360 DNP clinical hours.

BSN-DNP and Post-master's DNP clinical hours are completed as follows:

NUR 550 Clinical Residency I – 120 clinical hours
NUR 552 Clinical Residency II – 120 clinical hours
NUR 554 Clinical Residency III – 120 clinical hours

If you are a student entering post-master's DNP coursework and are short of meeting the 640 required clinical hours, you will enroll in NUR 560 to complete deficient hours.
NUR 560 Advanced Nursing Practice Experience – students may accrue up to 600 clinical hours through this course. 1 academic credit hour is equal to up to 150 clinical hours (ie. enrolling in 4 credit hours of this course could allow you to accrue up to 600 clinical hours). NUR 560 is graded as a credit/no credit course. These hours must be completed prior to enrolling in NUR 550.

Preceptor Information:

DNP students will select a clinical preceptor for each course, with input and approval from their faculty advisor, DNP program lead or course faculty. If the student has more than one clinical experience for their residency experience, additional clinical preceptors and contracts may be needed. The clinical preceptor must be an expert in the clinical or leadership area in which the DNP student wishes to develop expertise and can facilitate work on their scholarly project. The preceptor may not be the immediate work supervisor of the DNP student. There are currently few nurses prepared at the DNP level who can serve as the clinical preceptor to DNP students. Therefore, the clinical preceptor will not necessarily be a DNP-prepared nurse. A preceptor may be a professional with a master's or doctoral degree (preference is given to doctoral prepared professionals), for example:

- An advanced practice nurse with considerable experience and recognition as an expert certified in a particular clinical field
- A physician with specialized training and experience
- A nurse with an administrative position as the Director, Vice President, President or CEO within a health care organization
- Other health care professionals in senior leadership positions

The clinical preceptor must hold a position in the organization where he/she can facilitate the DNP student's access to organizational information, decision makers, and other personnel to complete the development and implementation of the DNP student's clinical project over a three (3)- semester residency within the organization. The clinical preceptor may be nationally certified in their specialty. They must have worked at their site for at least two years and be willing and available to the student, develop objectives, and complete student evaluations. When possible and practical, the DNP student is encouraged to select a clinical preceptor outside of their current work setting. In large organizations, for example, the DNP student would be placed for the clinical scholarship courses with a clinical preceptor outside the department or unit where they are employed. The line between current employment and clinical scholarship hours and project must remain clear to the organization, the clinical preceptor, the DNP Scholarly Project committee, the course faculty, and the DNP student. The DNP student must be able to demonstrate the achievement of the DNP Essential Competencies, regardless of whether they are in their current place of employment or a different clinical setting (AACN, 2006). Refer to the process for securing a preceptor in Chapter 2 of this document.

Post-master's DNP Graduate Level Statistics Requirement

Master's level statistics preparation is an expectation of incoming post-master's DNP students. Students who have completed a graduate level statistics course within one year of starting the post-master's DNP program have met the statistics requirement. Students who have not completed a graduate level statistics course within one year of starting the program may either take a statistics proficiency exam to demonstrate adequate statistics knowledge, or enroll in a graduate level statistics course, NUR 409 Understanding Statistics or equivalent, the first summer session of the DNP program.

The proficiency exam covers content from the master's level statistics course such as descriptive statistics, probability, normal distribution, hypothesis testing, correlation, regression, and one-way analysis of variance (ANOVA).

Students who obtain above 80% on the proficiency exam will have demonstrated proficiency and will have met the graduate level statistics requirement allowing enrollment in the Applied Data Management and Analysis course (NUR 535) according to their plan of study. Students who obtain below 80% on the proficiency exam will take NUR 409 or an equivalent course the first summer session of the post-master's DNP program.

The proficiency exam will be scheduled with the Post-Licensure Programs Advisor. The exam will be emailed to the student, completed, and then returned within the designated 2-hour window of time scheduled with the Post-licensure Programs Advisor. The proficiency exam must be completed within one year prior to the first summer of enrollment in the DNP program. This timeline is to ensure that the student can enroll in the graduate level statistics course in the first summer of the program if completion of the proficiency exam is below 80%. The student may only take the proficiency exam one time to show proficiency. If the student does not show 80% proficiency on the first proficiency exam, the student will be required to register for NUR 409 the first summer in the DNP program or an equivalent course. Students who wish to take the exam may schedule a time to do so by emailing the Post-licensure Academic Advisor.

> **MCN's Graduate Statistics Course Description**
> NUR 409: Understanding Statistics
> Introduction to basic concepts, issues, and procedures related to descriptive and inferential statistics.

Mandatory Visits

All DNP students will be <u>required</u> to attend scheduled intensive sessions annually throughout the program on Illinois State University's campus. For BSN to DNP students, years 1 and 2 are optional and mandatory for years 3, 4, and 5. The two-day intensive is scheduled in the month of May on the Thursday and Friday before summer classes begin. The exact dates are communicated by the DNP Program Lead the prior semester for students to plan schedules accordingly. You may also access your Academic Calendar if you wish to plan further in advance, https://events.illinoisstate.edu/academic-calendar/

Scholarly Project

<u>Purpose</u>

All DNP students are expected to design and conduct a Scholarly Project, and then disseminate the findings of the project through a variety of venues. The project demonstrates synthesis of the student's work and provides the foundation for future scholarly endeavors. The project is to demonstrate identification and resolution of a practice problem through the scholarship of application. The primary objective of the project is the improvement of patient health outcomes in the practice setting.

<u>Committee Selection</u>

The Scholarly Project will be under the direction of an MCN faculty member. The structure of the committee will be two to three individuals. The size of the committee should consider the strengths and limitations of both the DNP student and his/her faculty chairperson, with two goals in mind. First, there needs to be an alignment of the DNP student with appropriate research and/or content experts in the area of the proposed Scholarly Project. Second, the committee structure needs to be such that the project can be completed in a timely manner to increase the impact of the project on the intended clinical site and/or population.

The student's Faculty Advisor will serve as chair of the scholarly project committee. Ideally, students are matched with a doctoral-prepared faculty member early in the program who has a scholarly interest or expertise in the student's area of focus for the Scholarly Project. That faculty member will serve as the student's advisor and chair of the Scholarly Project committee. The second member of the committee will be the preceptor

(master's or preferably doctoral prepared) within the organization or setting where the project is taking place. If needed, a third person may be added to the committee who has specific expertise applicable to the project.

Selection of Scholarly Project committee members should be completed prior to the student's enrollment in the Scholarly Project I course. The "Request for Appointment of Scholarly Project Committee" form is to be completed and submitted to MCN Office of Student Services. Any changes in the committee composition must be approved by the student's Faculty Advisor and notification given to the Office of Student Services.

Process

Development of the Scholarly Project begins on entry into the DNP program. Student work in each course builds a foundation for the Scholarly Project proposal. The formal development, implementation, and evaluation/dissemination of the Scholarly Project will be facilitated through four courses in the DNP curriculum:

- NUR 539 Scholarly Project Design: Proposal outline
- NUR 543 Scholarly Project I: Development of the project
- NUR 545 Scholarly Project II: Implementation of the project
- NUR 547 Scholarly Project III: Evaluation and dissemination of the project

Content relevant to the project will be included in these courses, as well as the application of material from other courses within the DNP curriculum. The typical process, described in the following steps, will be completion of;

- Step 1 during the Scholarly Project Design course
- Step 2 during the Scholarly Project I course (NUR 543)
- Step 3 during Scholarly Project II (NUR 545), and
- Steps 4 and 5 during Scholarly Project III (NUR 547).

Step 1: Scholarly Project Proposal

The project proposal will include:

1. Introduction to the project
2. Background on the practice problem from the literature and in the selected clinical setting including the need for improvement.
3. Problem statement (practice question in PICOT format), description of the project, and how the project intervention addresses at least one challenge or problem that influences healthcare for a significant number of persons
4. The evidence-based intervention(s)
5. Evaluation plan with methodology and patient outcome measures included that are evidence-based
6. A timeline, which includes all phases of the project and is reasonable and comprehensive
7. The feasibility of the project including market/risk analysis
8. Budget (if applicable) with funding sources
9. Evidence of stakeholder support for the project

It is suggested that the student seek a consultation from the MCN statistician on the problem statement and methodology.

Step 2: Scholarly Project Proposal Approval and IRB Application

The Scholarly Project Proposal must be presented to and approved by the committee members. It is the student's responsibility to set a Scholarly Project Proposal Approval Meeting and obtain approval of the proposal by all the committee members. At the meeting, the student will present the Scholarly Project Proposal to the committee members. The student will revise the written Scholarly Project Proposal based on feedback received from the committee and return the revised proposal to the committee for final approval by a date agreed upon by the committee members and the student.

Upon written approval received from the committee, the DNP student may move forward with an IRB application. The student will develop an IRB application for the clinical site (if it has an IRB) or ISU. The chair of the Scholarly Project committee shall be listed as the Principal Investigator (PI) on the IRB application for ISU. After obtaining approval from the clinical site's IRB (if applicable), the student will submit the full application and notification of approval to the ISU IRB for review and development of the Interagency Articulation Agreement (IAA) or if directed, submit ISU IRB documents. Written approval of the IRB application must be presented to the Scholarly Project committee upon completion of this step.

At this point, the student and committee members are to discuss and negotiate authorship of future publication of the project and its findings. The Authorship Agreement form is to be completed at this time.

Step 3: Data Collection

Once written approval from the IRB(s) have been obtained, the DNP student may begin data collection. It is suggested that the student consult with the MCN statistician regarding data management and analysis. During this time, the DNP student initiates regular communication with the Committee chair and members. At least monthly updates are expected.

Step 4: Analysis/Synthesis of Findings and Summary of Findings

The DNP student is to:

- Analyze, and synthesize findings from the project
- Establish conclusions and recommendations based on the synthesis of evidence from the project
- Develop a scholarly document to present to the Scholarly Project Committee

Step 5: Dissemination of Findings

Upon completion of the Scholarly Project, the student is required to submit in writing, the formal report of the project. The written report is to be submitted to all members of the Scholarly Project Committee for final approval.

Dissemination

To meet DNP graduation requirements, dissemination of the Scholarly Project must include:

- A submitted poster presentation of the Scholarly Project at a peer-reviewed professional venue as part of the Scholarly Project II or III course.
- An on-campus presentation of the Scholarly Project to interested members of the College/University community as part of the Scholarly Project II or III courses.
- A podium presentation of the completed project to either the stakeholder organization or at a regional, state, or national professional conference at the completion of the Scholarly Project III course.

- A <u>submitted manuscript</u> of the completed project to a peer-reviewed professional journal at the completion of the Scholarly Project III course.

Embargos of 6 months, 1 year, or 2 years are available without Graduate School review. When an embargo is granted, the title, abstract, author and program information will be accessible during the restriction period. While embargoes are not intended to be permanent, renewals of the original embargo may be considered by the Graduate School. Embargoes longer than 2 years are atypical and require review by the Director of the Graduate School and the Milner Library Copyright Officer. Renewals of embargoes should be submitted to the Graduate School within 1 month of the expiration of the current embargo. Reasons embargoes are needed for longer than 2 years are provided in the catalog.

