



SAINT LOUIS UNIVERSITY

SCHOOL OF NURSING

Master of Science Nurse Practitioner Student Handbook

Post MSN Certificate Nurse Practitioner Student Handbook

Master of Science Clinical Nurse Leader Student Handbook

2017 - 2018

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SECTION I

OVERVIEW

This handbook has been developed to provide you with information that may be helpful while you are a student in the Master's Programs or Post-masters Certificate Program in Nursing at Saint Louis University. It represents the combined efforts of the Associate Dean of Graduate Nursing Education, faculty, and students in fostering a supportive, collegial environment at Saint Louis University School of Nursing and in making explicit the practices and procedures specific to the programs. A copy of this handbook is available as a PDF file at the Learning Online Website: <https://www.slu.edu/nursing/about/current-students/msn-np.php> .

Applicants to the Master's or to the Post MSN certificate in Nursing are admitted directly to Saint Louis University School of Nursing. Saint Louis University does *not* have a *Graduate School*. Admission is determined by the School of Nursing and communicated to Graduate Admissions and Graduate Education. Student graduation is determined by the School of Nursing and coordinated with Graduate Education. The School of Nursing conforms to the basic policies of the Graduate Education Catalog of the University (see <http://www.slu.edu/academics/graduate/information-for-current-students.php>) but may have higher standards than stated in the catalog. The Graduate Education Catalog leaves a number of options available to individual schools and programs. This handbook provides information that conforms to and/or supplements the policies of the Graduate Education Catalog of Saint Louis University. The handbook should be used in conjunction with the Graduate Education Catalog to answer policy and procedure questions regarding your course of study. If you have questions about the content of this handbook, contact your academic advisor or the Associate Dean of Graduate Nursing Education. Web links are current at the time of distribution of this handbook. Because of the dynamic nature of the Web, some links may no longer work. Contact the technology coordinator for guidance.

The handbook is subject to change/s and the student should review and use the most current handbook posted at <https://www.slu.edu/nursing/about/current-students/msn-np.php> .

SAINT LOUIS UNIVERSITY



Saint Louis University is a Catholic, Jesuit University with three campuses: the Frost campus and Health Sciences Center campus in St. Louis Missouri, and the Madrid campus in Spain. The University was founded in 1818 and is the oldest university west of the Mississippi River. Saint Louis University began when Louis William DuBourg, bishop of Louisiana, opened St. Louis Academy in a one-story house. DuBourg offered land to the Society of Jesus for a Native American School which became chartered as Saint Louis University in 1832. It moved to its present site on Grand Boulevard in 1888.

The University's mission is the pursuit of truth for the greater glory of God and for the service of humanity. The University is governed by a Board of Trustees and administered by a president

who is the chief executive officer. About 99% of the full-time tenured and tenure track faculty at the University hold the highest degree in their field. The University is classified as a Research University/High Research Activity by the Carnegie Foundation.

The Five Dimensions of the Saint Louis University Experience

The Five Dimensions of the Saint Louis University Experience challenge all members of our community to strive for excellence, to become men and women for others, to integrate classroom and out-of classroom learning, to develop their talents through discovery and reflection, and to be concerned for each person (*cura personalis*). All members of the University community are expected to contribute to the development and sustainability of community through word and action. Our community is characterized by respect for the dignity of others, honesty, and the pursuit of truth. These Dimensions are created to ensure the right and privileges of all and to preserve the integrity of our learning community.

Scholarship and Knowledge

By developing a well-rounded educational foundation which incorporates learning through experience, by becoming scholars in their chosen fields, and by dedicating themselves to the advancement of knowledge, students are prepared for advanced study, for their careers, and for lifelong learning.

Intellectual Inquiry and Communication

By developing the abilities of intellectual inquiry and communication, students are able to learn effectively, express ideas and concepts clearly, and apply their knowledge to new situations they encounter.

Community Building

By welcoming and working with others, regardless of race, color, ethnicity, national origin, ancestry, religion, gender, disability, age, sexual orientation, marital status, military status, pregnancy, or any other characteristic protected by law, students build an inclusive community which leads to respect and compassion for human life and the dignity of each person.

Leadership and Service

By serving others and by promoting social justice, students become men and women for others who lead by their example.

Spirituality and Values

By developing their spirituality, values, and openness to the transcendent, students determine principles to guide their actions and their relationships with others.



GRADUATE EDUCATION AT SAINT LOUIS UNIVERSITY

The mission of Saint Louis University's Graduate Education is to advance the frontiers of knowledge and technical expertise and to prepare students to make their own contributions to such advances in their disciplines and professions by helping them carry out their responsibilities in an ethical and professional manner. In realizing this mission, Graduate Education at Saint Louis University is committed to specific goals and objectives:

1. To articulate a vision of excellence for the graduate community.
2. To bring an institution-wide perspective to all post-baccalaureate endeavors.
3. To maintain high academic standards across all academic disciplines.
4. To promote the ideals of a Catholic, Jesuit education.
5. To promote the research mission of the University.
6. To enhance the community of scholars among both graduate students and faculty.
7. To develop strategies for graduate education which contribute to and enhance undergraduate education.
8. To serve as an advocate for graduate education.
9. To emphasize the institution-wide importance of educating future college, university and high school teachers, and professionals in a variety of fields.
10. To serve as an advocate for issues and constituencies critical to the success of graduate education.
11. To support and further the non-academic interests and needs of graduate students.

SAINT LOUIS UNIVERSITY SCHOOL OF NURSING



The School of Nursing has achieved a national reputation for its innovative and pioneering programs. The School is among a handful of accredited schools to offer baccalaureate, masters, and doctoral programs. The programs are nationally recognized for their innovative and comprehensive curricula.

The School of Nursing's mission is education within a multi-cultural and technological society. The School of Nursing, as an integral part of Saint Louis University, seeks to fulfill its mission of education through teaching, research, and service in ways consistent with Catholic, Jesuit values of the University.

Founded in 1928, the School of Nursing offered certificate and bachelor of science in nursing degree programs. The accelerated baccalaureate program was the first of its kind in

the nation, established in 1971. Graduate programs in nursing leading to the master's degree, were offered beginning in 1935. Students for the accelerated generalist master's degree in nursing were admitted students fall 2010. The Doctor of Nursing Practice (DNP) program is a terminal professional degree for nurses in advanced practice. The first cohort of students was admitted in fall 2008. The Doctor of Philosophy in Nursing (Ph.D.) degree was approved in 1989 and admitted students in 1990. It was the first Ph.D. program in Missouri.

Accreditation

Saint Louis University is fully accredited by the North Central Association of Colleges and Secondary Schools. The School of Nursing is fully accredited by the Commission on Collegiate Nursing Education of the American Association of Colleges of Nursing (AACN), and is fully approved by the Missouri State Board of Nursing.

Mission Statement

The mission of the School of Nursing is education of "the whole person"-mind, body, heart and spirit, within a dynamic, diverse and technological society. The School of Nursing, an integral unit of Saint Louis University, seeks to fulfill its mission of education and leadership in the development of nursing as a discipline and profession through teaching, research, practice, and service in ways consistent with the Catholic, Jesuit values of the University. The School of Nursing acts responsibly by setting priorities and exercising stewardship to assure the best use of its resources.

The School, through the teaching component of the mission, prepares students at baccalaureate, master's, post-master's, and doctoral levels for professional nursing practice and interprofessional collaboration to care for the whole person, the "*cura personalis*". The School creates a student-centered environment that recognizes and actively addresses the diverse learning needs of students and an academic climate that promotes intellectual inquiry among faculty and students.

The School, through the research component of the mission, advances the active engagement of faculty and the involvement of students in the innovative scholarly process of discovery, dissemination, and translation of knowledge. The School promotes interprofessional collaboration in the conduct of research to maintain or improve health.

The School, through the service/practice component of the mission, promotes quality health care of individuals, families and communities to alleviate ignorance, poverty, injustice and hunger; extend compassionate care to the ill and needy; and to maintain and improve the quality of life for all persons. Saint Louis University School of Nursing faculty, staff, students, and graduates provide this holistic care by working with people in diverse environments to maintain or improve health.

Approval body: GFA Reviewed and revised: November 18, 2013; May 2008

PHILOSOPHY

The School of Nursing, as an integral component of Saint Louis University, upholds the Judaeo-Christian philosophy and mission of the University to pursue truth for the greater Glory of God and for the service of humanity. The faculty of the School of Nursing believes that all persons are created by God and possess intrinsic worth and dignity. We believe the very origin of nursing lies in the fundamental capacity to care for those in need. Recognition of *cura personalis* requires that acceptance, compassion and respect characterize relationships among faculty, staff, administrators, and students in the School, and relationships with individuals, families, and communities and other health care professionals in nursing practice settings. The School of Nursing provides a collegial environment of academic freedom in which students develop knowledge, insight, values, accountability, and professional competence.

Study of the liberal arts provides an essential foundation for the development of an educated person. Such an education assists students to develop greater knowledge of self, of God, of other people, and of the world in which they live. Attributes, such as intellectual insights, collaboration, communication, logical and analytical skills, and the exercise of independent judgment, are acquired through study of the humanities and the biological, physical, behavioral, and social sciences. This foundation also facilitates the study and practice of professional nursing.

Nursing as a profession and as a discipline is concerned with the promotion and maintenance of health, prevention of illness, care and rehabilitation of sick and disabled persons, and compassionate care of the dying. As a discipline developing its own science, nursing continues to expand its body of knowledge and to identify its articulations with the theories and practices of other relevant disciplines.

Nursing education is a collaborative endeavor of faculty and students in which each contributes and shares talents to enhance learning. Faculty members, having achieved expertise, facilitate each student's search for knowledge and self-actualization. Given students' individual abilities, interests, and career goals and changing societal needs, the faculty provides a range of educational programs and uses a variety of teaching methods. All educational experiences are designed to help students develop as critically reflective and socially responsible persons who are capable of making informed, prudent ethical decisions. The faculty encourages student self-assessment and evaluation, thereby preparing graduates for continuing personal and professional development. The faculty believes that continuing education is an integral component of nursing education and offers continuing education programs as a community service.

Initial preparation for professional nursing practice at Saint Louis University is organized around explicit concepts that structure the nursing content in the curriculum; such structure facilitates learning. Upon completion of the baccalaureate generalist program, the graduate possesses the theoretical base in nursing and related disciplines and the skills – both interpersonal and technological – required for practice. The graduate demonstrates the ability to integrate knowledge with skills and to collaborate with individuals, families, communities and other health care professionals in nursing practice settings. The graduate is prepared to begin a career in the practice of nursing in a variety of health care settings with individuals of diverse cultural backgrounds and ages. Education at the baccalaureate level prepares graduates for advanced study in nursing.

Master's education provides for the attainment of advanced knowledge and the ability to apply nursing theories in practice and for the development of clinical leadership skills. Upon completion of the master's generalist program, the graduate is prepared with the ability to provide leadership for nursing care at the microsystem level. Nurse practitioner education at the master's level provides for the mastery of a methodology for advanced practice to address patient needs within a population focus. Graduates of the master's program contribute to the development of nursing through their practice, leadership, scholarly activities, and involvement in professional associations. Education at the master's level prepares graduates for doctoral-level study in nursing.

Doctoral education provides leadership for the continuing development of nursing as a discipline and a profession. The Doctor of Nursing Practice (DNP) prepares nurses for advanced practice with the specialized knowledge and skills needed to diagnose and manage health and illness and improve the quality of health care in all practice settings using evidence and outcome-based methodologies. DNP graduates demonstrate clinical expertise, and promote high quality patient-centered care with an emphasis on interprofessional collaboration within the health care delivery system.

The Doctor of Philosophy in Nursing (PhD) fosters commitment to knowledge generation and expanding the science of the discipline. As stewards of the profession, graduates apply methods of knowledge discovery to advance nursing scholarship and practice. The study of nursing as a scientific discipline is complemented by advanced study in related disciplines to address complex healthcare issues.