In all dissemination efforts, the student is to comply with the Authorship Agreement completed during Step 2 of the Scholarly Project process in terms of co-authorship. As such, dissemination efforts are to be approved by the Scholarly Project chair prior to submission.

Required Forms
There are several forms that must be completed at different times during your program and submitted as directed on the form. You can locate these forms on the MCN DNP website under the Advising tab at: http://nursing.illinoisstate.edu/dnp/advising/

A DNP program student guide form is also available to help you track your requirements and accomplishments. This checklist is a general guide and DOES NOT include dates, deadlines, etc. Please use it as an organizational tool in addition to this handbook and the Scholarly Project and Clinical Residency Handbook.

Student Advisement Responsibilities
The student bears substantial responsibility to ensure that advisement occurs in a timely and appropriate manner. The student is responsible for:

1. Communicating regularly with faculty advisor(s) regarding progress, plans, goals and any potential problems.
2. Initiating contact with Faculty Advisor.
3. Being aware of MCN policies and requirements.
4. Following the plan of study and goals as agreed upon with the Post-licensure Academic Advisor and Faculty Advisor.
5. Participating in annual review with Faculty Advisor.
6. Reporting any problems that might delay the completion of coursework, or scholarly project progress.
7. Requesting and completing all appropriate documents consistent with the completion of the doctoral degree.
8. Participating in the selection of committee members for the scholarly project.

Annual Review
The DNP student and Faculty Advisor will meet at least yearly each May to evaluate progress in the program. The meeting should focus on the student's professional development including:

- establishing goals for the academic year,
- reviewing progress toward the achievement of annual goals and
- begin planning for the next academic year.

The student and Faculty Advisor will meet at least 2 times during each Scholarly Project course to evaluate progress and set goals for completion of the project.

Policy on Progression

This policy specifies the requirements for progression in the DNP program. Students are encouraged to work closely with their academic and faculty advisors to ensure steady progress through these requirements.

Continuous Registration

The ISU policy on continuous registration will be followed (see ISU Graduate catalog). Students must notify the College if circumstances prohibit continuing registration. If students anticipate that continuous registration is not possible, students are advised to talk with their advisors and the DNP Program Lead to ensure adherence to University policies.

Time Limitations

Students are required to complete the degree by the end of five (5) calendar years, starting from the initial registration date as a DNP student. To apply for extension of time to complete the program, the student must meet with their faculty advisor to develop a plan and then submit the ISU Request to Extend Time to Complete Graduate Masters/Doctoral Degree Program Form: https://grad.illinoisstate.edu/students/forms/

Changing Faculty Advisors

If a change in Faculty Advisor is necessary, the student and Faculty Advisor should first discuss this matter. A change in Faculty Advisor may be warranted if the student distinctly changes the focus of his/her scholarly project through the course of doctoral study. Students must complete a Change of Advisor form and secure signatures from both current and new advisors and the DNP Program Lead before submitting the forms to the Office of Student Services.

Advanced Standing Credit for Doctoral Professional Programs

A maximum limit of 24 credit hours of advanced standing credit may be granted to a doctoral student with a previous master's degree in a related field of study. The DNP Program Lead will determine whether the hours should be granted when the prospective student application is reviewed for admission.

Students who have graduated from the MCN Nursing Systems Administration/Nursing Leadership and Management Master of Science in Nursing program and enter the MCN Doctor of Nursing Practice program will have completed five courses in the NSA/NLM program that are also required courses in the DNP program. The overlapping courses may be counted to meet the DNP course content requirements. Course currency requirement applies which states courses considered to meet DNP program requirements must be completed within 5 years of entry into the DNP program.

Chapter 8- PhD in Nursing

Overview of the Doctor of Philosophy in Nursing

Values

MCN is proud to be a part of Illinois State University, a Carnegie Doctoral/Research University institution. The Doctor of Philosophy in Nursing program is congruent with the University mission to provide doctoral education in an area of programmatic strength and to meet the compelling need for doctoral prepared nurses in and out of the academic setting.

MCN supports ISU's strategic plan *Excellence by Design,* https://strategicplan.illinoisstate.edu/, with a belief that doctoral education for nurses must reflect the values of Illinois State University, including learning and scholarship, diversity, equity, inclusion, respect, collaboration, individualized attention, civic engagement and integrity. MCN espouses complementary values consistent with the discipline of nursing, including altruism, autonomy, human dignity, and social justice.

The Doctor of Philosophy in nursing expands on the University and College values in the following ways:

- Immersion in the research-intensive environment is an important component for the development of the novice researcher.
- The process of becoming a researcher is greatly dependent upon the mentor – protégé relationship, particularly between student and dissertation advisor. Frequent and constructive interaction between faculty and students is crucial for the development of the novice researcher.
- The development of a peer network contributes to long-term collaborative relationships important for research. An environment that promotes professional collaboration between students is valued.
- The curriculum will be accessible to all qualified students.
- The curriculum and research experiences will reflect individual student interests within defined focus areas in which there are faculty experts to mentor students.
- Learning and scholarship at the doctoral level require a high degree of student motivation and ability. Selection criteria for admission will assure that students are capable of successfully completing the program of study.

Program Outcomes
The PhD in nursing science prepares the nurse to:

- Lead the development of science to advance effective practice, education, and health care policy.
- Serve the evolving healthcare interests of humankind through the integration of research, teaching, practice, and service.
- Educate, mentor, and guide the next generation of clinicians, researchers, policy-makers, and educators.
- Lead and collaborate across disciplines to promote scholarship, teaching, mentoring, practice, and service.

Focal Areas
Mennonite College of Nursing will offer students the opportunity to become beginning researchers in a focal area defined by faculty expertise. While the PhD program has a general emphasis on vulnerable populations, other research foci include aging, quality and safety, and clinical outcomes. Generally, PhD students are accepted in the program with the understanding that their research interests are aligned with their faculty advisor.

PhD Program Overview and Degree Requirements
The PhD program is an online, asynchronous program with a few synchronous sessions in each course. Synchronous sessions will be identified by your faculty at the beginning of the semester.

The PhD in nursing program has two points of entry. One point of entry is the BSN to PhD and the other is the post-master's PhD.

The PhD program is based on national expectations and competencies for graduates of research-focused doctoral programs in nursing as stated by the American Association of Colleges of Nursing. All courses applied to the degree must be completed at the graduate level.

Upon admission to the PhD program, a plan of study comprised of all required coursework, a timeframe for preliminary exam and dissertation proposal defense, and dissertation is discussed between the student and the Post-licensure Academic Advisor. The plan of study will be reviewed each year at the student's annual review with the faculty advisor and the Director of Graduate Programs. Any revisions to the plan of study must be approved by the Post-licensure Academic Advisor as well as the student's faculty advisor.

BSN-PhD Program Degree Requirements
The BSN-PhD program consists of 75 credit hours to include 51 credit hours of core, research practica, and statistics courses, 9 credit hours of elective courses (graduate level), and 15 credit hours of dissertation. The program is a part time program with courses plotted out over a 4 year plan of study. All students must complete a dissertation comprised of original research. Required coursework is usually completed within three years, followed by the preliminary exam/dissertation proposal defense at which time the student is admitted to candidacy. The student completes one to two years of dissertation work followed by the dissertation defense for graduation. Plan of study can be referenced in the Appendix section.

Post-master's PhD Degree Requirements
The post-master's PhD program consists of 63 credit hours to include 39 credit hours of core, research practica, and statistics courses, 9 credit hours of elective courses (graduate level), and 15 credit hours of dissertation. The program is a part time program with courses plotted out over a 4 year plan of study. All students must complete a dissertation comprised of original research. Required coursework is usually completed within three years, followed by the preliminary exam/dissertation proposal defense at which time the student is admitted to candidacy. The student completes one to two years of dissertation work followed by the dissertation defense for graduation. Plan of study can be referenced in the Appendix section.

PhD Student Benchmarks
Benchmarks are standards by which a student's performance and progress in the PhD program are judged. Students are to work closely with their faculty advisor to ensure they are meeting the benchmarks in a timely manner. Faculty advisors can use discretion when determining student benchmarks and progression. The benchmarks are intended to familiarize PhD students in the areas of expertise required of nursing scholars. Therefore, the benchmarks will be developed in the following three areas: education, research, and service. Student progression on benchmarks will be reviewed during the student's annual review each spring semester. Please see PhD Student Annual Evaluation document at this link
https://nursing.illinoisstate.edu/doctoral/advising/ to view the yearly benchmarks for the PhD program.

NUR 526 and NUR 500 Academic Credit to Workload Ratio
NUR 526, Research in Residency is a 3-hour course that can be taken for variable credit in multiple semesters. Most students will take 1 academic credit hour of NUR 526 per semester for 3 consecutive academic semesters. The Research in Residency course may include activities such as developing a review of the literature, participating in various aspects of a research study, or working on a manuscript for publication. Students must contact their faculty advisor in advance of enrolling in NUR 526 to discuss appropriate terms for enrollment as well as course objectives for each term enrolled.

NUR 500, Independent Study is variable credit as well. This is a course in which the faculty and student develop course objectives specifically to meet the needs of the students' program of study.

One academic credit hour is equal to a minimum of 45 hours of work/contact time. The contact time may vary based on the requirements needed to meet the specific course objectives.

Graduate Statistics Requirement

Master's level statistics preparation is an expectation of incoming post-master's PhD students. Students who have completed a graduate level statistics course within one year of starting the post-master's PhD program have met the statistics requirement. Students who have not completed a graduate level statistics course within one year of starting the program may either take a statistics proficiency exam to demonstrate adequate statistics knowledge, or enroll in a graduate level statistics course, NUR 409 Understanding Statistics or equivalent, the first summer session of the post-master's PhD program.

The proficiency exam covers content from the master's level statistics course such as descriptive statistics, probability, normal distribution, hypothesis testing, correlation, regression, and one-way analysis of variance (ANOVA).

Students who obtain above 80% on the proficiency exam will have demonstrated proficiency and will have met the graduate level statistics requirement allowing enrollment in NUR 540 to begin the first of three courses in the PhD statistics course sequence. Students who obtain below 80% on the proficiency exam will take NUR 409 or an equivalent course the first summer session of the post-master's PhD program.

The proficiency exam will be scheduled with the Post-Licensure Programs Advisor. The exam will be emailed to the student, completed, and then returned within the designated 2-hour window of time scheduled with the Post-licensure Programs Advisor. The proficiency exam must be completed within one year prior to the first summer of enrollment in the post-master's PhD program. This timeline is to ensure that the student can enroll in the graduate level statistics course in the first summer of the program if completion of the proficiency exam is below 80%. The student may only take the proficiency exam one time to show proficiency. Students who wish to take the exam may schedule a time to do so by emailing the Post-licensure Programs Advisor.

> **MCN's Graduate Statistics Course Description**
> NUR 409: Understanding Statistics
> Introduction to basic concepts, issues, and procedures related to descriptive and inferential statistics.

Research Colloquium

Students are expected to attend a minimum of three seminars each semester, excluding summer term, until all PhD coursework has been successfully completed and they are ready to begin development of their dissertation proposal. Upon completion of coursework, students should continue to register for colloquium, although required minimum attendance is waived. Topics include presentations of original research, peer review of grants, PhD student life, and other research or program related topics.

Candidacy

Students are admitted to candidacy for the doctoral degree when they have:

- Completed or near completed course work as evidenced on a plan of study form;
- Successfully completed the combination preliminary examination and dissertation proposal defense.

Documentation of completion of candidacy requirements:

- Successful completion of the combination preliminary examination and dissertation proposal defense – confirmed by committee signatures on the ISU Proposal Approval Form for Research Leading to a Doctoral Dissertation and submitted to the ISU Graduate School. Steps for completion of degree and a

timeline for completing requirements, can be found at https://grad.illinoisstate.edu/students/thesis-dissertation/deadlines/

Dissertation

Purpose

All students are expected to design, conduct, and disseminate original research with the guidance of an experienced researcher and a committee with topical, method, and/or content expertise. Successful completion of the dissertation is the culmination of course work, residency, and other related learning opportunities. Conferring of the Doctor of Philosophy degree depends on the completion of a high-quality dissertation and defense of the dissertation. Students can find the Illinois State University Graduate School guidelines for writing and defending the dissertation on the Graduate School website. Students should also utilize the Dissertation Guidelines document located in the Advising tab and Forms section of the program page: https://nursing.illinoisstate.edu/doctoral/advising/

Dissertation Hours

Students may enroll in dissertation hours in the semester in which they will be preparing for the preliminary examination and dissertation defense.   Students must complete a minimum of 15 hours of NUR 599 Dissertation.

Committee Selection

Ideally, students are matched with a faculty advisor upon admission to the program, and that faculty advisor will serve as the student's dissertation advisor and chair of the dissertation committee. The Associate Dean for Research and Graduate Studies determines the appropriate dissertation advisor/chair based on the student's research interest. Initial discussion of committee selection will occur during the annual review following completion of the first 18 semester hours of course work. At this time, the faculty advisor and student will define the dissertation topic, propose preliminary research questions, and determine potential candidates to serve on the dissertation committee.

The dissertation committee is comprised of at least four members. The student will work with the dissertation advisor/chair to select a minimum of three members of graduate faculty in MCN to serve on the committee (including the committee chair). The chair must have full graduate faculty status and majority of the committee must have full faculty status and be full members of the MCN graduate faculty. All committee members must have a terminal degree or equivalent and sufficient expertise to warrant their inclusion on the committee. Students may invite qualified individuals to serve on the committee, such as faculty members from other disciplines, researchers in the private and public sectors, and faculty from other institutions. Qualified faculty will have expertise in methods, topical area, target population, or another aspect of the student's dissertation topic. At least one of the committee members must have expertise in dissertation design and methods. Proposed committee members who are not members of the ISU graduate faculty must submit a current CV and be approved by the Graduate School.

Selection of dissertation committee members should be completed by the student's second year of course work. Students must complete a Request for Appointment of Dissertation Committee form and secure signatures from their faculty advisor and the Associate Dean for Research and Graduate Studies. If a student wishes to change their committee, they must complete the Request to Change Dissertation Committee form and submit to their faculty advisor, the Associate Dean for Research and Graduate Studies, and the Office of Student Services.

Format and Elements of the Dissertation Proposal

Three-paper option or traditional dissertation – The student and their committee will determine the format of the final dissertation including the specific nature of the three manuscripts (for example, literature review, methods, and results manuscripts), authorship of those manuscripts and target journals.

The structure of the written dissertation proposal must be approved by the committee (for example, grant proposal, manuscript length paper, etc..)

Dissertation proposals typically contain a synthesis of the research literature, theoretical framework, design, and methods.

Development of the dissertation proposal and preparation for the combined preliminary examination and proposal defense is carried out by the student in consultation with the committee chair and members. The committee will outline expectations for reviewing drafts of the proposal including criteria for review, deadline, and roles (see the Dissertation Proposal Rubric located on the Advising tab under Forms).

The committee and student should be prepared to meet to discuss the proposal and plans for the combined preliminary examination and dissertation proposal defense.

The committee chair, in consultation with the committee members, will determine when the student is ready to defend the proposal.

Combined Preliminary Examination and Dissertation Proposal Defense
<u>Purpose</u>

The dissertation proposal is the guide for conducting dissertation research. The combined preliminary examination and dissertation proposal defense is designed so students may demonstrate that the proposal is sound and they are adequately prepared to engage in the dissertation research. The written proposal and oral defense of the proposal must convince the committee that the student is ready to proceed with the research.

<u>Elements of the Exam and Defense</u>

- Submission of a written dissertation proposal
- An oral presentation of the dissertation proposal
- Oral examination of the student's proposal and any related area that the committee views as relevant to the student's preparation for carrying out the dissertation research

<u>Scheduling and Organization</u>

Required MCN Forms

- Preliminary Exam and Dissertation Proposal Defense Registration
- Request for Appointment of Dissertation Committee
- Request for Dissertation Committee Exception (if member is not on ISU Graduate Faculty)

Approximately two months before the anticipated date for the combination preliminary exam and dissertation proposal defense, students submit the completed forms to the MCN Office of Student Services. All forms can be found on the MCN website, PhD program page, and under the Advising Tab.

The graduate faculty in MCN strongly recommend that the dissertation committee meet as a whole with the student at least twice prior to the combined preliminary examination and dissertation proposal defense.

- The first meeting should occur approximately at completion of 36 semester hours for the purpose of approving the dissertation topic, providing structured guidance on development of the dissertation proposal, and clarifying the role of each member of the committee.
- The second and subsequent meetings are used to provide guidance in the proposal development and to evaluate the student's readiness for the preliminary exam and proposal defense.

No less than ten business days prior to the preliminary exam and proposal defense, students must submit their written dissertation proposal to the committee. Please keep in mind that the committee will need a minimum of 10 business days to review the proposal. If the proposal is submitted during the summer or over university breaks for review, it is important to talk with the committee to determine adequate review time. The committee will review the written proposal and formulate questions for the oral preliminary exam and proposal defense. Please see the Dissertation Proposal Rubric for evaluation criteria.

All dissertation committee members are responsible for conducting a thorough review of the dissertation proposal and determining if the student is ready for the oral examination/defense. Committee member consensus should be confirmed by the dissertation chair. Preliminary exam/proposal defense dates should be adjusted to ensure the student is adequately prepared.

At the oral examination/defense students should be prepared to present their dissertation proposal in approximately 20 minutes and to make informed responses to questions, a constructive critique and discuss alternative approaches for conducting the research. Students can expect to be asked questions covering the dissertation proposal review rubric. The committee may also use this opportunity to ask other relevant questions pertaining to the dissertation topic area in general such as philosophical underpinnings of design and methods, policy or ethical issues in the field. Total time for the combined preliminary examination and dissertation proposal defense is about two hours. Topics covered should include:

- The purpose of the research
- How this research contributes to the field
- The design and methods for the study to be used for collecting and analyzing data, and when the student intends to conduct the research.

The preliminary examination and dissertation proposal defense is limited to members of the dissertation committee and the student.

Evaluation Results

The committee members will meet immediately after completion of the preliminary exam/defense to evaluate the student's performance. A simple majority of the committee is required on the evaluation outcome. The Dissertation Proposal Review Rubric may be used for the review and is available on the PhD Advising webpage under Forms.

The committee will immediately inform the student of the evaluation.

Evaluations will be one of the following:

- Pass: No additional work required to begin work on dissertation.
- Pass Conditional: The student will be asked to revise any area(s) of concern and submit the revision to the committee on a date to be determined by the committee. The student may also be asked to provide additional oral defense for the revisions.

- Fail: The student will be required to revise the proposal, schedule a new date for the submission of the dissertation proposal and sit for the preliminary exam/proposal defense. The Committee Chair will meet with the student to coordinate support for the student, which may include additional coursework, scheduled meetings with the student's advisor, etc. Students may repeat the proposal defense for a total of three attempts. Any student who fails to pass on the third attempt or declines the exam/defense is ineligible to progress in the program and will be dismissed from the program.
- Upon successful completion of the preliminary exam/defense, the student will complete the Proposal Approval Form (ISU Graduate School form).

Next Steps

If the student has opted for the 3-paper option, the committee will discuss the type of papers the student will write and suggested journals for submission of each. Authorship and author order on each of the papers will tentatively be decided as well.

Upon successful completion of the defense, the student is admitted to candidacy. The committee chair/faculty advisor will complete the Admission to Candidacy form and submit to the MCN Office of Student Services who will then submit to the ISU Graduate School.

Note that prior to the start of dissertation research, ISU requires that the Institutional Review Board (IRB) review all research with humans; research involving animals must be reviewed by the Institutional Animal Care and Use committee (IACUC); and the Institutional Biosafety Committee (IBC) must review research involving biohazards. Once these reviews are complete the committee chair submits the Proposal Approval Form to the MCN Office of Student Services and the ISU Graduate School. The IRB process can be very time consuming, so it is critical that students are aware of this and factor this into time to degree completion. https://research.illinoisstate.edu/ethics/human/irb/

Students who have had their dissertation proposal approved are expected to present their proposal at a scholarly venue such as NUR 530 Research Colloquium, ISU Graduate Symposium, or a professional conference.

Completing the Dissertation
Purpose

Conferring of the Doctor of Philosophy degree depends on successful completion of a high-quality dissertation and passing the oral defense of the dissertation. Students should read carefully the Illinois State University Graduate School guidelines for writing and defending the dissertation and follow university deadlines: https://grad.illinoisstate.edu/students/thesis-dissertation/.

Dissertation Options and Format

With approval of their dissertation committee, the student may choose either a traditional five (or more) chapter option or a three-paper option.

Guidelines for the three-paper option:
- Papers must be from the student's original dissertation research.
- One of the three papers must be a complete report of the research process to include findings (databased paper).

- The other two papers may include, but are not limited to, a review of literature, concept analysis, methods or measurement issues, and policy analyses.
- Prior to graduation two out of the three papers must be submitted to a journal approved by the student's dissertation chair/committee. Proof of submission must be provided to the committee chair and the PhD Program Lead.
- Each paper, whether submitted for publication or not, must be a polished and complete draft.

Guidelines for the traditional dissertation option:

- Students choosing this option are still required to submit two manuscripts for publication as outlined by program benchmarks.
- The entirety of the dissertation must be a complete and polished manuscript.

Detailed information about dissertation organization may be found in the *Guide for Writers of Doctoral Dissertations*, available on the ISU Graduate School website. Specific formatting information is also available on the ISU Graduate School web site at: https://grad.illinoisstate.edu/students/thesis-dissertation/

Copyright and Permissions on Dissertations - The student must obtain written permission, when required, from a copyright holder to include borrowed material in their dissertation. ISU has a designated copyright agent and students at Illinois State University should contact the designated copyright office to determine whether a consultation and/or permissions letters will be required before the Right to Defend deadline. https://library.illinoisstate.edu/services/copyright/

Evaluation of the Dissertation

- The committee will agree on the criteria for evaluating the dissertation well in advance of the oral defense using the Dissertation Review Rubric and communicate these criteria to the candidate.
- The student will work primarily with their dissertation chair to carry out the research and prepare drafts of the completed dissertation for review by the committee. Committee members should be given a minimum of ten business days to review each paper. If papers are submitted during the summer or over university breaks for review, it is important to talk with the committee to determine adequate review time.
- All dissertation committee members are responsible for conducting a thorough review of the dissertation papers and determining if the student is ready for the oral defense. Committee member consensus should be confirmed by the dissertation chair. The preponderance of evidence for evaluation will be the student's written dissertation.
- The graduate faculty in MCN strongly recommend that the entire dissertation committee meet with the student at least once prior to the dissertation defense. The purpose of this meeting is to provide an initial evaluation of the dissertation and recommend revisions. We recommend this meeting occur not less than four weeks from the anticipated defense date.