Approval Body GFA

Revised and approved: November 18, 2013; May 2010



CURRENT GRADUATE PROGRAMS AT THE SCHOOL OF NURSING

- 1. Doctor of Philosophy in Nursing**
- 2. Doctor of Nursing Practice - Post Master's Track**
- 3. Post Baccalaureate to Doctor of Nursing Practice (Advanced Practice)**
- 4. Master of Science in Nursing, Advanced Practice Programs**
- 5. Master of Science in Nursing, Clinical Nurse Leader**
- 6. Post Master's Certificate for Advanced Practice Programs**
- 7. Post Master's Certificate: Nurse Educator Option**

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SCHOOL OF NURSING POLICIES

As a graduate nursing student, please become familiar with all information relevant to your education. All University, Graduate Education, and School of Nursing policies and procedures are in effect, including, but not limited to, academic standards, course withdrawals, and course incompletes.

Graduate Education Catalog

<http://www.slu.edu/academics/graduate/pdfs/graduate-catalog-2016-2017.pdf>

Office of Student Financial Services

<https://www.slu.edu/financial-aid>

Office of the Registrar

<http://www.slu.edu/registrar>

Health Policies and Disability

Health Insurance

Saint Louis University requires all full-time graduate students to have basic health insurance. If a student already has other (non-University Health Plan) health insurance coverage in effect, then coverage under the University Health Plan (UHP) may be waived by returning signed waiver form with a copy front and back of the insurance card to the Student Health Center. Note: The SLU health insurance plan is *very* reasonable; contact 314-977-5666 for information.

Accommodations for Students with Disabilities

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. Students who think they might benefit from these resources can find out more about:

- Course-level support (e.g., faculty member, departmental resources, etc.) by asking your course instructor.
- University-level support (e.g., tutoring/writing services, Disability Services) by visiting the Student Success Center (BSC 331) or by going to <https://www.slu.edu/student-success-center/contact-student-success-center>

Students who believe that, due to a disability, they could benefit from academic accommodations are encouraged to contact Disability Services at 314-977-8992 or to visit the Student Success Center. Confidentiality will be observed in all inquiries. Course instructors support student accommodation requests when an approved letter from Disability Services has been received and when students discuss these accommodations with the instructor after receipt of the approved letter.



Tuition and Fees

The Office of Student Financial Services provides financial services to Saint Louis University students. Its Web site is <https://www.slu.edu/financial-aid>. Graduate students, including those who are registered for "0" credit hours, will be assessed the student activity fee and the Busch Student Center fee. Students enrolled in courses and who live outside the metropolitan area will not be charged the Busch Student Center fee.

Refunds

Under ordinary circumstances, tuition refunds are to be made following the guidelines outlined by the Office of Student Financial Services. This policy provides for a refund of 70%-100% for withdrawals that occur between the first and fifth weeks of the semester. In those cases in which

the student's situation and subsequent request occur outside of the timeframe stated in the University policy, the Associate Vice President for Graduate Education may grant exceptions.

Generally, an exception to the stated policy will be granted only for situations involving extreme hardship. Specifically, a student must have developed a documented physical or mental health condition that prevents her/him from fulfilling the basic expectations of the courses in which the student is enrolled for the semester.

The portion of tuition refunded will be guided by the date on which the student stopped participating in course instruction. The following guidelines will be used in the determination of the refund to be granted; however, there may be instances in which no refund may be granted:

- If the student has attended for at least half of the semester, no more than a 50% refund may be granted.
- If the student has attended for at least two-thirds of the semester, no more than a 33% refund may be granted.
- If the student has attended for at least three-fourths of the semester, no more than a 25% refund may be granted.
- If the student has attended for more than three-fourths of the semester, no refund may be granted.

If an exception to the stated policy is requested, contact the Associate Dean of Graduate Nursing Education for a Tuition Refund Request Form to justify the basis of the request.

Nondiscrimination Policy

Saint Louis University School of Nursing is in full support of the University Harassment Policy. Saint Louis University is a Catholic Jesuit institution with a distinctive educational mission and philosophy emphasizing Christian humanism, human dignity, and the development of the total human being.

These core values are manifested in the University's commitment to foster a workplace and learning environment that is free from any form of harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, or any other characteristics protected by law.

Saint Louis University affirms that harassment because of sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran's status, pregnancy, or any other protected classification is detrimental to its mission and values.

The University endeavors to take steps reasonably necessary to prevent such behavior from occurring, including providing education and training to faculty, staff, and students as to their rights and responsibilities, informing person of the appropriate procedures for reporting inappropriate behavior, promptly investigating complaints, and imposing appropriate sanctions.

The University's Harassment Policy may be obtained from this web site: <https://www.slu.edu/general-counsel-home/office-of-institutional-equity-and-diversity/harassment>



Academic Integrity/Ethical Behavior

PREAMBLE

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, health care and community service that are its primary mission.

Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect.

The Academic Integrity Policy detailed below sets out principles that are implicit in the ethos of the University but that call for explicit formulation to guide the practice of the entire institution. In establishing necessary definitions and minimal procedures to be followed in adjudicating violations, it also allows academic units to set forth the details of their own honesty policies in ways appropriate to their disciplines.

Academic integrity is honest, truthful and responsible conduct in all academic endeavors.

THE POLICY AND ITS SCOPE

The Policy on Academic Integrity set forth here is designed to promote ethical conduct within the University community by:

- 1) Defining the responsibilities of various members of the University community;
- 2) Defining violations of academic integrity;
- 3) Setting minimum standards for reporting and adjudicating violations of academic integrity;
- 4) Establishing procedures for appeals to the Office of the Provost; and
- 5) Establishing standards and procedures for maintaining records.

The Office of the Provost, in collaboration with Deans and Directors of academic units, has the responsibility for integrating concepts of academic integrity into student programs and curricula.

To comply with the University policy, academic units are expected to amend their own academic integrity policies to align with University definitions and minimum standards. Such units are also responsible for acquainting their students with professional requirements beyond those minimal standards as relevant to particular disciplines (NOTE: The use of the term "academic unit" refers to colleges, schools, centers, and the department or program level. The term is used inclusively because the process of investigating violations of academic integrity may begin at the departmental level in some cases or at the level of the college or school in others).

1. Responsibilities of Members of the Community

To create a learning environment in which high standards of academic integrity are prized requires the efforts of everyone in the University community.

Faculty are responsible for adhering to high standards of academic integrity in their own research and professional conduct; for laying out relevant parts of the policy on their syllabi and assignments; explaining key terms to students and following procedures for reporting and adjudicating possible violations both in and out of their academic unit. Furthermore, faculty is encouraged to create assignments that minimize the possibility of academic dishonesty through clear expectations and to help to create an environment in which academic integrity is uppermost.

Students are responsible for adhering to University standards of academic integrity, helping to create an environment in which academic integrity is respected, and reporting violations of the policy to instructors, department chairs, or administrators, as appropriate.

Staff are responsible for calling the attention of their supervisors to possible violations of academic integrity, for modeling high standards of academic integrity in their own professional conduct and research and for otherwise supporting a community of academic honesty and trust.

Academic administrators such as Deans, Chairs and Directors are responsible for addressing and managing cases of academic dishonesty in accordance with University policies and those of their academic units. One exception is that alleged violations of academic integrity in scientific research will be addressed in accordance with the Research Integrity Policy of the University. Administrators in academic units are also responsible for providing students or others charged with violations of academic integrity appropriate notice of the charges and the opportunity to respond in ways laid out in unit and University policies.

2. Violations of Academic Integrity

Definitions to guide academic units in setting and applying their academic integrity policies are as follows (more than one violation may apply):

Falsification entails misrepresentations of fact for academic gain. Instances include:

1. Lying to or deceiving an instructor about academic work;
2. Fabricating or misrepresenting documentation or the data involved in carrying out assignments;
3. Fabricating, misrepresenting, or altering in unauthorized ways information in academic records belonging to an instructor or to any academic department or administrative unit in the University.

Plagiarism involves the representation of someone else's thoughts, words, and/or data as if they were one's own or "self-plagiarism" which is the use of material prepared for one class and submitted to another without proper citation and without the permission of the instructor. Instances include:

1. Quoting directly from someone else's written, artistic or spoken work without using quotation marks or indented quotations and without giving proper credit to the author or artist; for example, cutting and pasting text from the internet and making it appear to be your own work.
2. Paraphrasing or incorporating someone else's ideas, concepts, arguments, observations, images, objects, music, or statements without giving proper credit;
3. Submitting as one's own work a paper or other assignment/project that has been prepared, either wholly or in part, by another person, group, or commercial firm without citation or acknowledgment.

Cheating involves the use of unauthorized assistance to gain an advantage over others. Instances include:

1. Copying from another student's examination or using unauthorized assistance, aids, technological resources such as cell phones, calculators, translation software or Internet based applications in taking quizzes or examinations;
2. Using resources beyond those authorized by the instructor to complete assignments such as writing papers, preparing reports, giving oral presentations, making models, multi-media projects, sound recordings, creating visual materials such as drawings, videos, or photographs or presenting material on the internet;
3. Acquiring, disseminating, or using tests or any other academic forms of assessment belonging to an instructor or a member of the staff through any means (including social media) without prior approval;
4. Influencing, or attempting to influence, any University employee in order to affect a grade or evaluation;
5. Hiring or otherwise engaging someone to impersonate another person in taking a quiz or examination or in fulfilling other academic requirements.

Sabotage entails disrupting or seeking to prevent the academic pursuits of others. It includes:

1. Interfering with work or undermining the academic success of others in the university community in an intentional way for the purpose of negatively impacting that person's academic performance;

2. Modifying, stealing, or destroying intellectual property such as computer files, library materials, artwork, personal books or papers.
3. Performing any action that would impact research outcomes such as lab tampering, falsification of data, or destruction of research resources.

Collusion involves unauthorized collaboration with another person or persons for the purpose of giving or gaining an academic advantage in such activities as completion of assignments or examinations without explicit permission of the instructor. Collusion may include any or all of the other violations of academic integrity as defined above. For example, if two students developed a plan that enabled them to improve their performance on an assignment that was supposed to be completed independently, they would be guilty of collusion.

Concealment entails failing to call to the attention of a faculty member or administrator violations of academic integrity that an academic unit requires be reported.

3. Reporting and Adjudicating Violations of Academic Integrity

Individual academic units in the University must take into account standards of academic and professional conduct for their own disciplines. Therefore, the University Academic Integrity Policy attempts no single set of procedures for adjudicating violations of academic integrity at the academic unit level and only applies standards for process, record keeping, and appeals to the Office of the Provost. (Exception: Alleged violations of academic integrity in scientific research will be guided by the University's Research Integrity Policy.) Each academic unit is expected to develop and implement an academic integrity policy inclusive of the following guidelines (see individual college/school/center policies for specific guidelines):

Minimal procedures to be followed by academic units are as follows:

- Maintenance of confidentiality
- Formal charges of violations of academic integrity
- Notification of charges
- Definition of the roles of faculty, administrators, students, staff and students in the proceedings
- Opportunity for response by those charged
- Opportunity to waive a hearing
- Procedures to avoid conflict of interest
- A hearing
- Notification of findings
- Provision of information on appeals to the Provost
- Maintenance of records (see University policy of maintenance of records at: <http://www.slu.edu/the-office-of-the-provost/academic-affairs-policies>)

When an alleged violation involves two units, the academic unit responsible for reporting a violation of academic integrity is the one offering the course or program in which the alleged violation occurred.

- The academic unit in which the course is offered is expected to take the appropriate action (e.g., failure in the course) and any further actions should be taken in collaboration with the student's academic home unit.
- In the event that a course is cross-listed, the Deans or Directors of the academic units in question will determine which will take the lead.
- If the student being investigated is an unclassified graduate student, the Associate Provost for Graduate Education will have jurisdiction.
- If the person is an undecided undergraduate (University College), the Associate Provost for Undergraduate Education will have jurisdiction.

When an alleged violation is reported to the University by an external source, the Office of the Provost may refer the charge to the academic unit offering the course or program in which the alleged violation occurred. This process

applies whether charges are made against current students or alumni.

- **Investigations of violations** will be conducted in accordance with the standards and procedures of the academic unit with jurisdiction.

Sanctions will be imposed according to the policy standards of the academic unit with jurisdiction of the faculty member teaching the course or supervising the academic experience or leading the academic program in which the violation occurred. Academic unit with jurisdiction as defined as the unit of the faculty member teaching the course or leading the academic program in which the violation occurs. Formal charges of violations of academic integrity do not preclude other disciplinary action that the University may take if circumstances warrant additional sanctions.

Sanctions are to be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Sanctions may include, but are not limited to,

- A lowered grade;
- Failure on the examination or assignment in question;
- Failure in the course;
- Notice of the infraction in the violator's permanent record;
- Participation in training sessions;
- Probation;
- Suspension from the University;
- Expulsion from the University;
- Revocation of University degree; or
- A combination of the above.

In extraordinary circumstances, the University reserves the right to withhold or revoke a degree in consultation with the academic unit as appropriate. There is no statute of limitations for degree revocation.

The student can appeal the decision set forth by the academic unit with jurisdiction.

4. Submitting and Conducting an Appeal to the Office of the Provost

a.) Grounds for Appeals to the University Academic Review Board

Except as required to explain the basis of a decision or to provide new information, an appeal will be limited to a review of the record of the unit with jurisdiction and of supporting documents in order to determine one or more of the following circumstances:

- The procedures set forth by the academic unit were not followed, which may have significantly impacted the outcome of the case or may have resulted in a different finding; The procedures set forth by the academic unit were not followed and, for that reason, a different finding may be justified.
- New or relevant information, not available at the time of the hearing, has arisen that may significantly impact the outcome of the case or may result in a different finding.
- The sanctions imposed were excessively harsh or excessive for the violation.

b.) Constitution of the Board

- Once an appeal has been filed with the Office of the Provost, the Associate Provost for Graduate Education or Associate Provost for Undergraduate Education will collect and review material compiling a record for initial review by the University Academic Review Board (UARB) serving as administrative oversight. The UARB, which reports to the Provost, has the responsibility of reviewing the appeal material and making a recommendation to the Provost. If the Board requires additional material during the review process, the chair may consult with the academic unit.

- The UARB is composed of four faculty recommended by the Faculty Senate Executive Committee, serving staggered two-year terms, and one student representative appointed by either Student Government Association (SGA) or Graduate Student Association (GSA) depending on the status of the student under review. Student members serve as ad hoc members of the UARB and must not be from the same academic unit as the academic unit in which the student accused of violations resides. Faculty members may serve more than one term. For the initial UARB, two members will be chosen for a one-year term and two for a two-year term.
- All UARB members will receive periodic training through workshops given by the University's legal counsel and a representative of the Office of the Provost. The chairperson of UARB serves a one-year term and will be chosen by the Faculty Senate President from the faculty pool. The role of the chairperson is to direct and supervise the review process, participate in the deliberations of the UARB, and ensure, insofar as possible, that following the review, the UARB delivers a thoughtful, clearly articulated decision. Any UARB member selected must recuse him/herself if that individual believes s/he cannot impartially fulfill his/her duties. Written notification of intent to appeal must be sent to both the academic unit administrator (e.g., Dean, Chair, or Director) with jurisdiction in the case and the Office of the Provost within five (5) University business days of receipt of the imposition of sanctions. Any concerns or objections with the make-up of the committee should be indicated at the time of notification.

The student's letter of notification to appeal must contain the following information:

- The student's name, student number, mailing address, phone number, and email address; and
- Notice of the violation itself and appropriate documentation of the event (e.g., Dismissal letter outlining academic integrity violations).

The Office of the Provost will acknowledge receipt of the notification to both the appropriate academic unit administrator and the student. Either party will then have five (5) business days to notify the Office of the Provost in writing of any objections to the composition of the UARB based on conflict of interest. The Office of the Provost will distribute the appeal to the UARB. In the event additional information is required, the UARB may contact the student or academic unit with jurisdiction.

- **Conflict of Interest.** Faculty, staff, students, and University officials asserting a violation of academic integrity should recuse themselves from any decision-making role. Such responsibilities will pass to faculty, staff, students, and University officials not directly involved in the case. In general, the standard for recusal is as follows: whenever individuals do not feel that s/he can consider all of the information provided during a review and render an impartial decision.

Final Notice

Following the UARB review, a Notice of Final Determination will be sent to the academic unit administrator and the student submitting the appeal within five (5) University business days. Such notice should contain one of the following findings:

1. Academic unit decision upheld; or
2. Returned to the academic unit of jurisdiction for additional review based on UARB findings such as new material submitted for review or the unit's failure to follow the prescribed process.

All correspondence with the student submitting the appeal should be addressed to the student's local address as it appears in the University's official records and should be sent via U.S. certified mail. A copy will also be sent to the student's SLU e-mail address. A notice that is properly addressed will be presumed to have been received. It is the responsibility of the student submitting the appeal to inform the University of any change of address in a timely manner so that University records can be accurately maintained.

Reporting

The Office of the Provost will report violations of academic integrity to the Office of the Registrar if a student is found responsible for the charge(s). Any sanctions imposed by the academic unit(s) become part of the student permanent records. In the event of future violations of University policies, the permanent record may be used to determine which sanction should be imposed. Violations of the University's academic integrity policies will appear in the student's permanent record (i.e. Banner), but will not appear on transcript(s).

5. Confidentiality

Confidentiality applies to all aspects of a matter. Disclosure of the facts will be limited to the UARB and those University officials for each case who have a need to know the information in connection with discharging their official duties and responsibilities. Violation of this confidentiality clause may result in sanctions as deemed appropriate per the University.

Approved 6-26-15

Saint Louis University Office of Academic Affairs:

<https://www.slu.edu/the-office-of-the-provost>

Office of Student Responsibility and Community Standards:

<http://www.slu.edu/office-of-student-responsibility-and-community-standards>

SAINT LOUIS UNIVERSITY SCHOOL OF NURSING GRADUATE SOCIAL MEDIA INTEGRITY POLICY

Generally defined, social media is the use of a website or mobile device to connect with people who share personal or professional interests. With communities numbering in the hundreds of millions of members, social media sites have become important venues where individuals or groups can share their knowledge and opinions, express creativity, connect and collaborate with others who have similar interests and are readily accessible. Examples of social media include but are not limited to: Facebook, Twitter, LinkedIn, YouTube and web-logs or "blogs." Many organizations, including Saint Louis University, have their own social media sites and also actively participate in social media on a corporate or organizational level.

Primum non nocere (first do no harm): think, before posting. There is no such thing as a "private" social media site. Search engines can turn up posts and pictures years after publication. Do not post information that may harm the College, colleagues, or classmates. Avoid posting while feeling emotional about a subject – wait until you are calm and clear-headed. Admit mistakes. Be upfront and be quick with your correction. If posting to a blog, modify earlier posts when necessary and clearly indicate the change. Keep in mind that your parents, siblings, roommates, internship site supervisors and future employers will read your blog or social media posts, as well as prospective students, their parents, alumni, professors and college administrators.

The tone and content of all electronic conversations should remain professional. Respect among colleagues and co-workers must occur in an inter-professional environment.

Posts should contain only factual information. Be judicious. All statements must be true and not misleading and all claims must be substantiated and approved.

Do not comment on anything related to legal matters, litigation, or any parties that are in litigation.

Individuals are responsible for the content of their own internet and social media blogs/posts, pictures, etc. including but not limited to any legal liability incurred (defamation, harassment, obscenity, privacy issues regarding students or patients, etc).

Do not post any content that is inappropriate. Inappropriate content includes, but is not limited to, material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity.

Medical advice on a social networking site should never be provided.

Be mindful of the copyright and intellectual property rights of others when posting. Unlawful use of another's mark or intellectual property is not acceptable merely because that use occurs on social media. Respect copyright and fair use laws from SLU. If you are ever in doubt, please refer to the University's Copyright Policy, or contact the Office of the General Counsel for guidance.

Maintain Confidentiality: Do not post confidential or proprietary information about Saint Louis University, its students, professors, or employees. Do not post any class content or information on any social media sites.

Do not use SLU's logo or image for any endorsements or on any social media sites.

Use good ethical judgment and follow College policies and federal requirements, such as the Health Insurance Portability and Accountability Act, (HIPAA), and the Family Educational Rights and Privacy Act, (FERPA).

All material posted on the Internet via email, social media, or otherwise, is considered public and permanent; published information can be recovered. Be aware that your relationship to SLU and the College of Nursing can be discovered on the Internet.

Infractions to this policy will be addressed as a violation of Academic Integrity and handled per that policy.

INTELLECTUAL INQUIRY AND COMMUNICATION

Students are responsible for learning the content of any course of study for which they are enrolled and for putting forth their personal best efforts to be active and participating learners. As responsible members of the University community, students will conduct themselves in academic settings in a manner respectful of the rights of their fellow learners and their teachers. All students are expected to extend the highest standards of respect and professional integrity to the faculty, staff and administration of the University. Students will not engage in any abusive or threatening speech or communications, whether verbally, written, or electronic speech. When conflict and difference of opinion arise, students will address one another, as well as all other members of the University honestly and respectfully.

See: <http://www.slu.edu/office-of-student-responsibility-and-community-standards>

Directives for Scientific Writing in the School of Nursing: APA Format

The most recent edition (currently 6th edition, published July 2009) of the *Publication Manual of the American Psychological Association* (APA) (<http://www.apastyle.org/>) is accepted as the format for scientific writing in nursing courses in the master's program, on the written preliminary examinations, and on the thesis. For course papers to be submitted to a journal for publication, students should follow the journal's author guidelines as to the accepted format.

Writing Tips: <http://www.nhn.ou.edu/~morrison/Teaching/WritingTips.pdf>

APA style tips: <http://owl.english.purdue.edu/owl/resource/560/01/>

Manuscripts and Posters -- Acknowledgements

Manuscripts submitted for publication and conference presentations based on student work should acknowledge the support and efforts of faculty and the School of Nursing. Permission should be requested for individual acknowledgements. Depending upon the situation, acknowledgements and authorship should be assigned, as appropriate. Guidelines for authorship and publication should be followed (see Web site of the International Committee of Medical Journal Editors (ICMJE): www.icmje.org).

Author affiliations should note MSN student status at Saint Louis University. Additional affiliations may be included depending on the content and context of the paper. Funding sources should be considered for acknowledgement (research grants, scholarships, fellowships, etc.).

Student posters should prominently display the Saint Louis University logo and School of Nursing name. Poster templates as well as logos are available from the director of the MSN program.



DRESS CODE: GENERAL GUIDELINES:

Graduate students should always convey a professional appearance. Specifically,

1. Saint Louis University Identification Badges are worn in clear sight above the waist with name, title and picture clearly visible in clinical settings (acute care and community based).
2. Apparel must be clean, neat, modest and in good condition.
3. Hairstyles should be clean and well groomed with hair secured away from the face; hair should be a natural color i.e. not pink or blue etc.
4. Facial hair should be clean neatly trimmed.
5. No visible body piercings or tattoos.
6. As specified by OSHA standards, personnel providing direct patient care wear socks or stockings and shoes with impermeable enclosed toes. Shoes are constructed of an impervious, non-absorbent- material, clean and in good repair.

ACADEMIC APPEAL POLICY

Admission, Progression and Graduation (AP&G)

A student has the right to appeal any academic decision. The appeal gives the student the opportunity to explain extenuating circumstances or conditions which adversely affected their behavior or academic performance, and to describe plans for preventing such problems in the future. The appeal is heard by the School of Nursing AP&G Committee and the Committee makes the decision to grant or deny the student's appeal. It is the responsibility of the APG Committee Chair to communicate the Committee's appeal decision to the student. The Associate Dean of Graduate Nursing Education is also promptly informed of the committee's decision on the student's appeal and is responsible for follow-up with the student.

If a graduate student desires to appeal any academic decision, the procedure for academic appeals can be found in the Graduate Education Catalog.

Progressions Committee Procedures

- Following posting of course grades at the end of each semester, the Associate Dean of Graduate Nursing Education identify those students who have not met all curricular and academic requirements as described in the respective program student handbook and/or catalog.
- The Associate Dean of Graduate Nursing Education sends communication by e-mail to the students notifying them that they will receive a letter concerning their status in the School of Nursing. The letter will explain the specific issue and the appeal process. A copy of the letter is sent to the student's mentor and/or advisor and the APG chairperson. The student is asked to acknowledge receipt of this notification by replying to the e-mail notification.
- The appeal request must be made in writing to the AP&G Committee Chairperson. The request must be made within 10 business days following receipt of the letter communicating the academic issue. The appeal letter should, at a minimum, include the following:
 - A concise statement of the purpose of the appeal
 - Description of the relevant circumstances that may have influenced the academic performance.
 - The student's plan for success.
- The hearing is scheduled based on the availability of a majority of the committee members. The Associate Dean of Graduate Nursing Education of the student's program will not be a voting member of the hearing committee.
- If a committee member believes they cannot fairly review the evidence and render a decision, that committee member should recuse themselves from the meeting.
- The student is provided with a list of the committee members. At the student's request, the committee chairperson will make a substitution of one (1) committee member, including the Committee Chair, if the student believes that the

committee member may not render an impartial decision. The identified committee member will be asked to leave the room and a substitute may be requested by the Committee Chair if needed.