The faculty agree that the dissertation is the ultimate scholarly product and characterizes the Doctor of Philosophy (AAUP, 2005). As such, it requires considerable attention by the dissertation committee and student to ensure that it meets or exceeds minimum standards. The Dissertation Evaluation Rubric located on the PhD

Advising webpage under Forms outlines the required elements of the dissertation and the level of competency required for approval by the dissertation committee. The rubric may be used to review each paper in the three-paper option or the traditional dissertation.

<u>The Dissertation Defense</u>

<u>Purpose</u>

The oral defense of the dissertation provides the candidate and committee members with an opportunity to discuss the dissertation research, clarify issues, and validate the research.

<u>Scheduling and Organization</u>

The chair in collaboration with the committee is responsible for determining the student's readiness to defend the dissertation, determining deadlines for dissertation drafts, and setting the date for the oral defense.

The dissertation must be tentatively accepted by the dissertation examiner of the Graduate School before the submission of the final examination document. The examiner will check the dissertation to ensure that the dissertation is consistent with the selected dissertation style and the Guide for Writers of Doctoral Dissertations, published by the Graduate School. The student will follow the university procedure for submission of the dissertation. https://grad.illinoisstate.edu/students/thesis-dissertation/ .

The Graduate School issues the Right to Defend.

Ten business days prior to the defense, the chair of the dissertation committee will notify the MCN Post-licensure Academic Advisor, the ISU Graduate School, and the Assistant to the Associate Dean of Academics of the candidates' name, tentative title of the dissertation, committee members, date, time, and location, of the scheduled defense. An attached electronic pdf copy of the candidates' dissertation should be included in the announcement.

Room reservation for the dissertation defense is arranged by the Assistant to the Associate Dean of Academics.

The Graduate School will notify the University community of the public presentation.

The candidate must upload a draft of the dissertation to ProQuest prior to the defense.

<u>Preparation for and Conduct of the Oral Dissertation Defense</u>

The defense of the dissertation is open to the academic community of the University. Subject to reasonable expectations of the chair of the candidate's committee, visitors may participate in discussion relevant to the topic of the dissertation. Only members of the candidate's committee will vote and make a final recommendation on the acceptance of the dissertation. The chair will also organize formal questions submitted from committee members to allow for a cohesive review of the dissertation.

The dissertation chair is responsible for conducting the defense in a constructive manner that will assist the student to integrate critique of the dissertation.

The candidate should consult the chair in advance about what to expect in the course of the oral defense.

The candidate is required to make an opening presentation of 20-30 minutes that covers the essential elements of the dissertation. Candidates are encouraged to prepare the presentation in collaboration with their dissertation chair and practice beforehand.

Candidates are urged to talk to the committee chair and to other faculty in their field about how questions from the audience can be addressed.

Candidates may also choose to prepare by attending a few oral defenses in their own or related fields.

The dissertation chair will lead any discussion tactfully while keeping the oral defense on track. The dissertation committee will first ask questions of the PhD candidate. The audience is then allowed to ask questions. While no time limit is set for an oral defense, the average defense takes about two hours.

Evaluation of the Dissertation Defense

Immediately following the defense, the committee will meet to evaluate the candidate's performance.

A Graduate School designee and any other members of the MCN Graduate faculty may attend the committee's deliberations.

Upon completion of deliberation, the committee will meet with the student immediately to provide feedback and any recommendations for revisions.

Evaluation results will be either Pass or Fail.

Candidates have a total of two opportunities to defend their dissertation.

Any candidate who fails to pass on the second attempt or who declines to repeat the defense is ineligible to graduate and will be academically dismissed from the program.

Next Steps

If the result of the evaluation is Pass, the student will then request signatures from committee members to complete the Outcome of Dissertation Defense form located at: https://grad.illinoisstate.edu/students/forms/. The signed form must be submitted to the MCN Office of Student Services who will make a copy for the student and their file and send the original to the University Graduate School.

Following a successful defense, the student must file the final dissertation in ProQuest as directed on the Graduate School website: https://grad.illinoisstate.edu/students/forms/

To be eligible for degree completion, a candidate must deposit the dissertation by the deadlines published on the Graduate School website. Dissertations filed after posted deadlines will be credited toward degree completion the following semester.

Embargos of 6 months, 1 year, or 2 years are available without Graduate School review. When an embargo is granted, the title, abstract, author and program information will be accessible during the restriction period. The embargo periods for ProQuest and ISUReD should be identical lengths of time. While embargoes are not intended to be permanent, renewals of the original embargo may be considered by the Graduate School. Embargoes longer than 2 years are atypical and require review by the Director of the Graduate School and the Milner Library Copyright Officer. Renewals of embargoes should be submitted to the Graduate School within 1

month of the expiration of the current embargo. Reasons embargoes are needed for longer than 2 years are provided in the catalog.

Student Advisement Responsibilities

The student bears substantial responsibility to assure that advisement occurs in a timely and appropriate manner. The student is responsible for:

1. Communicating regularly with faculty advisor(s) regarding progress, plans, goals and any potential problems.
2. Initiating contact with faculty advisor.
3. Being aware of MCN policies and requirements.
4. Following the plan of study and goals as agreed upon with the Post-licensure Academic Advisor and faculty advisor.
5. Participating in the annual review.
6. Reporting any problems that might delay the completion of coursework, or dissertation research progress.
7. Requesting and completing all appropriate documents consistent with the completion of the doctoral degree.
8. Participating in the selection of committee members for the dissertation.

Forms and Documentation Associated with PhD Program

All forms that must be used by the PhD student at various time during their programs are located at the PhD program website, under the Advising tab, and then linked under Forms: http://nursing.illinoisstate.edu/doctoral/advising/ Some additional forms related to Dissertation process can be found at the Graduate School website: https://grad.illinoisstate.edu/students/thesis-dissertation/plan/ Please reference and take note of their location.

Annual Review

All students will undergo an annual review of their progress with their faculty advisors and the PhD Program Lead and/or Associate Dean for Research and Graduate Studies each spring semester enrolled in the PhD program. The annual review is designed for the student to update their advisors on their course and dissertation progress. The review also allows for problem solving, should that be necessary. Reviews are discussions designed to ensure the success of students in the program.

Requirements

Students will submit a portfolio electronically to the faculty advisors at least 10 business days prior to the scheduled review that, at a minimum, will include:

- Updated curriculum vitae.
- Current copy of the plan of study form.
- PhD Student Annual Evaluation document which consists of Benchmarks, Review of Progress, and Annual Evaluation Report to outline progress toward meeting the program requirements and benchmarks for the coming 12 months. In this document, students should indicate which benchmarks were exceeded, met and unmet. Students should also provide a brief explanation if benchmarks were not met. Note the following on the PhD Student Annual Evaluation document:

- Manuscripts in development, submitted for publication, accepted for publication and published.
- Grants applied for and/or awarded.
- Update on progress of literature review table. Students will use reference management software to electronically keep track of their articles. Each article citation will be accompanied by a summary.

Scheduling

Portfolios are due electronically to faculty advisor 10 business days prior to the scheduled review. PhD Program Lead/Associate Dean for Research and Graduate Studies must have the portfolio to review at least 3-5 days prior the review. The faculty advisor, PhD Program Lead/Associate Dean for Research and Graduate Studies and the student will meet in the spring semester of each academic year.

Evaluation

The PhD Program Lead, the faculty advisor, and the student will meet to discuss the student's progress and make recommendations. During the evaluation, the PhD Program Lead will prepare the Annual Evaluation Report portion of the review form, signatures from each will be added to the form and a copy of this report is given to the student and a copy becomes a part of the student's academic record.

If the student disagrees with any aspect of the evaluation, the student may request, in writing, that the evaluation be reviewed by the Associate Dean for Research and Graduate Studies. The Associate Dean for Research and Graduate Studies will report the outcome to the student. Students are to follow MCN's Student Grievance Policy if a resolution cannot be achieved.

Evaluation results will be one of the following:

- *Satisfactory progress*: no additional work is required.
- *Satisfactory progress, however, a revised plan of study is required*: If this occurs, the student, in collaboration with the faculty advisor, will be required to formulate a new plan of study and submit to Mennonite College of Nursing Office of Student Services. A copy of the revised plan of study will be sent to the PhD Program Lead.
- *Unsatisfactory progress, a revised of plan of study and other requirements*: If this occurs, the student, in collaboration with the faculty advisor, will be required to formulate a plan for remediation. Progress will be re-evaluated within 6 months and an Annual Evaluation Report form will be prepared by the PhD Program Lead.

Records

The PhD Student Annual Evaluation document and current plan of study will be filed with OSS. In addition, students should keep copies of all documents.

Policy on Progression

This policy specifies the requirements for progression in the PhD program. Students are encouraged to work closely with their academic and faculty advisors to ensure steady progress through these requirements.

Continuous Registration

The ISU policy on continuous registration will be followed. Once a student is admitted to candidacy, they are required to maintain continuous registration until the submission of all final deposit materials to the Graduate School. Students must request a leave of absence from the college if circumstances prohibit continuing registration. If students anticipate that continuous registration is not possible, students are advised to talk with the Post-Licensure Program Academic Advisor and the Associate Dean for Research and Graduate Studies to ensure adherence to university policies.

The requirement for continuous registration may be fulfilled by maintaining registration in 1 hour of 599 each semester through the semester of degree completion. (Students registering for less than 9 credit hours in fall or spring, or less than 6 credit hours in summer, will not have the insurance fee automatically assessed. (See the Health Insurance website for further information.) The requirement for continuous registration does not apply during a summer term unless the student is proposing, defending, or graduating in that term. Registration for 599 may be in absentia. If circumstances prohibit continuous registration a student must request a leave of absence from the University. Any student interrupting registration without obtaining a leave of absence, upon re-enrollment and/or reinstatement, must pay tuition and fees for one credit hour of 599, at the current tuition and fee rates, for each of the delinquent semesters. Any student requesting reinstatement in a degree program after a lapse of one calendar year must complete an application for readmission to the program. Continuous registration for an upcoming term may be waived if all materials are submitted to the Graduate School by the Friday before the next semester starts. Consult with the Graduate School for more information.

Time Limitations

Students are required to complete the degree by the end of eight calendar years, starting from the initial registration date as a PhD student. To apply for extension of time to complete the program, the student must meet with their faculty advisor to develop a plan and then submit the ISU Request to Extend Time to Complete Graduate Masters/Doctoral Degree Program Form: https://grad.illinoisstate.edu/students/forms/

Collegiate Expectations

Students enrolled in the PhD program are expected to participate in events within the college and university that contribute to professional and academic development.