- The student is encouraged to attend the hearing meeting of the AP&G Committee. If the student is unable to attend the meeting in person, the student may arrange to have a conference phone meeting with the committee. The student is responsible for informing the AP&G Committee Chairperson whether she/he is attending the meeting in person, meeting via a telephone conference call, or not attending the meeting at all. If the student will be attending the meeting either in person or via a conference call, the Committee Chairperson will discuss the hearing process with the student prior to the hearing.
- A student may submit a request to the AP&G Committee Chairperson that he/she be accompanied by one (1) person at the hearing. This request should provide rationale for the person's attendance and should be received at least two (2) business days prior to the scheduled hearing. If approved by the AP&G Committee Chairperson, the person may attend the meeting and speak to the petitioner, but is not allowed to address the committee.
- Prior to the Committee hearing, the Committee Chairperson will contact the student's faculty mentor and /or advisor and the faculty involved in courses pertinent to the appeal to invite them to provide any germane information regarding the student's appeal. Information from the mentor and faculty must be submitted to the Committee Chairperson in writing prior to the hearing.
- No later than the day of the hearing, the Committee members are provided with a copy of the appeal letter and the completed AP&G Committee Summary form. The course faculty or designee may provide information related to any previous academic issues.
- The hearing will proceed as follows:
 - Introductions of all those present for the hearing.
 - Committee Chairperson will describe the academic eligibility issue including a review of the applicable policy.
 - The student will have the opportunity to make a statement to the Committee.
 - The Committee members will have the opportunity to ask the student questions germane to the issue.
 - The student will have the opportunity to make a final statement to the Committee, and then will be excused from the meeting room.
 - The Committee will then discuss the issue in a private session and make a majority decision regarding the appeal. The Committee Chairperson will vote only in case of a split decision.
 - If the appeal is granted, the Committee will establish any conditions that the student must meet to maintain academic eligibility.
- The recommendation of the Committee will be recorded on the Confidential Progression Committee Summary Form. This Form will be kept in the Committee file until the student graduates or three years from the date of appeal. A copy will be forwarded to the Associate Dean of Graduate Nursing Education of the student's program, the Program Coordinator, and the Registrar. Minutes of each meeting will be maintained.
- The decision regarding the student's appeal will be communicated to the student by the AP&G Chairperson by e-mail within 24 hours of the Committee meeting. Within 5 business days a letter will be sent to the student using traceable mail. If the appeal is granted, the decision and requirements for progression will be stated as appropriate in the letter. A copy of this letter will be sent to the appropriate Associate Dean of Graduate Nursing Education, the Program Coordinator, and the student's mentor/advisor, and the appropriate University department. A copy will be placed in the student's file.
- If the appeal is denied the student can file an academic grievance with the Dean of the School of Nursing.
- At the AP&G Committee meeting toward the end of the academic year, the Associate Dean of Graduate Nursing Education will report on the students who have had their appeal granted over the past year and assess whether the students have met the requirements of their appeal.

Approved: School of Nursing General Faculty Assembly, 10/2014

SECTION II

Program Policies

Master of Science in Nursing – Nurse Practitioner

Post-Master of Science in Nursing – Nurse Practitioner Certificate Programs

Program Outcomes

Graduates of the Master of Science in Nursing – Nurse Practitioner degree and Post Master of Science in Nursing – Nurse Practitioner Certificate programs are educated to:

- Implement collaborative strategies to provide ethical, high quality, safe, cost-effective, patient-centered care.
- Use scholarly inquiry including evidence-based practice and research application to improve decision-making and health outcomes.
- Integrate advanced competencies, skills, theories, and cultural sensitivity in relationships with patients and professionals.
- Provide quality care to achieve measurable, effective patient outcomes across transitions and throughout the health-illness continuum.
- Facilitate the improvement of health care through leadership within health care systems and communities.
- Demonstrate competence for full practice authority in a specialized area as an advanced practice nurse.
- Utilize health care informatics and technologies to support and enhance practice.
- Analyze ethical, legal and social factors influencing policy development to advance population health, improve patient outcomes and promote the profession of nursing.
- Demonstrate commitment to lifelong learning, and exhibit integrity and professionalism as advanced practice nurse in the clinical setting and within the inter-professional team.

Approval Body: Advanced Nursing Practice Program Committee

Approved: 8/96 General Faculty Assembly, 11/96 Board of Graduate Studies

Reviewed and Approved: Baccalaureate and Master's Program Committee 10/21/03

Reviewed and Approved: Master's Program Committee 9/06

Reviewed and Approved: Advanced Nursing Practice Program Committee 3/21/12

Reviewed and Approved: Advanced Nursing Practice Program Committee 2/17/16

As an MSN nursing student, please become familiar with all information relevant to your education. All University and School of Nursing policies and procedures are in effect, including, but not limited to, academic standards, course withdrawals, and course incompletes.

Office of Graduate Education

<http://www.slu.edu/academics/graduate>

Office of Student Financial Services

<https://www.slu.edu/financial-aid>

Office of the Registrar (Student Services)

<http://www.slu.edu/registrar>

MSN School of Nursing Website (Current Students): <https://www.slu.edu/nursing/about/current-students/index.php>

Program Policies

Master of Science in Nursing – Clinical Nurse Leader

Program Outcomes

Graduates of the Master of Science in Nursing –Clinical Nurse Leader program are educated to:

- Implement collaborative strategies to provide ethical, high quality, safe, cost-effective, patient-centered care.
- Use scholarly inquiry including evidence-based practice and research application to improve decision-making and health outcomes.
- Integrate advanced competencies, skills, theories, and cultural sensitivity into microsystems in relationship with patients and interprofessional teams.
- Design culturally sensitive patient care that includes health promotion and disease prevention.
- Facilitate the improvement of health care through leadership within health care systems and communities.
- Synthesize systems data, information and evidence based and theoretical knowledge to reduce risk, improve safety, and achieve optimal client adaptation and outcomes.
- Utilize appropriate information and health care technologies to improve health care outcomes.
- Manage human and fiscal nursing team resources.
- Advocate for policies that improve the health of the public and the profession of nursing.

Approval Body: Advanced Nursing Practice Program Committee

Reviewed and Approved: Advanced Nursing Practice Program Committee 2/17/16

As an MSN nursing student, please become familiar with all information relevant to your education. All University and School of Nursing policies and procedures are in effect, including, but not limited to, academic standards, course withdrawals, and course incompletes.

Office of Graduate Education

<http://www.slu.edu/academics/graduate>

Office of Student Financial Services

<https://www.slu.edu/financial-aid>

Office of the Registrar

<http://www.slu.edu/registrar>

MSN Nursing Web site (Current Students)

<https://www.slu.edu/nursing/about/current-students/index.php>

Admission and Progression Policies and Procedures

CATEGORIES OF GRADUATE STUDENTS

Classified students have been admitted and matriculated into the School of Nursing to pursue advanced degrees and are advised by faculty in their specialty.

Unclassified students are not formally pursuing degrees or certificates. Such students may be completing prerequisites for subsequent degree pursuit or simply taking coursework for enrichment. The former group may be eligible for some categories of financial assistance available through the University, but the latter is not. Ordinarily, a student may not remain in Unclassified status and be eligible for financial aid for more than two academic terms. Graduate-level courses taken during a specific academic term in Unclassified status will not be approved for subsequent inclusion in a degree program unless the student seeks and achieves Classified status during that term and formally begins degree study with the next available academic term.

Probationary students are applicants for Classified admission who are temporarily assigned to this status because of deficits in their academic backgrounds. Students admitted on probationary status must achieve a GPA of 3.0 or higher within 12 credit hours or one year. Students placed on probation after admission must achieve a GPA of 3.0 or higher within 2 semesters or 9 credit hours. Tenure in Probationary status may not exceed twelve credit hours or one calendar year. Once the student has advanced to Classified status, s/he may petition that coursework completed while in Probationary status, exclusive of eliminating any prerequisite deficiencies, may be accepted toward partial fulfillment of degree requirements.

Conditional Classified students applicants are informally admitted, which permits them to initiate coursework prior to full approval of Classified status. A student is termed Conditional often because a required document which would complete the Classified application is missing, such as an updated transcript showing the conferral of a degree. Ordinarily, a student may remain in Conditional status for only one academic term, but the coursework completed during that term may subsequently apply toward a graduate degree.

Certificate students have been admitted and matriculated into the School of Nursing to pursue advanced degrees and are concurrently seeking certificates or have been admitted and matriculated directly into certificate programs without seeking a degree. The student and the major field must understand that, although some completed, advanced, academic work will partially fulfill requirements for both certificate and degree, and some elective credits within the degree program may be assigned to the certificate, full completion of both sets of requirements may total credit hours in an amount greater than that required to earn the degree alone.

Auditors are students admitted into Unclassified status and who enroll in coursework but not for academic credit. They are formally registered with the Registrar's Office in order to be recognized on their transcripts. They are expected to attend classes regularly, but are not responsible for assignments or examinations. Tuition to audit a course is \$50 per credit hour. Email, library, and other privileges associated with classified student status are granted to auditors. It is the decision of the Schools/Colleges to determine if a student may audit courses. In any case, students are permitted to audit a maximum of one course per semester, with a two-course audit limit within a degree program.

Full Time Status

Full-time is defined as six or more semester hours in formal (for credit) courses and/or the following criteria for establishing status: All graduate students holding appointments as Fellows, Trainees or Graduate Assistants are considered full-time regardless of the number of hours enrolled, (i.e., a student can have fewer than 6 hours while being fully funded) (see Financial Resources policy); all graduate students registered for Special Study for Examinations are considered full-time; and/or all graduate students registered for 1 or more hours of thesis, dissertation research, or project guidance (5990/6990/6960) are considered full-time. Graduate Education policy requires that students be enrolled in at least one hour of dissertation of credit upon achieving candidacy until completion of the 12 hours.

ADMISSION POLICIES

Baccalaureate-degreed RNs who meet the following criteria are eligible to apply to the Master of Science in Nursing degree program. RNs who have recently graduated from a BSN program and do not yet have clinical work experience may be considered for admission to the master's program for part-time study while concurrently gaining work experience as a graduate nurse.

Applicants to the School of Nursing apply to Graduate Education of Saint Louis University for admission. Applicants for admission are considered individually based on the following admissions requirements:

1. Baccalaureate degree in nursing from a program accredited by a nationally recognized accrediting agency. Cumulative credit point average (GPA) of 3.2 on a 4.0 system for admission as a Classified student. Transcripts from all universities or colleges attended.
2. Supporting recommendations from three persons (preferably master's or doctorally prepared nurses, not related to you) who can speak to your potential for success in a master's level nursing program of study.
3. Submission of a goal statement (statement of your short- and long-term goals in becoming a certified NP/CNL).
4. Curriculum Vita/Resume documenting educational, clinical nursing, service to nursing profession, and community volunteer experiences as appropriate.
5. An unencumbered registered nurse license in the state in which clinical experience will be done.
6. Current CPR certification (American Heart Association).
7. Personal interview may be required.

Pre-requisite Courses

Undergraduate pre-requisite courses that must be completed prior to specific graduate courses:

1. Completion of a descriptive and inferential statistics course prior to enrollment in NURS 5200 General Research Methods.
2. Completion of a beginning-level health assessment course or the equivalent thereof is required prior to enrollment in Advanced Health Assessment.

Other Requirements

The following must be completed prior initial enrollment and updated prior to the first clinical course:

- Unencumbered registered nurse licensure in the State of Missouri or in other states in which you will complete your practica. Proof of licensure must be on file with the School of Nursing.
- Submission of a current completed Student Health Record. Proof of updated immunizations and a current TB screening is required.
- Submission of a copy of your card from completed American Heart Care Provider Course.

International Students

Any international student on a F1 or J1 Student visa is not eligible for admission due to the fact that the MSN and Post-Master's Certificate Programs are totally online. For additional information, contact the International Services office at 314-977-2318.