Transfer of Coursework

Upon recommendation of the College and with the approval of the Graduate School, students may transfer up to 40% of the required program coursework, not including comprehensive exams and dissertation hours, toward the completion of the doctoral degree. The transferred coursework must be graduate level, with a grade of B or higher (or equivalent as verified on the transcript) and may or may not have been used toward another graduate level degree. The coursework being considered for transfer will be reviewed on an individual basis with final approval from the department/school. Credits more than 8 years old at the time of first registration into a degree program are not transferable from other institutions. Under special circumstances, the Graduate School may allow a student to present a larger number of credits if recommended by the College.

A student who plans to take work elsewhere should obtain prior approval from the College indicating that the course or courses are appropriate to the student's curriculum at Illinois State University. In addition, a college evaluation of all courses presented is necessary prior to consideration by the Graduate School. If the College approves the transfer of credits, the student requesting credit is required to submit the official transcript for the course work to the College. Following receipt of the official transcript, the College will request by email to Registrar staff to have electronic record updated with transfer work and MCN course equivalents. These credits will be noted on the student's degree audit at time of graduation.

If a change in faculty advisor is necessary, the student and faculty advisor should first discuss this matter. A change in faculty advisor may be warranted if the student changes the focus of his/her dissertation through the course of doctoral study. Students must complete a [Change of Advisor form](#) and secure signatures from both current and new faculty advisors and the Associate Dean for Research and Graduate Programs before submitting the forms to the Office of Student Services.

Chapter 9: Certificate Programs

Family Nurse Practitioner Post Master's Certificate

Overview and Course Requirements

The post-master's family nurse practitioner (FNP) certificate option is for individuals who already hold a master's degree in nursing and wish to become licensed and practice as family nurse practitioners. All students are required to complete 26 credit hours to meet certificate requirements. Those 26 credit hours will include the following courses: NUR 431, NUR 471, NUR 473, NUR 475, and NUR 477. These courses are taught on campus, face to face format. Students may be required to complete additional coursework to meet the requirements of the certificate. The plan of study for each post-master's FNP certificate admit is determined following an assessment of the applicant's prior graduate nursing education. This certificate is typically completed in 2 years.

Clinical Hours and Preceptors

Clinical Information:

Students in the post-master's FNP certificate will complete 660 clinical hours as follows:

> NUR 471 Family Nurse Practitioner I – 120 clinical hours with the focus on pediatrics
> NUR 473 Family Nurse Practitioner II – 120 clinical hours with the focus on women's health
> NUR 475 Family Nurse Practitioner III – 180 clinical hours with the focus on adult and geriatric health
> NUR 477 Family Nurse Practitioner IV – 240 clinical hours with focus on general practice

These courses are to be taken in this sequential order and in consecutive academic terms. Thus, the student will take 471 in spring semester, 473 in summer session, 475 in fall semester, and 477 in the spring semester. Family Nurse Practitioner IV (477) is the synthesis course in which the student applies what has been learned in all the other clinical courses.

When a student does not enroll, due to health or personal reasons, in 471 in the spring semester after completing 431 in the fall semester, the student will be required to demonstrate proficiency in history-taking, physical examination, and documentation skills prior to being allowed to begin the 471 course in a subsequent term. This proficiency will be coordinated by the FNP Program Lead in consultation with the 431 course instructor. Inability to demonstrate such proficiency will result in development of a plan for acquisition of such skills prior to approval to enroll in the requested clinical course. Lack of sequential course completion among any of the other clinical courses will be reviewed by the FNP Program Lead and appropriate plans for meeting course objectives developed in consultation with course instructor.

Preceptor Information:

Students in the post-master's FNP certificate who reside in the Bloomington/Normal region (including Decatur, Springfield, Peoria, Champaign/Urbana) will have their preceptor chosen for them for each clinical course. If a student wishes to choose their own preceptor, they should notify the FNP Lead at minimum one full semester prior to that clinical course. Students who reside outside of the Bloomington/Normal region will be required to select and secure their own clinical preceptor for each clinical course. When choosing your own preceptor, it is strongly encouraged that you do so as early as possible. Refer to the process for securing a preceptor in Chapter 2 of this document.

Preceptors for the post-master's FNP certificate are required to:

- Be nationally certified in an area of advanced practice nursing appropriate to the goals of the graduate nursing program or be a board eligible/certified physician in an area appropriate to the focus of the student's area of study;
- Hold current licensure for the practice of medicine or advanced practice nursing in the State of Illinois;
- Possess at least two years of clinical experience following professional education as an advanced practice nurse or physician;
- Demonstrate a sincere interest in teaching and mentoring graduate nursing students enrolled in the clinical practica;
- Be able to allocate sufficient time and space resources to effectively fulfill the role; and
- Show willingness to collaborate with the graduate nursing faculty and graduate nursing students in planning and evaluating clinical practicum experiences.

Certification
Upon successful completion of the post-master's FNP certificate requirements, students are eligible to take the national certification examination for Family Nurse Practitioners offered through the American Nurses Credentialing Center (ANCC) and the American Association of Nurse Practitioners (AANP).

Psychiatric Mental Health Nurse Practitioner Post Master's Certificate

Overview and Course Requirements
The post-master's psychiatric mental health nurse practitioner (PMHNP) certificate is for licensed and certified family nurse practitioners and other APRN's who have completed the following courses to cover the lifespan: advanced health assessment, advanced pathophysiology, and advanced pharmacotherapeutics, who wish to become certified as psychiatric mental health nurse practitioners. This certificate is taught fully online and asynchronously.

Coursework focuses on population health and treatment of common psychiatric disorders across the lifespan and is determined for each student following an assessment of the applicant's previously completed graduate nursing courses.

All students in the PMHNP certificate are required to complete 5 courses for a total of 24 credit hours. Courses are completed in the sequence of the prescribed plan of study over 2 years. Lack of sequential course completion among clinical courses will be reviewed by the PMHNP faculty and appropriate plans for meeting course objectives developed in consultation with course instructor.

Licensure

Students completing the PMHNP certificate must provide evidence of an unencumbered APRN license in the state in which they will perform clinical and national certification as an FNP.

Clinical Hours

Clinical Information:

Students in the PMHNP certificate will complete 540 clinical hours as follows:

NUR 422 Advanced Psychiatric Mental Health Nursing Practice I – 180 clinical hours with a primary emphasis on the evaluation and treatment of common psychopathological disorders in adults. Clinical sites that provide opportunity to deliver psychiatric care across the lifespan with primary focus on the evaluation and treatment of common psychiatric disorders in adults. Clinical sites may include community mental health center, federally qualified health center, psychiatry private practice, inpatient psychiatry unit, etc.

NUR 423 Advanced Psychiatric Mental Health Nursing Practice II – 180 clinical hours with primary emphasis on the evaluation and treatment of age-specific psychiatric disorders in the pediatric and older adult populations. Clinical sites that provide opportunity to deliver psychiatric care across the lifespan with primary focus on the evaluation and treatment of age-specific psychiatric disorders in the pediatric and older adult populations. Clinical sites may include community mental health center, federally qualified health center, psychiatry private practice, inpatient child/adolescent psychiatry unit, geriatric psychiatric facility, etc.

NUR 424 Advanced Psychiatric Mental Health Nursing Practice III – 180 clinical hours with primary emphasis on psychiatric care across the lifespan. Clinical sites that provide opportunity to deliver psychiatric care across the lifespan. Clinical sites may include community mental health center, federally qualified health center, psychiatry private practice, inpatient psychiatry unit, etc.

Again, these courses are to be taken in this sequential order and in consecutive academic terms as outlined on the plan of study.

Banking Clinical Hours in PMHNP Certificate Program

Due to the lack of clinical preceptors to retirement, organizational restrictions, overall shortage of Psychiatric providers, and a shorter final semester in the PMHNP certificate program (12 week summer compared to 16 week fall and spring semesters), students may bank hours from a prior semester using the following criteria:

1. The student can accrue and bank no more than 16 additional hours and must log them as   with the current clinical required hours.
2. The additional hours must be completed during the semester in which the student is currently enrolled.
3. The student must have completed 360 clinical hours to advance to NUR 424.
4. The PMHNP program lead will track the students' hours.

Preceptor Information

MCN can assist with preceptor placement in the central Illinois region for the PMHNP certificate if the student does not identify their own preceptor. MCN will not pre-arrange preceptors outside of central Illinois. Students living outside of central Illinois or students wishing to choose their own preceptor, must discuss this early with the PMHNP Lead. Both inpatient and outpatient behavioral health settings are appropriate for clinical sites. MCN strongly encourages students to begin planning who they may utilize as a preceptor for each semester

once accepted into the certificate program to allow adequate time for an affiliation agreement to be established. Due to the specialized nature of psychiatric providers, immediate attention to securing a preceptor and affiliation agreement is essential. Please note that many sites are now requiring requests be submitted to the preceptorship coordinator. Refer to the process for securing a preceptor in Chapter 2 of this document.

The primary preceptor must be a Nurse Practitioner or a MD certified in psychiatry (PMNHP or Psychiatrist). Students will complete most of their clinical hours with their primary preceptor, and they may complete a portion of their clinical hours with another mental health professional (ie. LCSW, LCPC, PsyD, etc.). Clinical experiences may not occur in student's specific place of employment.

Preceptors for the post-master's PMHNP certificate are required to:

- Be nationally certified in an area of advanced practice nursing appropriate to the goals of the graduate nursing program or be a board eligible/certified physician in an area appropriate to the focus of the student's area of study.
- Hold current licensure for the practice of medicine or advanced practice nursing in the State of Illinois or in the state in which the student is completing clinical requirements;
- Possess at least one year of clinical experience following professional education as an advanced practice nurse or physician;
- Demonstrate a sincere interest in teaching and mentoring graduate nursing students enrolled in the clinical practica;
- Be able to allocate sufficient time and space resources to effectively fulfill the role;
- Show willingness to collaborate with the graduate nursing faculty and graduate nursing students in planning and evaluating clinical practicum experiences

Certification
Students who successfully complete the PMHNP certificate requirements are eligible to take the national certification examination for Psychiatric-Mental Health Nurse Practitioners (Across the Lifespan) offered through ANCC.

School Nurse Graduate Certificate

Overview and Course Requirements
The School Nurse Graduate Certificate program provides education that will lead to increased confidence and competence as a school nurse and leader in schools. This certificate program will address professionalism, extend your knowledge, and expand your thinking about the profession. Successful completion of this program and achievement of a passing score on the School Nurse Content Exam, leads to entitlement through the Teacher Education Center at Illinois State University. The Teacher Education Center notifies Illinois State Board of Education of entitlement, and the candidate may then apply for the Professional Educator's License. This certificate program has been approved by the Illinois State Board of Education.

The SNGC is taught fully online with optional (recorded), synchronous class sessions. Students complete a total of 10 credit hours through two sequential theory courses, NUR 416 and NUR 417, during the summer term followed by one theory/clinical course, NUR 418, in the fall term. Students will accrue 300 clinical hours in NUR 418. These courses must be completed sequentially as noted on the plan of study.

Licensure
Students completing the SNGC must provide evidence of an unencumbered RN license in the state of Illinois.

Clinical Information:

Students in the SNGC will complete 300 clinical hours as follows:

> NUR 418 Practicum in School Nursing – 300 clinical hours with focus on the application of educational learning, child development, population health, and health promotion in the school setting. School assessment, program development and outcomes-based evaluation will be used. Clinical hours will be accrued in the school where the student is employed as a school nurse.

Preceptor Information:

Students in the SNGC secure their own preceptors for their clinical experience. Students must have secured their preceptor by May 1st prior to the start of the summer term in which they were admitted.

The Preceptor for the SNGC must meet the following requirements:

- BSN or MSN prepared nurse;
- have their PEL-CSN;
- at least two full school years of full-time experience as a school nurse;
- at least one full school year of full-time experience with the current employer.

The PEL-CSN serving as preceptor is ideally in the student's district, however, out of district is a possibility. The preceptor is not directly overseeing but is providing ongoing mentoring, consultation, and support via email, text and/or phone.

Certification

Students completing the School Nurse Graduate Certificate and achieving a passing score on the School Nurse Content exam are eligible to apply for licensure.

The process for PEL-CSN is outlined by the Lauby Teacher Education Center and can be found at this link: https://education.illinoisstate.edu/teacher/licensures/#tabs-accord2. It is critical that students review the process upon admission to the SNGC and follow the steps as outlined in the link above.

Chapter 10: Graduation, Commencement, and Awards

Graduation and Commencement

Graduation and Commencement information at Illinois State University can be found on https://graduationservices.illinoisstate.edu

This website will answer your graduation and commencement ceremony questions. It is important to be aware of all graduation and commencement ceremony dates and deadlines pertinent to the term you plan to graduate. Students must apply for graduation very early in the term they are scheduled to complete degree requirements. All students, both degree and certificate students, must apply to graduate. All graduate program and certificate students are required to complete a degree audit and submit it to the Post-licensure Academic Advisor. The Advisor will email the degree audit for the semester prior to the anticipated graduation term for the student to complete and return. The Post-licensure Academic Advisor will then review and submit it to the Graduate

School. *Students completing a certificate are not eligible to participate in commencement ceremonies as the certificate is not a degree and only degrees are recognized at commencement.*

Students must also indicate on the application for graduation their intentions for participation in the commencement ceremony.

- Students completing degree requirements in May participate in the May commencement ceremony.
- Students completing degree requirements in August participate in the December commencement ceremony.
- Students completing degree requirements in December participate in the December commencement ceremony.

Graduation Awards

MSN

MSN graduates are eligible to apply for the Graduate Outstanding Achievement Award the semester they are scheduled to graduate. FNP graduates would apply in spring semester for May graduation and NLM graduates would apply in fall semester for December graduation. Only one student from each track may be selected for the award.

The recipient of this award is selected by the full-time graduate faculty of Mennonite College of Nursing. The award recipient is selected based on evidence of meeting the following criteria:

1) academic excellence and outstanding project work,
2) excellence in nursing practice,
3) effective leadership,
4) ability to collaborate in a caring manner with clients and team members to improve health outcomes, and
5) effective communication skills at a level appropriate for teaching-learning, public speaking and professional writing.

Students should submit an application for this award by providing the following:

1. Application letter addressed to the MCN Graduate Academic Advisor
2. Resume or Curriculum Vitae
3. Current cumulative GPA
4. One letter of recommendation from a faculty member in their program of study
5. A three-page double spaced paper that speaks to each of the five criteria listed above
6. Artifacts that exhibit the five criteria listed above

PhD

PhD graduates are eligible to apply for the PhD Dissertation Award the year of graduation. The award is presented at the December Commencement Ceremony. The award is designed to reward excellence and outstanding achievement. Up to two recipients will receive the PhD Dissertation Award each year. Eligible students include those who graduate with their PhD degree during the current calendar year (January 1-December 31).

The recipient of the PhD Dissertation Award will be selected based on the following criteria.

Demonstration of:

- Excellence in nursing scholarship.
- Completion of high-quality dissertation.
- Leadership.
- A commitment to the nursing profession.

An invitation will be emailed to students who are in their final year of the program and are slated to graduate that year with a deadline to submit the application. The applications are reviewed by graduate faculty serving on Graduate Program Curriculum Committee and votes are placed to determine the award recipient.

DNP

The Doctor of Nursing Practice (DNP) Excellence Award is designed to reward excellence and outstanding achievement. Up to two recipients will receive the DNP excellence award each year. Eligible students include those who graduate with their DNP degree during the current calendar year (January 1-December 31). The award is presented in December at the end of the semester.

The recipient of the Doctor of Nursing Practice (DNP) Excellence Award will be selected based on the following criteria.

Demonstration of:

- Excellence in nursing practice
- Completion of high-quality scholarly project
- Leadership
- A commitment to the nursing profession

The DNP Excellence Award will be selected by graduate faculty.

Students nominating themselves need to submit the following materials:
1. A letter of application (maximum 1 page)
2. A current Resume or Curriculum Vitae (CV)
3. Two letters of recommendation, one from a faculty member and one from a practice mentor
4. Artifacts that demonstrate the above criteria (such as elements from the portfolio).

Appendix

Plans of study

BSN-MSN: FNP – 2 year plan of study

PLAN OF STUDY

BSN to MSN – Family Nurse Practitioner

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

	Fall	Credit Hours	Spring	Credit Hours	Summer	Credit Hours
Year 1	NUR 401 Theoretical Foundations	3	NUR 407 Research	3	*NUR 473 FNP II (120 clinical hrs.)	3
	*NUR 431 Diagnostic Reasoning	3	*NUR 433 Pharmacotherapeutics	3		
	*NUR 437 Pathophysiology	3	*NUR 471 FNP I (120 clinical hrs.)	5	NUR 511 Health Policy	3

		Credit Hours		Credit Hours
Year 2	NUR 405 Epidemiology	3	*NUR 477 FNP IV (240 clinical hrs.)	6
	*NUR 475 FNP III (180 clinical hrs.)	7		

Total Credit Hours 44   **Total Clinical Hours** 640

*The FNP sequence is hybrid. The following courses are held on campus: NUR 431, NUR 433, NUR 437, NUR 471, NUR 473, NUR 475 and NUR 477

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Part Time

PLAN OF STUDY

BSN to MSN - Family Nurse Practitioner

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

	Fall	Credit Hours	Spring	Credit Hours	Summer	Credit Hours
Year 1	NUR 401 Theoretical Foundations	3	NUR 407 Research	3	NUR 511 Health Policy	3
	NUR 405 Epidemiology	3				

	Fall	Credit Hours	Spring	Credit Hours	Summer	Credit Hours
Year 2	NUR 431 Diagnostic Reasoning	3	NUR 433 Pharmacotherapeutics	3	NUR 473 FNP II (120 Clinical Hours)	5
	NUR 437 Pathophysiology	3	NUR 471 FNP I (120 Clinical Hours)	5		

	Fall	Credit Hours	Spring	Credit Hours
Year 3	NUR 475 FNP III (180 Clinical Hours)	7	NUR 477 FNP IV (240 Clinical Hours)	6

Total Credit Hours 44   **Total Clinical Hours** 640

PLAN OF STUDY

BSN to MSN - Nursing Leadership Management

ILLINOIS STATE
UNIVERSITY
Mennonite College of Nursing

	Fall	Credit Hours	Spring	Credit Hours	Summer	Credit Hours
Year 1	NUR 401 Theoretical Foundations of Nursing and Health Care	3	NUR 451 Finance	3	NUR 511 Health Policy	3
	NUR 405 Epidemiology	3	NUR 453 Organizational Behavior	3	NUR 509 Informatics	3

	Fall	Credit Hours	Spring	Credit Hours
Year 2	NUR 562 Leadership in Healthcare Systems	3	NUR 565 Changing Healthcare Systems: Quality	3
			NUR 407 Scientific Inquiry and Research	3
	NUR 425 Organizational Experience (120 clinical hrs.)	2	NUR 425 Organizational Experience (60 clinical hrs.)	1

	Fall	Credit Hours
Year 3	NUR 483 Leadership Synthesis Experience (180 clinical hrs.)	4

Total Credit Hours 34   **Total Clinical Hours** 360

Full-Time Plan of Study

BSN TO DNP – FAMILY NURSE PRACTITIONER

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1	NUR 401 Theoretical Foundations	3	NUR 407 Research	3	*NUR 473 FNP II (120 clinical hrs.)	5
	*NUR 431 Diagnostic Reasoning	3	*NUR 433 Pharmacotherapeutics	3		
	*NUR 437 Pathophysiology	3	*NUR 471 FNP I (120 clinical hrs.)	5	NUR 511 Health Policy	3
YEAR 2	NUR 405 Epidemiology	3	*NUR 477 FNP IV (240 clinical hrs.)	6	NUR 564 Evidence-Based Practice	3
	*NUR 475 FNP III (180 clinical hrs.)	7			NUR 409 Understanding Statistics	3
YEAR 3	NUR 562 Leadership in Healthcare Systems	3	NUR 451 Finance	3	NUR 509 Informatics	3
	NUR 535 Applied Data Management	3	NUR 565 Changing Healthcare Systems: Quality	3	NUR 539 Scholarly Project Design	1
YEAR 4	NUR 543 Scholarly Project I	2	NUR 545 Scholarly Project II	2	NUR 547 Scholarly Project III	2
	NUR 550 Clinical Residency I (120 clinical hrs.)	2	NUR 552 Clinical Residency II (120 clinical hrs.)	2	NUR 554 Clinical Residency III (120 clinical hrs.)	2

TOTAL CREDIT HOURS 78   **TOTAL CLINICAL HOURS** 1020

*The FNP sequence is hybrid. The following courses are held on campus: NUR 431, NUR 433, NUR 437, NUR 471, NUR 473, NUR 475 and NUR 477.

Part-Time Plan of Study

BSN TO DNP – FAMILY NURSE PRACTITIONER

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1	NUR 401 Theoretical Foundations	3	NUR 407 Research	3	NUR 511 Health Policy	3
	NUR 405 Epidemiology	3			NUR 509 Informatics	3
YEAR 2	*NUR 431 Diagnostic Reasoning	3	*NUR 433 Pharmacotherapeutics	3	*NUR 473 FNP II (120 clinical hrs.)	5
	*NUR 437 Pathophysiology	3	*NUR 471 FNP I (120 clinical hrs.)	5		
YEAR 3	*NUR 475 FNP III (180 clinical hrs.)	7	*NUR 477 FNP IV (240 clinical hrs.)	6	NUR 564 Evidence-Based Practice	3
					NUR 409 Understanding Statistics	3
YEAR 4	NUR 562 Leadership in Healthcare Systems	3	NUR 451 Finance	3	NUR 539 Scholarly Project Design	1
	NUR 535 Applied Data Management	3	NUR 565 Changing Healthcare Systems: Quality	3		
YEAR 5	NUR 543 Scholarly Project I	2	NUR 545 Scholarly Project II	2	NUR 547 Scholarly Project III	2
	NUR 550 Clinical Residency I (120 clinical hrs.)	2	NUR 552 Clinical Residency II (120 clinical hrs.)	2	NUR 554 Clinical Residency III (120 clinical hrs.)	2

TOTAL CREDIT HOURS 78   **TOTAL CLINICAL HOURS** 1020

*The FNP sequence is hybrid. The following courses are held on campus: NUR 431, NUR 433, NUR 437, NUR 471, NUR 473, NUR 475 and NUR 477.