Transfer of Graduate Work at Other Institutions Taken While a Classified SLU MSN Student. The student must first complete six (6) credit hours as a SLU MSN student. The student then initiates' a petition and has an official transcript of the work proposed for transfer forwarded to the School of Nursing. The Associate Dean of Graduate Nursing Education must recommend approval of the transfer. The student may be asked to provide a course syllabus, if the comparability of the coursework is not evident from the course description. For a course to qualify for transfer, it must be applicable for inclusion in the student's SLU MSN nursing program, the student must have earned a B or higher in the course, and the institution awarding the credit must be willing to issue an official transcript. Course(s) must have been completed within 5 years prior to enrollment, except for post-masters students. No more than 20% of coursework may be transferred.

Petition for Transfer of Credit: <http://www.slu.edu/academics/graduate/information-for-current-students.php>

Petition to Change Specialty (Concentration)

A Classified student may petition to change the degree sought, concentration, or to add or delete a formal minor. The student is to submit a goal statement with rationale for the change in the specialty to the Associate Dean of Graduate Nursing Education. Additionally, the Petition to Amend the Graduate Program is the proper document for such a request. Students are only eligible to change specialty options after they completed 9 credit hours of foundation courses. These must include NURS 5170 Advanced Pathophysiology and NURS 5080 Advanced Pharmacology. Students are not guaranteed that a special transfer will be granted. Petitions will be reviewed, along with new students once 9 credits hours are completed.

Petition to Amend the Graduate Program: <http://www.slu.edu/academics/graduate/information-for-current-students.php>

Once the student completes the form, the student should email or fax (314-977-8949) to Mary Kolb. Generally, a student on academic probation may not change specialties within the School of Nursing: i.e. going from FNP to ACNP, etc. Permission to change specialties must be granted by the Specialty Coordinator and the Associate Dean of Graduate Nursing Education.

Distance Learning and State Regulations

Students at Saint Louis University School of Nursing who have been accepted in the program are known to reside in those states in which SLU programs are approved or there is no regulation of Advanced Practice education. See a current list of approved states under "Applicant Criteria": <https://www.slu.edu/nursing/degrees/graduate/nursing-msn-np.php>

A student who plans to move to another state should contact the Associate Dean of Graduate Nursing Education for specific rules regarding distance education regulations in that state. When considering an online program the student should check with his/her State Board of Nursing and possibly the Board of Higher Education regarding regulations pertaining to professional education in that state.

Texas Students

TEXAS HIGHER EDUCATION COORDINATING BOARD oversees the welfare of Texas students attending approved distance learning programs outside of Texas. Saint Louis University School of Nursing is an approved program. Should a SLU student have a complaint about Saint Louis University, the following information would apply:

Student Complaint Procedure:

- (a) The student complaint form is available on the Agency's website. All complaints must be submitted to the Agency on the student complaint form.
- (b) Complainants shall send student complaint forms by electronic mail to StudentComplaints@theccb.state.tx.us or by mail to the Texas Higher Education Coordinating Board, Office of the General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the student complaint form are not accepted.
- (c) All submitted complaints must include a student complaint form and a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, which is at the bottom of the student complaint form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is at the bottom of the student complaint form.
- (d) The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.
- (e) Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Academic Advising

On admission to the program, each Master's nursing student is assigned a faculty academic advisor. The matching is based on the specialty to which the student has been admitted. Additional guidance with respect to programmatic issues is available from the Associate Dean of Graduate Nursing Education.

The academic advisor provides guidance with respect to program planning, course selection and enrollment, scholarly development, and other issues related to the student's academic and professional development, as appropriate. **The student is highly encouraged to contact his/her academic advisor for questions or guidance.**

Weekly Online Class Time Frame

The official time frame for the MSN and post Master Certificate weekly online classes is from Monday through Friday. Please refer to the course syllabus for individual course specifics regarding assignment dates.

Student Degree Audit

As college students, it is your responsibility to be aware of how you are progressing through your various degree programs. The School of Nursing Program recommends that students run a degree audit each semester prior to registration to determine what classes must yet be completed in working towards their degree.

Students may now run a degree audit through the [self-service banner system](#). The degree audit can help the student determine which classes he or she must take to fulfill their major, minor, and certificate requirements.

Instructions on how to monitor your academic record and prepare for graduation: <http://www.slu.edu/registrar>

Essential Requirements and Information – Reference Web Page

<https://www.slu.edu/nursing/about/current-students/essential-information.php>

Program Requisites

<https://www.slu.edu/nursing/about/current-students/essential-information.php>

All Program Requisites must be submitted prior to initial registration of classes. It is best to make a copy of all Program Requisites for your records. You may scan all Program Requisites documents into ONE file and email or enclose all documents into ONE envelop and mail to:

Mary Kolb
Saint Louis University
School of Nursing
3525 Caroline Street
St. Louis, MO 63104
kolbm@slu.edu

1. **Authorization Form (one time only)** - Agencies require that the School of Nursing release certain information regarding background checks, drug screens, immunizations, etc., upon request. Therefore, a SLU School of Nursing Authorization Form is required to be signed and submitted.
2. **Validation of Knowledge Regarding Exposure to Blood-Borne Pathogens (one time only)** - To ensure your knowledge of standard precautions and the system for reporting exposures, all students must read the booklet published by the CDC, Exposure to Blood: What Health-Care Workers Need to Know, and the accompanying School of Nursing Information, Additional Notes on Blood-Borne Pathogens. Complete the Blood-Bourne Pathogens Receipt and Acknowledgement Form that is required to be signed and submitted.
3. **CPR Requirement** – All students are required to be certified by the American Heart Association and to maintain the certification throughout their coursework.
4. **Renewal of RN License**
Students must send in a verification of current licensure. The student can visit his/her state board of nursing and conduct a licensee search, print off verification. All students in the Adult Gerontological Acute Care NP track need to have a Missouri license for Residency or reside in a compact state.
5. **Criminal Background Checks: (Comprehensive)**
In order to promote a safe healthcare environment and meet program standards and requirements of the University, School of Nursing, and clinical affiliates, students must complete a comprehensive background check prior to enrollment. The Saint Louis University Office of the Registrar coordinates the performance of background checks. The Office of the Registrar will bill the student's account for the cost of procuring the background check and will maintain records of the results of student background checks for the duration of the student's enrollment at the University.

The background checks do not require a trip to campus. Follow the directions below for completing the background check:

Follow the directions below for completing the background check:

- For detailed directions: <https://www.slu.edu/nursing/about/current-students/program-requirements.php>
- Background checks deemed unacceptable based on past criminal history will be handled on an individual basis with consultation from the Dean and Associate Dean of Graduate Nursing Education, and may result in dismissal.

Drug Screens and Other Agency Requirements

It is the student's responsibility to check with each agency prior to beginning clinical experiences to identify and meet that agency's requirements. In some cases, drug screens or other tests may be required. In that case the student must follow the agency's directions for meeting those requirements. The student is responsible for the cost of required screenings. Local students may contact the Student Health Services (314-977-2323) for information on obtaining a drug screen through Student Health Service. Distance students should contact a local laboratory and request the required drug screenings. This does not require a prescription.

The agency maintains the right to deny a student to practice if a background check or drug screen is positive. In such cases, the inability to place a student in a clinical agency would prevent the student from completing the program. The records for both the criminal background check and the drug screen will be maintained in strict confidence by the School of Nursing and will be disclosed to the participating agency only upon request.

It is the student's responsibility to determine and follow all agency guidelines and requirements.

Emergency Contact Information Verification

This information must be kept up-to-date in the student's Banner Self-Serve account. A hold on registration will be placed when the student does not have updated information (once a semester). If a student receives an e-mail reminding him/her to verify emergency contact information log onto MySLU <https://myslu.slu.edu/> login, click on the *Tools* tab, and click on *Banner Self Service*.

- The student will then be prompted with a verification form.
- If the information is accurate please check the box at the bottom of the screen indicating that you are verifying the information as accurate then click the submit button.
- If the information is inaccurate, modify the information; after the correction access the form again and click the verification check-box and click submit
- If the student encounters difficulties, contact the SLU Registrar's Office at 314-977-2269

Health Insurance and Portability and Accountability Act (HIPAA)

Under HIPAA, certain identifying pieces of health information are protected from casual scrutiny or use by unauthorized personnel. HIPAA regulations govern the circumstances of collection, access to, and use of this Protected Health Information (PHI): names, postal addresses, telephone numbers, fax numbers, e-mail addresses, dates (including birth dates), social security numbers, medical record, and health plan numbers, account numbers, certificate/license numbers, vehicle identifiers including license plate numbers, device identifiers, names of relatives, Web URLs, IP address numbers, biometric identifiers, photographs and comparable images, and any other unique identifying number, characteristic, or code.

Information on HIPAA training will be provided at orientation.

Graduate Nursing Student Health and Immunization Requirements

History and physical form, immunization records are to be mailed to the School of Nursing prior to initial registration.

- **Diphtheria and Tetanus ***
Documentation of a primary series of diphtheria and tetanus toxoid, and a booster within the past ten years.

- **Measles ***
Documentation of two doses of live measles (or MMR combined) vaccine separated by at least one month on or after the first birthday, OR laboratory evidence of immunity. Some students entering the University will need the second dose of live measles vaccine. Individuals who received killed measles vaccine, combination of killed and live measles vaccine, or measles vaccine of an unknown type between 1963 and 1967 are considered not vaccinated and should receive two doses of live vaccine at least one month apart.
- **Mumps ***
Documentation of one dose of live mumps (or MMR combined) vaccine on or after the first birthday, OR laboratory evidence of immunity. Persons who received killed mumps vaccine available between 1950 and 1978 might benefit from revaccination.
- **Rubella ***
Documentation of one dose of rubella (or MMR combined) vaccine on or after the first birthday, or documentation of laboratory evidence of immunity.
- **Hepatitis A**
Immunization series against Hepatitis A, OR laboratory evidence of immunity is recommended for students with direct patient contact, and highly recommended for students working with populations where there is increased incidence of Hepatitis A.
- **Hepatitis B***
Immunization series against Hepatitis B, OR laboratory evidence of immunity is required before patient care experiences. Students are encouraged to follow current CDC recommendations, which include a follow-up titer to confirm continued immunity.
- **Varicella**
Documentation of disease OR laboratory evidence of immunity is recommended before patient care experiences.
- **Tuberculin Test ***
A sequence of annual negative PPD tests or documentation of a negative two-step tuberculin skin test within the past 12 months or the Interferon Gamma Release Assay (IGRA) is required before patient care experiences. Retesting is required as recommended by CDC guidelines and/or clinical agency. (Usually this is on admission to the program and prior to taking NURS 511 Advanced Health Assessment). Positive skin tests require a separate, annual, physician statement documenting treatment and the absence of active/infectious tuberculosis.

Please note: All students must meet the health/immunization requirements of their assigned clinical agency. These requirements may necessitate additional immunizations besides those required by the University and School of Nursing. All requirements are subject to change based on University, School of Nursing, CDC or OSHA requirements.

*** These are University requirements.** All students must document compliance with these requirements upon entering the University. If documentation is not complete, students will be unable to participate in activities requiring patient contact, and the University will place a hold on subsequent registration.

Reference: Saint Louis University Student Immunization Requirements (1999):
<https://www.slu.edu/nursing/about/current-students/program-requirements.php>
 Revised: Saint Louis University School of Nursing (2002)

Student Photo ID Badge/Card

All students are required to have a valid student ID card. The student will need to wear the SLU ID card during the clinical practicum. Student photo ID cards will be obtained during the on campus orientation.

PROGRESSION POLICIES

Registration for Courses

Registration for scheduled courses is available online through **SLU Banner Self Service** after consultation with the academic advisor. The Registration Procedures link can be found: <http://www.slu.edu/registrar> .

Detailed directions for on-line registration are available online at <http://www.slu.edu/registrar> or from the Student Service Associate of your program. REGISTRATIONS ARE SUBJECT TO ADMINISTRATIVE CHANGE TO INSURE THAT ALL STUDENTS ARE PLACED IN COURSES THEY NEED AND COURSES AND CLINICAL GROUPS ARE BALANCED ACCORDING TO FACULTY AVAILABILITY AND CLINICAL AGENCY REQUIREMENTS.

Failure to Register

Matriculated students must maintain continuous enrollment during each Fall and Spring semester until graduation. Students who are not registered by the close of the registration period of the Fall and Spring semesters and have not submitted the petition for Complete Drop/Withdrawal for a given semester will have their record closed and will be required to complete the Petition for Activation of Non-Registered Student Record:

Exceptions are: 1. Student on approved Leave of Absence (see leave of absence policy). 2. Student participating in approved Study Abroad or Exchange Programs, or 3. Students on approved Consortium Agreements with U.S. or non-U.S. institutions (e.g. non-SLU Approved Study Abroad).

Students violating the mandatory continuous enrollment policy must pay a \$100 fee per semester not enrolled. Student whose enrollment is interrupted for three or more consecutive semesters (including Summer) must submit an application for readmission.

Adding a Course

Students' may add a course through Banner anytime during pre-registration through the first two weeks of the semester. However, when entering a course after the first week of class, students should seek consultation from the course instructor regarding missed content or participation.

Dropping a Course

Students may drop a course only during the times designated by the University. Students may complete the drop process through Banner at any time during the preregistration through the first two weeks of the semester. After the second week in the semester until the last day to drop the course, students must notify their Academic Advisor, obtain a Change of Registration Form and receive appropriate signatures. This completed form will then be sent to the Office of the Registrar to be processed. If a student withdraws from a course the student is to contact his/her Advisor so that the program of study can be adjusted accordingly.

Change of Registration Form: <http://www.slu.edu/registrar/register/forms.php>

Incomplete Courses

Students may request a temporary grade of INCOMPLETE (I) for coursework not complete at the last class or clinical session due to extraordinary circumstances. Students must request the mark of Incomplete. **A grade of Incomplete may not be requested to avoid an unsatisfactory grade.** University policy stipulates that the student and the instructor agree in writing to the conditions for clearing the Incomplete. A Petition for Course Extension must be completed and signed by the instructor and student. If the Incomplete was assigned to a prerequisite course, it must be cleared by the end of the first week of the course for which it is required. Incomplete courses for a graduating student must be completed and graded 30 calendar days after the conferral date. A mark of Incomplete must be cleared within one year after the course was taken. University policy requires that the mark of Incomplete will be changed to a grade of "F" by the Office of the University Registrar, if the course is not completed by the approved deadline.

Petition for Course Extension (Incomplete): <http://www.slu.edu/registrar/register/forms.php>

Probationary Admission

Students on probationary admission with Registration Holds may petition for permission to enroll in courses. Approval will override Registration Holds related to probationary admission only.

Petition for Probationary Admission Enrollment: <http://www.slu.edu/registrar/register/forms.php>

Advance from Probationary to Classified Status

A student accepted on Probationary Status may not exceed twelve credits or one calendar year. The formal petition is initiated at the expiration of the Probationary-status tenure-period.

Petition to Advance from Probationary to Classified Status: <http://www.slu.edu/academics/graduate/information-for-current-students.php>

PERFORMANCE STANDARDS

Grading Policies for the MSN and DNP programs

The following are the final grades designated by the Graduate Education office for 500 and 600-level offerings carrying two or more credits, exclusive of Thesis or Dissertation Research, the quality-point values (per credit-hour) and the descriptions:

A	4.0	High intellectual initiative and achievement
A-	3.7	Approaching high intellectual initiative and achievement
B+	3.3	Good intellectual initiative and achievement
B	3.0	Clearly acceptable intellectual initiative and achievement
B-	2.7	Acceptable intellectual initiative and achievement. Grade does not fulfill course requirements in a clinical course for progression.
C+	2.3	Slightly above the minimum passing grade
C	2.0	Minimum passing grade
C-	1.7	Below minimum passing grade
D	1.0	Poor academic work
F	0.0	Failure
AF	0.0	Failure due to excessive absences or unauthorized withdrawal

For most 5000 and 6000-level offerings carrying zero or one semester hour of credit, one of these two final grades is assigned:

“S” Satisfactory

“U” Unsatisfactory

Neither of these two grades influences the student’s term or cumulative GPA. (The Graduate Education office does not permit “Pass/No Pass” grading.)

For Thesis and Dissertation Research registrations, Project Guidance (for Ed.D. degree students only), and for Special Study for Examinations, Master’s Degree Study, Specialist Degree Study, Doctor of Education Degree Study, and Doctor of Philosophy Degree Study (all zero-credit), one of these three grades is assigned at the end of the academic term:

“IP” In Progress

“S” Satisfactory

“U” Unsatisfactory

Toward fulfillment of the credit hours required for Thesis or Dissertation Research or Project Guidance, the grade of “S” may be assigned only once: at the close of the final academic term in residence during which the student has completed both the hours requirement and the thesis/dissertation/project itself. At the close of a prior term, if progress has been made, the “IP” grade is appropriate. If/When a “U” grade is assigned; no credit toward fulfillment of the hours requirement is earned.

Adjacent to a Special-Study-for-Examinations entry in the student record, “IP,” “S,” and “U” indicate that the exam was not taken, was passed, and was failed, respectively. For Degree Study registrations, the Registrar will automatically record an “S” grade at the close of the academic term. None of these three grades affects the student’s term or cumulative GPA.

At the end of a term for a course at any level that a student audits, the instructor assigns one of these two grades:

“AU” Audit (satisfactorily)

“W” Authorized withdrawal (or unsatisfactory audit)

Neither of these entries into the permanent record influences the student’s term or cumulative GPA or counts toward credit hours earned for degree.

If a student completes an authorized withdrawal between the end of the Late Registration period and the middle day of the academic term, a designation of “W” is entered into the grade field for that entry in the permanent record. Withdrawals beyond the mid-term date are ordinarily not allowed.

Graduate work is designated by the 500 and 600 level course numbers and under the policies of the Graduate Education office. For courses taken at the 400, 700, or 800 levels, the final grades are assigned within the schemes of the Schools or Colleges of the University offering that academic work.

Good Academic Standing, Academic Probation, and Dismissal

A Classified student is in good academic standing when s/he is making progress toward a degree within the time period established for that degree. A student is not in good standing when s/he is on academic probation. Students are also not in good standing if they have been formally dismissed from the School of Nursing or placed under temporary suspension by action of the dean for academic deficiencies or academic misconduct. A student in the School of Nursing will not be advanced to candidacy while not in good academic standing.

If the cumulative GPA of a Classified student falls below 3.0 (on the four-point scale, “B” = 3.0), that student is automatically placed on academic probation (not to be confused with Probationary student status). To continue degree pursuit, the student must progress toward a 3.0 cumulative average and is expected to emerge from academic probation within nine credit hours or two successive academic terms during which coursework registrations are recorded. A student will not be advanced to Candidate status while on academic probation.

Failure of course

All clinical courses require a B to pass. The grade of C is minimum for non-clinical courses. Cognate courses are mandatory and do require at least a C to pass the course. If a MSN student receives a failing grade (clinical or theory) in two (2) graduate courses, the student will be dismissed from the MSN program. If a post-MSN student fails two (2) courses, the student will be dismissed from the program.

Repetition of Courses

A graduate student may repeat a required course only one time. The course must be the exact same course. If not successful on the second attempt, or if the required grade is not achieved in two separate courses, the student may not continue.

Time Period to Degree

The Master's degree program is expected to be completed within a five-year period. Should the five years pass without the student completing all degree requirements, that student must formally and successfully petition for an "extension" of the ordinary time period. Extensions are usually granted for one calendar year at a time.

Petitions for Extension of Time to Complete Degree

The entire Master’s degree program, exclusive of prerequisites, is expected to be completed within a five-year time period, beginning with the academic term of the first course applicable to the degree. Students pursuing degrees by attendance only during the Summer Sessions are expected to complete all requirements for their non-research degrees within a period of six consecutive summers.

Should the five years (or six summers) pass without the student completing all degree requirements, that student ceases to be in good academic standing unless s/he petitions a successful extension. Extensions are usually granted for no longer than one calendar year at a time. The student taking a non-research Master’s degree and exceeding the time-to-degree limit is required to take an additional credit-hour per year until completion. Any request for an extension of time to complete the degree must be made on the relevant Graduate Education form.

Petition for Time Period Extension to Complete Degree Requirements: <http://www.slu.edu/academics/graduate/information-for-current-students.php>

Leave of Absence

Personal or family crises may necessitate a leave of absence from the nursing program for a period of no more than one year. The request should be made to the Associate Dean of Graduate Nursing Education with corresponding documentation and support from the faculty advisor. A leave of absence stops the time-to-complete clock. A student on a leave of absence does not have access to University services and will not be assessed a student activity fee.

Petition for Leave of Absence: <http://www.slu.edu/registrar/register/forms.php>

Annual Student Review

All master's and doctoral students must undergo an annual review of their progress. The manner in which the review is conducted is determined by the students' advisor. The student must submit their signed Annual Review within 2 weeks of receiving or a Hold will be placed on their registration. The School of Nursing is required to file a copy of their review process with their appropriate Associate Dean of Graduate Nursing Education or Director and with the Office of Graduate Education. Copies of individual student reviews will be kept in the department or program office. A summary report of the results of annual reviews of all students in each department and program must be submitted to the appropriate dean or director of the college, school, or center.

CURRICULUM

The MSN program curriculum provides sequencing of courses in a flexible but rational manner. The courses are offered online fall, spring and summer semesters. The Nurse Practitioner program requires a two campus visits to Saint Louis University. Your first visit will be a 2 day orientation at the beginning of the program. The second visit is a 2-3 day residency at the School of Nursing. During the on-campus residency, students participate in an intensive assessment and evaluation of their knowledge of curriculum content, including diagnostic reasoning, clinical assessment skills and therapeutic communication.

The MSN Program offers the following specialties and role options:

Adult Nursing:

- Adult-Gerontological Acute Care Nurse Practitioner
- Adult-Gerontological Acute Care Nurse Practitioner/Educator
- Adult/Gerontological Primary Care Nurse Practitioner
- Adult/Gerontological Primary Care Nurse Practitioner/Educator

Family and Community Health Nursing:

- Family Nurse Practitioner
- Family Nurse Practitioner/Educator

Nursing of Children:

- Pediatric Primary Care Nurse Practitioner
- Pediatric Primary Care Nurse Practitioner/Educator

Psychiatric/Mental Health Nursing:

- Family Psychiatric Mental Health Nurse Practitioner
- Family Psychiatric Mental Health Nurse Practitioner/Educator

All students complete 20 credits of core courses that include:

- HCE 5500, Ethics in Nursing and Health Care (2)
- NURS 5040, Role Acquisition (1)
- NURS 5080, Advanced Pharmacology (3)
- NURS 5110, Advanced Health Assessment & Clinical Decision Making (3)
- NURS 5140, Health Promotion (3)
- NURS 5160, Principles of Practice Management (2)
- NURS 5170, Advanced Pathophysiology (3)
- NURS 5200, General Research Methods (3)
- NURS 5900, Residency (0)

Adult/Gerontological Acute Care Nurse Practitioner (Core Courses+)

- Cognate: NURS 5310, Critical Appraisal of Technology: Acute Care (3)
- NURS 5260, Advanced Clinical Studies in the Acute Care Setting I (4)
- NURS 5270, Advanced Clinical Studies in the Acute Care Setting II (5)
- NURS 5810, Nursing Practicum (1 credit summer semester, 3 credits fall semester) (4)
- NURS 5950, Special Study for Exams (0)

Total MSN Degree 36 credit hours

Adult/Gerontological Primary Care Nurse Practitioner (Core courses +)

- Cognate: NURS 5750, Care of the Elderly: An Interdisciplinary Approach to Health (3)
- NURS 5240, Advanced Clinical Studies I: Adolescents and Adults (4)
- NURS 5250, Advanced Clinical Studies II: Adults and Older Adults (5)
- NURS 5810, Nursing Practicum (2 credits summer semester, 3 credits fall semester) (5)
- NURS 5950, Special Study for Exams (0)

Total MSN Degree 37 credit hours

Family Nurse Practitioner (Core courses +)

- Cognate: NURS 5630, Dynamics of Family Nursing Practice (3)
- NURS 5280, Advanced Clinical Studies I: Adults, and Older Adults (5)
- NURS 5290, Advanced Clinical Studies II: Women and Children (5)
- NURS 5510, Mental Health of the Family in the Primary Care Setting (2)
- Elective (Not required for Educator Option) (2)
- NURS 5810, Nursing Practicum (2 credits summer semester, 2 credits fall semester) (4)
- NURS 5950, Special Study for Exams (0)