Part-Time Plan of Study (4 years)

BSN TO DNP – NURSING LEADERSHIP & MANAGEMENT

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1	NUR 401 Theoretical Foundations	3	NUR 451 Finance	3	NUR 511 Health Policy	3
	NUR 405 Epidemiology	3	NUR 453 Organizational Behavior	3	NUR 509 Informatics	3
YEAR 2	NUR 562 Leadership in Healthcare Systems	3	NUR 565 Changing Healthcare Systems: Quality	3	NUR 564 Evidence-Based Practice	3
			NUR 407 Scientific Inquiry and Research	3		
	NUR 425 Organizational Experience (120 clinical hrs.)	2	NUR 425 Organizational Experience (60 clinical hrs.)	1	NUR 409 Understanding Statistics	3
YEAR 3	NUR 483 Leadership Synthesis Experience (180 clinical hrs.)	4	NUR 560 Advanced Nursing Practice Experience (280 clinical hrs., 140/credit hr.)	2	NUR 569 Advanced Finance	3
	NUR 535 Applied Data Management	3	NUR 563 Human Resource Management and Strategic Planning in Health	3	NUR 539 Scholarly Project Design	1
YEAR 4	NUR 543 Scholarly Project I	2	NUR 545 Scholarly Project II	2	NUR 547 Scholarly Project III	2
	NUR 550 Clinical Residency I (120 clinical hrs.)	2	NUR 552 Clinical Residency II (120 clinical hrs.)	2	NUR 554 Clinical Residency III (120 clinical hrs.)	2

TOTAL CREDIT HOURS 64 **TOTAL CLINICAL HOURS** 1000

Part-Time Plan of Study (5 years)

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

BSN TO DNP – NURSING LEADERSHIP & MANAGEMENT

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1	NUR 401 Theoretical Foundations	3	NUR 451 Finance	3	NUR 511 Health Policy	3
	NUR 405 Epidemiology	3	NUR 453 Organizational Behavior	3	NUR 509 Informatics	3
YEAR 2	NUR 562 Leadership in Healthcare Systems	3	NUR 565 Changing Healthcare Systems: Quality	3		
			NUR 407 Scientific Inquiry and Research	3		
	NUR 425 Organizational Experience (120 clinical hrs.)	2	NUR 425 Organizational Experience (60 clinical hrs.)	1		
YEAR 3	NUR 483 Leadership Synthesis Experience (180 clinical hrs.)	4	NUR 560 Advanced Nursing Practice Experience (280 clinical hrs., 140/credit hr.)	2	NUR 564 Evidence-Based Practice	3
					NUR 409 Understanding Statistics	3
YEAR 4	NUR 535 Applied Data Management	3	NUR 563 Human Resource Management and Strategic Planning in Health	3	NUR 569 Advanced Finance	3
					NUR 539 Scholarly Project Design	1
YEAR 5	NUR 543 Scholarly Project I	2	NUR 545 Scholarly Project II	2	NUR 547 Scholarly Project III	2
	NUR 550 Clinical Residency I (120 clinical hrs.)	2	NUR 552 Clinical Residency II (120 clinical hrs.)	2	NUR 554 Clinical Residency III (120 clinical hrs.)	2

TOTAL CREDIT HOURS 64   **TOTAL CLINICAL HOURS** 1000

Plan of Study
POST-MASTER'S DNP

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1					Master's level statistics course or placement exam, as needed	
					NUR 560 Advanced Nursing Practice Experience **	1-4
					NUR 564 Evidence-Based Practice	3
YEAR 2	NUR 535 Applied Data Management	3	NUR 451 Financial and Resource Management of Health Care Systems †	3	NUR 509 Introduction to Nursing Informatics †	3
	NUR 562 Leadership in Healthcare Systems †	3	NUR 565 Changing Health Care Systems: Quality Science and Outcomes Management †	3	NUR 511 Health Policy †	3
					NUR 539 Scholarly Project Design	1
YEAR 3	NUR 543 Scholarly Project I	2	NUR 545 Scholarly Project II	2	NUR 547 Scholarly Project III Capstone Course, with 554	2
	NUR 550 Clinical Residency I (120 clinical hrs. accrued)	2*	NUR 552 Clinical Residency II (120 clinical hrs. accrued)	2*	NUR 554 Clinical Residency III Capstone Course, with 547 (120 clinical hrs. accrued)	2*

TOTAL CREDIT HOURS 34   **TOTAL CLINICAL HOURS** 360, meeting a total of 1000 post-BSN clinical hours

* Academic credit hour to practice hours ratio varies based on the clinical course.

** 640 post-BSN faculty supervised practice hours required. Must be done before Scholarly Project.
  1 academic credit hour may equal up to 150 practice hours.

All applicants will be evaluated individually based on prior academic work as well as current experience. Their programs of study will be designed to achieve the educational objectives of the curriculum. The academic advisor will work with each student to develop an appropriate plan of study.

If students need 9 hours in a semester for full-time status, electives may be taken.

Plan of Study

BSN TO PHD

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1	**NUR 401 Theoretical Foundations	3	**NUR 407 Scientific Inquiry and Research	3	**NUR 511 Health Policy	3
	NUR 504 Scholarly Communication	3	NUR 503 Theoretical Basis of Nursing Research	3	**NUR 509 Introduction to Nursing Informatics	3
YEAR 2	NUR 526 Residency in Research	*1	NUR 526 Residency in Research	*1	NUR 526 Residency in Research	*1
	NUR 502 Introduction to Research Design	3	NUR 507 Qualitative Research Design	3	Elective	3
	Elective	3	NUR 506 Writing a Review of the Literature	3	NUR 409 Understanding Statistics	3
YEAR 3	NUR 523 Applied Research	1	NUR 523 Applied Research	1	NUR 523 Applied Research	1
	NUR 505 Quantitative Research Design	3	NUR 544 Measurement and Instrumentation in Research	3	NUR 515 Dissertation Proposal Design	3
	NUR 540 Univariate Statistics	3	NUR 541 Multivariate Statistics	3		
YEAR 4	Elective	3	NUR 599 Dissertation	6	NUR 599 Dissertation	6
	NUR 599 Dissertation	3				

TOTAL CREDIT HOURS 75

*Take 1-3 hours of NUR 526 Residency in Research for a total of 3; can be taken anytime in years 1-3.
**Can be taken by undergraduate students.

Plan of Study
POST-MASTER'S PHD

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1	NUR 526 Residency in Research	*1	NUR 526 Residency in Research	*1	NUR 526 Residency in Research	*1
	NUR 502 Introduction to Research Design	3	NUR 503 Theoretical Basis of Nursing Research	3	NUR 511 Health Policy	3
	NUR 504 Scholarly Communication	3	NUR 506 Writing A Review of the Literature	3		
YEAR 2	NUR 523 Applied Research	1	NUR 523 Applied Research	1	NUR 523 Applied Research	1
	Elective	3	NUR 507 Qualitative Research Design	3	Elective	3
	Elective	3				
YEAR 3	NUR 505 Quantitative Research Design	3	NUR 544 Measurement and Instrumentation in Research	3	NUR 515 Dissertation Proposal Design	3
	NUR 540 Univariate Statistics	3	NUR 541 Multivariate Statistics	3	NUR 599 Dissertation	3
YEAR 4	NUR 599 Dissertation	6	NUR 599 Dissertation	6		

TOTAL CREDIT HOURS 63

*Take 1-3 hours of NUR 526 Residency in Research for a total of 3; can be taken anytime in years 1-3.

Components of both BSN-PhD and Post-master's PhD

NUR 530 Research Colloquium: This course is to be enrolled in every fall and spring term until the student graduates from the PhD program. This course is 0 credit hours and does not generate tuition costs. Students are required to attend 3 sessions each semester until coursework is fully completed.

Electives: Students complete 9 credit hours of electives in the PhD program. Those courses are selected by the student in conjunction with their faculty advisor and should complement dissertation research topic. These courses can be taken through ISU or an external university. The courses can be taken in any semester that they are available at any point in the plan of study.

Preliminary Exam/Dissertation Proposal Defense: All students are required to complete a dissertation proposal defense to be awarded candidacy status. This takes place following or near completion of coursework.

NUR 599 Dissertation: Students complete a total of 15 credit hours of NUR 599. Students should have completed all coursework and passed dissertation proposal defense before enrolling in NUR 599 hours.

Post master's FNP certificate plan of study

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1	NUR 431 Diagnostic Reasoning	3	*NUR 433 Pharmacotherapeutics*	*3*	NUR 473 FNP II (120 clinical hours)	5
YEAR 1	*NUR 437 Pathophysiology*	*3*	NUR 471 FNP I (120 clinical hours)	5		
YEAR 2	NUR 475 FNP III (180 clinical hours)	7	NUR 477 FNP IV (240 clinical hours)	6		

At minimum, students in the post-master's FNP certificate will complete NUR 431, NUR 471, NUR 473, NUR 475, and NUR 477 for a total of 26 credit hours.

Upon admission to the post-master's FNP certificate, a plan of study will be developed for the student based on evaluation of coursework completed in MSN program. Some students may only need the courses listed above if all other FNP coursework was completed in the MSN program (ie. Theory, Epidemiology, Research, Advanced Pathophysiology, Advanced Pharmacotherapeutics). However, if any of these courses were not completed in the student's MSN program, they would be added to the post-master's FNP certificate plan of study.

Post master's PMHNP certificate plan of study

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1					NUR 420 Psychopharmacology	3
YEAR 2	NUR 421 Psychotherapeutics for Advanced Psychiatric Mental Health Nursing	3	NUR 423 Advanced Psychiatric Mental Health Nursing Practice II (180 clinical hours)	7	NUR 424 Advanced Psychiatric Mental Health Nursing Practice III (180 clinical hours)	4
	NUR 422 Advanced Psychiatric Mental Health Nursing Practice I (180 clinical hours)	7				

SNGC plan of study

	FALL	CREDIT HOURS	SPRING	CREDIT HOURS	SUMMER	CREDIT HOURS
YEAR 1					NUR 416 The School Nurse as Educator	4 hours
					NUR 417 Theoretical Foundations of School Health	3 hours
YEAR 2	NUR 418 Practicum in School Nursing (300 clinical hours)	3 hours				

Student Recommendation Request Form

ILLINOIS STATE UNIVERSITY
Mennonite College of Nursing

Instructions for Students:

☐ Email faculty/ staff member a request to complete a **Letter of Recommendation** on your behalf. Specify if the letter can be submitted on the standard Mennonite College of Nursing letterhead or if there is a specific form that must be completed. If the faculty/staff member agrees to send a letter on your behalf, please proceed to the next steps.

☐ Complete the FERPA Waiver - Letter of Recommendation form found at: https://registrar.illinoisstate.edu/downloads/FERPA-Release-LetterofRec.pdf and send to faculty/staff member.

☐ Provide the following information to the faculty/staff member who has agreed to write a letter on your behalf:
- *Student Name:*
- *Nursing Program (i.e. BSN-DNP: FNP, Post-master's DNP, etc…):*
- *Year in School/Expected Graduation Date:*
- *Today's Date (please allow 1 week minimum):*
- *Deadline date for the requested letter:*
- *How many copies of the letter are being requested?*
- *Position applying for:*
- *Name and address of company (if not specified, the letter will be addressed "To Whom It May Concern"):*
- *Is there any specific information you would like for the letter writer to know about you or this position (i.e. certain skills, proficiencies)?*
- *Are there clinical instructors that the letter writer can contact about your clinical experience?*
- *Does the position have a link or flyer? If so, please include it.*
- *Provide resume to the person providing your letter of recommendation.*

_____

Instructions for Faculty/ Staff:

☐ Forward the signed FERPA form to Ashley Turner at atturne@ilstu.edu to the MCN Office of Student Services. OSS will put a copy in the student's file and send the original FERPA form to the Registrar's Office.

☐ Upon receipt of the FERPA waiver complete the student's letter. Recommendations cannot be provided without a FERPA waiver completed.

Acknowledgement of Risk/External Experience for Credit

The undersigned acknowledges he/she is a student at Illinois State University ("ISU"), and wishes to participate in a pre-student teaching, student teaching, professional practice, clinical hours, internships, and/ or other external experiences (hereafter "clinical experiences"). In consideration of ISU's support of the internship, and credit to be earned because of my participation in clinical experiences, the undersigned understands and acknowledges the following:

1) The undersigned understands that the clinical experience may take place at a third-party site that may have health and safety standards different from those at ISU, and that undersigned may be subjected to potential risks such as illness or injury. These risks may arise from causes which are many and varied and may not be foreseeable.

2) The undersigned acknowledges and understands that the third-party site is not under the control of ISU and that ISU cannot ensure the appropriateness of the clinical experience site, and that ISU makes no assurances, expressed or implied, about the safety or suitability of the site.

3) The undersigned represents that he/she will either undertake a personal investigation of the site and/or will otherwise knowingly assume any risks associated with participating in a clinical experience at the site.

4) The undersigned will obtain and maintain health, accident, disability, hospitalization and/or travel insurance as he/she may deem necessary during the clinical experience and will be responsible for the costs of such insurance and for any expenses incurred that are not covered by insurance.

5) The undersigned acknowledges and agrees that ISU is not responsible for providing any automobile insurance coverage if he/she/they choose to use a personal vehicle for the benefit of the clinical experience site while performing this clinical experience. The undersigned also understands that he/she/they is fully responsible for any travel to and from the professional practice, and/or housing at the clinical experience site.

6) The undersigned acknowledges and agrees that the clinical site may make changes and/or have interruptions to the clinical experience and ISU will not be responsible for any damages, losses, interruption, or liability of the undersigned, that arise from circumstances beyond the control of ISU (including without limitation strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, business interruptions, disease, national or local emergency, government action or inaction, travel restrictions, loss or malfunctions of utilities, communications or computer (software and hardware) services. The undersigned agrees he/she/they takes full responsible for any such damages, losses, or liabilities.

I have read this acknowledgement of risk and fully understand its terms.

Name (Printed) _____ Date _____

Signature _____

REQUEST FOR VACCINATION (OR OTHER) EXEMPTION/ACCOMMODATION

Print Student Name: [_____]   Program: [_____]

Option 1

I would like to **REQUEST AN EXEMPTION OR ACCOMMODATION for the academic year, _____.**

- ➢ Please check the category of your exemption/accommodation request:

    ____ Medical
    ____ Religious
    ____ Other

- ➢ If requesting a religious exemption, please identify your sincerely held religious practice or belief and state how this accommodation enables you to participate in your religious practice or belief without fundamentally altering the educational requirement.
- ➢ I understand that each clinical site controls who can access the clinical site based on its rules and polices.
- ➢ I understand that I may not request a replacement site (option below) until my assigned clinical site renders a decision about my request for exemption/ accommodation.
- ➢ I understand that the external clinical site may require additional information that may include but is not limited to medical or other documentation for the exemption/ accommodation.
- ➢ I understand that the clinical site may require additional information/documentation to assess my request and this information is shared directly with the site.
- ➢ I understand that the site makes the sole determination of the process and/or decisions related to accommodations unless they have specifically requested that ISU make this determination (if this is the case; your form will be sent directly to Student Assess and Accommodations) and you will be required to provide documentation to that office.

Student Signature _____

Email Address: _____ Phone #: _____

Date _____

Office Use: Date sent to external site _____ Staff initials _____

Outcome of request & date received _____

_____

Date student notified _____   Staff initials _____

Option 2

request for exemption/accommodation by the site was denied. I am requesting a **REPLACEMENT SITE** with the understanding that the University may not be able to find a site for the designated semester. In addition, there may be replacement sites available in this course, causing a delay or lack of degree completion.

dent Signature _____   Date: _____

Office Use: Date sent to IEC _____   Staff initials _____

Outcome of request & date received _____

_____

Date student notified _____   Staff initials _____

Option 3

request for a replacement site was denied. I am choosing to pursue a reasonable accommodation through Student ess and Accommodation services (SAAS).

➢   I understand that students seeking a reasonable accommodation will need to work with a SAAS staff member to determine eligibility for services Becoming a Client | Student Access and Accommodation Services - Illinois State. I understand that my request will be reviewed based on guidelines set out that do not fundamentally alter the educational experience and that there may be no alternate clinical experiences available immediately.

Student Signature _____   Date: _____

Office Use:

Outcome of request & date received from student _____

_____

Date student notified Nursing _____   Staff initials _____

Option 4

request for a SAAS accommodation was denied. Please contact the Director of Admissions and Compliance, Melissa ody, at mkmoody@ilstu.edu for next steps.

dent Signature _____   Date: _____

ILLINOIS STATE
UNIVERSITY
Mennonite College of Nursing

Graduate Performance Improvement Plan (PIP)

Faculty Responsibilities
Complete pages 1 and 2 and send completed form to student. Refer to page 4 for additional information about form submission, distribution, and follow up.
Student Responsibilities
Read the entire document, ask for clarification as needed, sign form, then return to faculty member at identified time. If you received this report via email, schedule a follow-up appointment with faculty within one week.

This report is related to:

☐ **Course Progress**   ☐ **Clinical Progress**   ☐ **Clinical and Course Progress**

Does this report relate to a clinical suspension?   ☐Yes   ☐No

Student Name		**UID**	
Faculty/Staff Initiating Report			
Date of Report			
Course		**Exam grade/ Course grade**	
Date of student meeting		**Time of student meeting**	

SBAR
Situation/Background/Assessment

Required Action(s)

Recommended Action(s) (see page 3 for options)

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Can the issue be resolved?	☐ **Yes** ☐ **No** **If no, rationale:** ☐ **No further follow up required**
Faculty Input: **Including date/time for expected resolution. Consequences if required actions not completed (if applicable).**	
Student input and goals: **Specific** **Measurable** **Achievable** **Relevant** **Time Bound**	

This Performance Improvement Plan has been discussed with the student. My signature verifies that I am aware of the document's contents, and I understand that this report will be shared with the Associate Dean of Research and Graduate Studies and the Post-licensure Academic Advisor. A copy of this report will be included in my MCN student file. Electronic signatures accepted.

Print Name of Faculty Member	
Signature of Faculty Member	☐**Checking this box signifies approval of electronic signature**
Date Sent to Student	
Print Name of Student	
Signature of Student	☐**Checking this box signifies approval of electronic signature**
Date	

OUTCOME

Date of next meeting	
Date of resolution	
Student follow up within 2 weeks *Final date to meet goals* **(if applicable)**	
Additional notes:	

Optional resources/recommendations to include in Recommended Action section:

- **Prepare for class or discussion by reading text, readings, and websites; reviewing posted notes/lectures; completing assigned work prior to class; and reviewing notes after class.**
- **Find study group/partner with similar study styles.**
- **Engage with course – meet with faculty on a regular basis**
- **Participate in test reviews and/or meet with faculty to review tests.**
- **Meet with faculty to review test-taking strategies and/or discuss responsibilities for own learning.**
- **Develop a plan to post regularly in course forums.**
- **Develop a plan with preceptor and/or faculty member to meet clinical hours requirement.**
- **Work with faculty to schedule a clinical site visit with faculty, preceptor, and student.**
- **Seek outside services to appropriately handle the concerning behavior.**
- **Attend appropriate workshops offered by the Julia N. Visor Center (https://universitycollege.illinoisstate.edu/help/)**
- **Schedule appointment with Graduate School Writing Support (Anna Ortiz, https://grad.illinoisstate.edu/students/writing-support/)**
- **Consult with ISU/MCN librarian (Laura Killingsworth- lakill1@ilstu.edu)**
- **Meet with Associate Dean of Research and Graduate Studies to address course/clinical behaviors and/or course/clinical progression concerns (Mary Dyck, mjdyck@ilstu.edu)**
- **Meet with Post-licensure Academic Advisor (Kristen Anderson, kkande2@ilstu.edu) for the following:**
  - **To address plan of study, coaching through educational decisions/career options, personal problem solving**
  - **To help develop more effective time management skills**
  - **To discuss social/emotional support and additional campus supports**

<u>**SUBMISSION, DISTRIBUTION, and FOLLOW-UP**</u>

1. **The purpose of the Performance Improvement Plan is to assist students with a plan to improve overall course performance.**

2. **Faculty initiating the form will:**
   a. **Communicate concerns regarding student success to the Program Lead.**
   b. **Provide completed PIP FORM to the student.**
   c. **Electronic forms should be transmitted to the student via ISU email, giving careful consideration that the correct student is being sent this information.**
   d. **Submit the final electronic, scanned, or photocopy of the PIP to the Program Lead and copy the Associate Dean of Research and Graduate Studies <u>via ISU email</u>.**
   e. **If a student is nonresponsive to meeting with faculty to discuss PIP form after 1 week, write "student nonresponsive" in the student signature area.**

3. **Upon receipt, the Associate Dean of Research and Graduate Studies will review the PIP and it will be stored in**
Teams - PIP Team by Administrative Associate for the Undergraduate/Graduate Directors.
   a. **Access to the TEAMS site will be restricted to the following:**
      i. **Administrative Associate for the Undergraduate/Graduate Directors**
      ii. **Student Advisor**
      iii. **Associate Dean of Research and Graduate Studies**
      iv. **Associate Dean for Academics**
      v. **Associate Dean for Student Services**
      vi. **Dean**

4. **The Associate Dean of Research and Graduate Studies will prepare a monthly summary report of students who have received the PIP and submit it to the Associate Dean for Academics.**

5. **Monthly, the Associate Dean of Research and Graduate Studies will meet with the Program Leads and the Post-licensure Academic Advisor for the purpose of reviewing all active PIPs.**

6. **Annually in May, the Program Leads, Post-licensure Academic Advisor, and the Associate Dean of Research and Graduate Studies will analyze and evaluate aggregate PIP data. An annual summary report will be provided to the Graduate Program curriculum committee (GPCC).**

PRECEPTOR AGREEMENT FORM FOR ALL PROGRAMS

https://illinoisstate.kualibuild.com/app/64c94e5cdfef2d0110a10cec/run

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