Total MSN Degree 41 credit hours

Pediatric Primary Care Nurse Practitioner (Core courses +)

- Cognate: NURS 5550, Family and Child Development (3)
- NURS 5320, Advanced Clinical Studies I in Nursing of Children (4)
- NURS 5330, Advanced Clinical Studies II in Nursing of Children (4)
- Elective (Not required for Educator Option) (2)
- NURS 5810, Nursing Practicum (2 credits summer semester, 3 credits fall semester) (5)
- NURS 5950, Special Study for Exams (0)

Total MSN Degree 38 credit hours

Family Psychiatric/Mental Health Nurse Practitioner Role (Core courses +)

- Cognate: NURS 5400, Ecological Approach to Human Behavior (3)
- Cognate: NURS 5550, Family & Child Development (3)
- NURS 5340, Advanced Clinical Studies I : P/MH Nursing (4)
- NURS 5350, Advanced Clinical Studies II : P/MH Nursing (5)
- NURS 5430, Psychopharmacology (2)
- NURS 5810, Nursing Practicum (2 credits summer semester, 2 credits fall semester) (4)
- NURS 5950, Special Study for Exams (0)

Total MSN Degree 41 credit hours

Clinical Nurse Leader option

Core courses:

- HCE 5500, Ethics in Nursing and Health Care (2)
- NURS 5080, Advanced Pharmacology (3)
- NURS 5110, Advanced Health Assessment & Clinical Decision Making (3)
- NURS 5140, Health Promotion (3)
- NURS 5170, Advanced Pathophysiology (3)
- NURS 5200, General Research Methods (3)
- NURS 5000, Principles of Epidemiology (3)

Clinical Nurse Leader courses:

- NURS 5020, Healthcare system and policy (3)
- NURS 5025 Informatics and Quality Improvement (3)
- NURS 5604 Advanced Clinical Studies (3)
- NURS 5605 Clinical Nursing Leadership for Advanced Generalist (3)

Total MSN, CNL degree 32 credit

Educator Option

The Nurse Educator courses provide an opportunity for course work and practicum experience in nursing education.

- NURS 5570, Curriculum Development in Nursing Education (2)
- NURS 5580, Instructional Strategies and Evaluation for Nurse Educators (2-3)
- NURS 5590, Practicum in Nursing Education (2)

An additional 3 credit education course (NURS 5560 Evidence Based Teaching Approaches) may be added so that the student may apply for the Nurse Educator Certificate. You will have to complete a Post-Baccalaureate Certificate Admission application (See Appendix F) and email to Mary Kolb (kolbm@slu.edu).

Post Masters Advanced Practice Certificate Programs

Post-Master's certificate programs are available online for students who already possess a master's degree to pursue coursework for adult/gero acute care, adult/gero primary care, pediatric primary care, family, or family psych/mental health nurse practitioner. The Post-Master's certificate program requires two campus visits to Saint Louis University. The total number of credit hours varies among certificate offerings. However, a minimum of 15 credit hours is required for completion of a post-master's certificate program. At the discretion of the School of Nursing students may transfer 3 - 5 credit hours of graduate level coursework to be applied toward their post-master's certificate program of study. You will have to complete a Post-Baccalaureate Certificate Admission application and email to Mary Kolb (kolbm@slu.edu): See Appendix F.

Student files are individually reviewed and some students may receive "advanced standing" in courses such as Advanced Health Assessment, Health Promotion, and Advanced Pharmacology. In order to do so the student petitions for this status. The student must submit, at minimum, a course number and course description and possibly the syllabus from the course.

At the completion of the post master certificate students' program a transmittal petition will be forwarded to the Registrar's Office for the certificate to officially be posted to the Saint Louis University transcript.

Post-Master's Required Courses

Prerequisite: NURS 517, Advanced Pathophysiology (may be taken first semester here at SLU)

All students complete (or may transfer in) the following core courses:

1. NURS 5080, Advanced Pharmacology (3)
2. NURS 5040, Role Acquisition (*may be waived for post-MSN students who are already NPs depending on the experience and time since relevant course content) (1)
3. NURS 5110, Advanced Health Assessment & Clinical Decision Making (3)*
4. NURS 5140, Health Promotion (3)
5. NURS 5160, Principles of Practice Management (*may be waived for post-MSN students who are already NPs depending on the experience and time since relevant course content) (2)

*NURS 5040 Role Acquisition and NURS 5160 Principles of Practice Management is a required course for all non-NP Post-MSN certificate students. The course may be required of an NP Post-MSN certificate student if the student's clinical experience is not current or the specialty is not primary care or adult-gero acute care.

Post Master's students may transfer in 3-6 credits of approved coursework for core courses. Students are also eligible for advanced standing and additional course work may be transferred in.

Graduates of the Generalist Master's Program are required to take NURS 5130 - Clinical and Diagnostic Reasoning for 2 credits.

SPECIALTY COURSES

Adult/Gerontological Acute Care Nurse Practitioner

- NURS 5040, Role Acquisition (1)*
- NURS 5310, Critical Appraisal of Technology: Acute Care (3)
- NURS 5260, Advanced Clinical Studies in the Acute Care Setting I (4)
- NURS 5270, Advanced Clinical Studies in the Acute Care Setting II (5)
- NURS 5160, Principles of Practice Management (2)*
- NURS 5810, Nursing Practicum (4)

Adult/Gerontological Primary Care Nurse Practitioner

- NURS 5040, Role Acquisition (1)*
- NURS 5750, Care of the Elderly: An Interdisciplinary Approach to Health (3)
- NURS 5240, Advanced Clinical Studies I: Adolescents and Adults (4)
- NURS 5250, Advanced Clinical Studies II: Adults and Older Adults (5)
- NURS 5160, Principles of Practice Management (2)*
- NURS 5810, Nursing Practicum (5)

Family Nurse Practitioner

- NURS 5040, Role Acquisition (1)*
- NURS 5630, Dynamics of Family Nursing Practice (3)
- NURS 5280, Advanced Clinical Studies I: Adults, and Older Adults (5)
- NURS 5290, Advanced Clinical Studies II: Women and Children (5)
- NURS 5510, Mental Health of the Family in the Primary Care Setting (2)
- NURS 5160, Principles of Practice Management (2)*
- NURS 5810, Nursing Practicum (3-4)

Pediatric Primary Care Nurse Practitioner

- NURS 5040, Role Acquisition (1)*
- NURS 5550, Family and Child Development (3)
- NURS 5320, Advanced Clinical Studies I in Nursing of Children (4)
- NURS 5330, Advanced Clinical Studies II in Nursing of Children (4)
- NURS 5160, Principles of Practice Management (2)*
- NURS 5810, Nursing Practicum (3-5)

Family Psychiatric/Mental Health Nurse Practitioner Role

- NURS 5040, Role Acquisition (1)*
- NURS 5400, Ecological Approach to Human Behavior (3)
- NURS 5430, Psychopharmacology (2)
- NURS 5550, Family & Child Development (3)
- NURS 5510, Mental Health Care of the Family in Primary Care Settings (2)
- NURS 5340, Advanced Clinical Studies I : P/MH Nursing (4)
- NURS 5350, Advanced Clinical Studies II : P/MH Nursing (5)
- NURS 5160, Principles of Practice Management (2)
- NURS 5810, Nursing Practicum (4)

(*For the non-NP post-masters student) A NP post-MSN student may be required to take the course depending on the specialty, status of practice activity, and requirements of the specialty.

Nurse Educator Certificate

The Nurse Educator Certificate will prepare graduate with the skills to teach in baccalaureate, associate or diploma nursing programs. All four educator courses are offered on-line with attention to building a learning community with a culture of sharing and support. The practicum course, Nursing 5590 allows students to create a unique teaching practicum experience

with faculty supervision and guidance and seminar activities are aimed at helping students make a successful transition into teaching. Attention to development of the educator role is threaded through each course and culminates in the development of an educator portfolio including a personal philosophy of teaching, a research plan and examples of teaching products. Students in the NEC must meet the current residency requirements within the SON. You will have to complete a Post-Baccalaureate Certificate Admission application (See Appendix F) and email to Mary Kolb (kolbm@slu.edu).

NURS 5560 Evidence-Based Nursing Education	2
NURS 5570 Curriculum Development in Nursing Education	2-3
NURS 5580 Instructional Strategies and Evaluation for Nurse Educators	2
NURS 5590 Practicum in Nursing Education	2

CLINICAL REQUIREMENTS

Attendance

Students are expected to participate in coursework as outlined in the course syllabus. Late postings and assignments may result in the loss of points in the grade for the course. Lack of participation may result in a failing grade for lack of attendance. **These standards apply to summer course work as well. Students are advised to plan vacation times between semesters or on Spring break. Academic calendars are on the SLU home website for several years in advance so that vacation time may be planned accordingly.**

Completion of the required number of clinical practicum hours per course is mandatory. Practicum hours are arranged in collaboration among the student, the course coordinator, and the on-site preceptor. Students are expected to arrive at the practicum experience prepared. Students demonstrating unsafe or inappropriate behavior in the clinical area as determined by the course faculty or on-site preceptor will be required to leave the practicum area. The student will be suspended until evidence is provided that the deficiencies have been corrected. If an infraction is serious, the student may be dismissed from the graduate program. Students must be appropriately attired (see Dress Code) for all clinical activities according to agency guidelines and wearing the Saint Louis University ID badge or agency required badge.

A student who does not master the clinical skills within the required allotted hours of clinical time to meet course objectives may be asked to do additional clinical hours in order to progress in or finish the program. The student may be asked to make a campus visit for evaluation purposes.

Dress Code:

Graduate students should always convey a professional appearance. Specifically,

- I. Saint Louis University Identification Badges are worn in clear sight above the waist with name, title and picture clearly visible in clinical settings (acute care and community based).
- II. Apparel must be clean, neat, modest and in good condition.
- III. Hairstyles should be clean and well groomed with hair secured away from the face; hair should be a natural color i.e. not pink or blue etc.
- IV. Facial hair should be clean neatly trimmed.
- V. No visible body piercings or tattoos.
- VI. As specified by OSHA standards, personnel providing direct patient care wear socks or stockings and shoes with impermeable enclosed toes. Shoes are constructed of an impervious, non-absorbent material, clean and in good repair.

Policy Regarding Clinical Time

Weekly daytime hours for a minimum of one day per week will, in most cases, be required for clinical courses in order to meet course objectives. Inability to schedule such clinical experiences during those daytime hours may prevent completion of the program. However, with an appropriate clinical site, weekend or evening hours may be permitted. Most clinical courses require 75-150 clock hours except for the practicum course (NURS 5810). This works out to about 10 hours per week. Forty hours per week are not allowed.

Medical mission trips are generally NOT approved as a clinical time. There are a number of variables to consider such as practicing in the NP role, the liability and licensure issues, as well as the quality of the experience. Students may request this clinical time to "count" but frequently these experiences, while beneficial to personal growth and the community, do not replicate what is to be accomplished in the course clinical done in the US.

Selection of Nurse Practitioner Clinical Preceptors

Selection of preceptors is carried out by the student in collaboration with the course coordinator.

Student must be licensed as an RN in the state in which the clinical preceptorship is to be held. There are two exceptions; (1) The preceptorship is performed at a VA facility as the RN license may be from any state and (2) If the student has an RN license and resides in a compact state and seeks clinical preceptorship in another compact state.

The clinical preceptor will:

- Be a nurse practitioner (NP), doctorate of nursing practice (DNP), PhD, licensed mental health professional, physician assistant (PA), or physician (MD, DO) licensed and nationally certified (if applicable) in their specialty area with experience and expertise in the area of specialization. MSN students must have an APN preceptor for a portion of their clinical hour requirement. *In some states Physician Assistants are not approved to serve as preceptors. Please check with your course coordinator
- Have APRN clinical experience appropriate to their area(s) of responsibility for **at least one year**.
- Not be related to the student (i.e. spouse, parent, sibling, in-laws, or any relation which may create a conflict of interest).
- Not be the student's employer, supervisor or prescribing provider. If the student works in a facility with a number of physicians and advanced practice nurses, the preceptor can be one of the other health care providers as long as that person is not supervising the nurse in his/her professional position.
- The student is to consult the course coordinator for validation that the selected preceptor is suitable and there is no conflict of interest.

GUIDELINES FOR CLINICAL SITES BY SPECIALTY

Adult-Gerontological Acute Care Nurse Practitioner (ages 13 and up)

Adult-Gerontological ACNP specialty (all clinical hours need to be hospital based). Students must complete the process for obtaining a hospital contract prior to their first clinical course (see form). Preceptors can be an APN or MD. Students will need to obtain a Missouri license if they do not reside in a Compact State.

NURS 5110 Advanced Health Assessment & Clinical Decision Making (75 hours): Any area in the hospital that will facilitate the student's ability to perform a comprehensive history and physical examination on acute and complex chronically ill patients (ages 13 and above). Emergency medicine or a hospitalist group is recommended.

NURS 5260 Advanced Clinical Studies I (75 hours): The student focus is addressing short term goals that include minimizing or preventing complications. The student develops critical reasoning coupled with advanced practice skills. Areas to focus on are hospitalist group or emergency medicine. Students may have more than one preceptor/multiple sites.

NURS 5270 Advanced Clinical Studies II (150 hours): The student's focus is addressing patients with complex acute and unstable conditions. Areas of focus are Intensive Care units (medical or surgical), a hospitalist group or emergency medicine. Students may have more than one preceptor/multiple sites.

NURS 5810 Advanced Practice Nursing Clinical Practicum (300 hours): 75 hrs. in the summer and 225 hrs. in the fall): Advising from the core faculty will determine the additional sites needed for this course. The student assumes increasing independence and subspecialty competencies in selected populations within the hospital environment. Areas to consider are: neurology, neurosurgery, renal, endocrine, hematology/oncology, palliative care, and cardiology, infectious disease, ortho/trauma. Students may have more than one preceptor/multiple sites.

**By the end of the NURS 5810 the AGACNP student will be able to demonstrate competencies in a majority of the specialties and subspecialties within the hospital environment: (cardiology, pulmonology, orthopedics, emergency medicine, palliative care, geriatric care, surgical care, intensive care, hematology-oncology, renal, endocrine, neurology, infectious disease).*

Adult-Gerontological Primary Care Nurse Practitioner (ages 13 and up)

NURS 5110 Advanced Health Assessment & Clinical Decision Making (75 hours): Any outpatient setting that will give you a diverse population and allow you to perform a complete history and physical examination for acute and chronically ill patients, usually, internal medicine or family medicine. The emergency room or take care clinics are also appropriate clinical sites. The preceptor may be an Adult, Gero or Family Nurse Practitioner or physician.

NURS 5240 & NURS 5250 - Advanced Clinical Studies (75 hours each): Multiple outpatient settings including internal medicine and family practice. The emergency room and take care/urgent care clinics are not appropriate choices for these courses. The preceptor may be an Adult, Gero or Family Nurse Practitioner or physician.

NURS 5810 - Advanced Practice Role Practicum (375 hours): Multiple outpatient settings including internal medicine and family practice in addition to limited clinical hours in sub-specialty practices (cardiology, pulmonary, neurology, endocrine, hematology, gastrointestinal, renal) that will allow you to develop clinical reasoning related to the above systems coupled with advanced practice skills. Limited hours in a continuing care retirement community with independent living and long term care is recommended. The preceptor may be an Adult, Gero or Family Nurse Practitioner or physician/specialist. A preceptor who sees patients both in the outpatient setting, and does rounds in nursing homes is ideal. The emergency room and take care/urgent care clinics are not appropriate choices for this course.

Clinical hours must be distributed in a way that represents the populations of multiple care settings served by the specialty. By the end of NUR 581 the student should be able to demonstrate competencies in all the clinical areas above.

Family Nurse Practitioner (all ages)

NURS 5110 Advanced Health Assessment & Clinical Decision Making (75 hours): The clinical site may be community, outpatient, or inpatient but the student must have an opportunity to conduct histories and perform both complete and focused physical exams on a wide variety of ages. The preceptor may be an advanced practice nurse (APN), physician assistant, or physician. Family Nurse Practitioners and Family Medicine Physicians are preferred.

NURS 5280 - Advanced Clinical Studies (75 hours): The students can seek rotations with internal medicine or family practice NP's or primary care physicians.

NURS 5290 - Advanced Clinical Studies (150 hours): Can use family practice (either NP or MD), OB-GYN physician or CNM or WHCNP, PNP or Pediatrician, as pertinent to the course content.

NURS 5810 - Advanced Practice Role Practicum (375 hours): Continuation of the above areas. Convenient cares clinical are not a good choice for these courses. Subspecialty practices on a rotational basis, i.e., dermatology, sports medicine, radiology, etc.

**Students acquire their own preceptor if out of town and with assistance, if living locally.*

Pediatric Primary Care Nurse Practitioner (birth to 21 years)

NURS 5110 Advanced Health Assessment & Clinical Decision Making (75 hours): The clinical site may be community-based, outpatient, or inpatient; but the student must have an opportunity to conduct histories and perform both complete and focused physical exams on a wide variety of ages of children. The preceptor may be a pediatric advanced practice nurse (APN) or a pediatrician. Family Nurse Practitioners and Family Medicine Physicians may be used, if they have contact with several children on the clinical day.

NURS 5320 & NURS 5330 - Advanced Clinical Studies (75 hours each): The student must work with a pediatric nurse practitioner, family nurse practitioner, or pediatrician and be involved in care of well children and children with acute and/or chronic health problems. The primary setting should be community and outpatient care plus limited clinical hours specialty practices will be allowed.

NURS 5810 - Advanced Practice Role Practicum (375 hours): The student must be with a pediatric nurse practitioner or pediatrician and be involved in care of well children and children with acute and chronic health problems in primary and outpatient sites. Limited clinical hours at in-patient sites that support clinical reasoning and advanced practice skills may be considered. A minimum of 10 neonatal contacts (1 month of age or less) must be documented by the end of the program.

Family Psych Mental Health Nurse Practitioner

NURS 5110 Advanced Health Assessment & Clinical Decision Making (75 hours): The clinical site may be community, outpatient, or inpatient but the student must have an opportunity to conduct histories and perform both complete and focused physical exams on individuals in all age populations. The preceptor may be an advanced practice nurse (APN), or physician.

NURS 5340, NURS 5350 Advanced Clinical Studies (150 hours each): These are theory and clinical courses. Clinical learning expectations include, but are not limited to, direct client contact hours that are to be spread evenly over more than 8 weeks and include focus on individual psychotherapy, group psychotherapy, and medical and medication management roles of PMHNP. Further and specific information regarding selection of appropriate licensed mental health professional preceptors, settings, and age populations are provided in course materials.

NURS 5810 Advanced Practice Role Practicum (300 hours): This is a clinical course wherein the four (4) credits are covered between summer and fall sessions. Emphasis of students' direct client contact hours is medical and medication management role and strengthening holistic PMH advanced practice nursing care provider and prescriber roles with clients of all ages experiencing mental health issues. Further and specific information regarding selection of appropriate licensed mental health professional preceptors, settings, and age populations are provided in course materials.

Tips for Finding a Preceptor

Finding a preceptor for nurse practitioner practicum hours can be a stressful and time-consuming process. It can be very discouraging to be turned down, especially multiple times. Faculty and previous graduate students shared the following suggestions which you may find to be very helpful:

Join the local Nurse Practitioner organization. If you currently have membership in a specialty organization such as NAPNAP or AACCN you will find resources there, too.

Networking—preceptors were found through recommendations of other NPs. Some preceptors are taking students only on the referral of others.

“I called, wrote letters, and sent them my CV (resume) so they could see my experience in advance.”

“I found my preceptor from a co-worker who is an NP.”

“I got names from friends, former instructors, and preceptors.”

“I found my preceptor through those who work at my hospital.”

“Ask your preceptor for names of friends who are also NPs.”

“Connection. I knew the preceptor from a previous job.”

“Start early. Don't worry, you will find one!”

“I found my preceptors from previous students.”

“I looked in the phone book and did cold calls.”

“I looked for preceptors who were associated with the hospital I work at and those who were close to home and work. I reviewed their qualifications to try to find a fit.”

Preceptor Selection Guidelines and Approval Process

1. Student obtains information regarding guidelines for preceptor selection from the student handbook, course materials and/or course faculty members.
2. Student contacts willing preceptor and downloads preceptor form: See Appendix D or course.
3. Student obtains tentative approval of preceptor from course coordinator/specialty coordinator. Student contacts willing preceptor.
4. Student downloads the Preceptor Information Form to give to preceptor. The form is available in the handbook (Appendix D) and within each clinical course.
 1. Student checks preceptor's license i.e. does a licensee search on the appropriate Board website. Student prints a copy of the preceptor's license information and checks for any disciplinary action or encumbrances. If the preceptor is in a state that has a fee for an online licensee search then the student obtains a copy of the license from the preceptor. If the preceptor has taken SLU students within the last year, then this step may be omitted as that information is on file.
 2. Student types (preferably) information on the preceptor information form to the extent that the information is known. For example, student would not be able to fill in the preferred method of contact or cell phone number. This step is always necessary, even if the preceptor has taken SLU students in the past.
 3. Student takes the form to the preceptor to verify accuracy of information and obtain any missing information.
5. Student emails to the faculty, the preceptor form to the appropriate faculty member i.e. the course coordinator.
6. Course coordinator will review the preceptor information and give approval if the preceptor is appropriate for the course.
7. Student verifies with clinical agency if an affiliation agreement is required or if proof of enrollment and SLU's Certificate of Liability insurance is sufficient. If affiliation agreement is required, student submits Facility Contract Request form to ksaunde4@slu.edu
8. When the legal arrangement is negotiated, the course coordinator is notified.
9. Course coordinator notifies student that the clinical site is approved.

Do not send in multiple preceptor forms from the same clinical site without contacting the course coordinator regarding your arrangements. Your preceptor has to be able to evaluate you. For primary care spending time with more than one preceptor in a short clinical experience such as 75 hours limits the ability of the preceptor to evaluate you properly.

Electronic Clinical Log (Typhon Log)

Typhon log has been adopted for use at SLU. Overall, the goal is to simplify the process of logging your patients. Each Nurse Practitioner certifying body requires a minimum of clinical hours and types of patients pertinent to the specialty. We have selected Typhon Group to handle this electronic log. SLU has purchased use of the program. The individual student pays a one-time fee that covers you until your graduation. Because the application is hosted at Typhon Group's offices, users can login from anywhere.

You can quickly and easily enter all patient encounter information from one page, including demographics, clinical information, diagnosis and procedure codes, medications, and clinical notes. In addition, eventually you will learn how to document your work using ICD-10 and CPT codes. This system allows students to develop a portfolio of their work that can be used when seeking employment later. The e-log also allows faculty to follow the progress of each student. Faculty can track whether or not students are satisfactorily progressing in their clinical experiences, thereby meeting the objectives of the course. Demographic information will indicate whether or not students are caring for patients within the assigned specialty area as well as what types of procedures students are asked to perform. Overall, faculty can compare what students are being taught and how that compares to actual performance in the clinical arena. As a result, the program will be able to assess what areas need to be changed so that students continue to meet nationally established clinical competencies.

Selection of Clinical Nurse Leader Mentors:

Selection of mentors is carried out by the student in collaboration with the course coordinator. **Student must be licensed as an RN in the state in which the clinical preceptorship is to be held. The only exception are if the preceptorship is performed at a VA facility or military base as the RN license may be from any state.**

The clinical preceptor will:

- Be a clinical nurse leader, masters prepared nurse, nurse practitioner (NP), doctorate of nursing practice (DNP), PhD, licensed mental health professional, physician assistant (PA), or physician (MD, DO) licensed and nationally certified (if applicable) in their specialty area with experience and expertise in the area of specialization. Have preparation appropriate to their area(s) of responsibility for **at least one year**.
- Not be related to the student (i.e. spouse, parent, sibling, in-laws, or any relation which may create a conflict of interest).
- The student is to consult the course coordinator for validation that the selected mentor is suitable and there is no conflict of interest.

GUIDELINES FOR CLINICAL SITES

Clinical Nurse Leader

NURS 5604: The clinical site must be chosen in collaboration with the course faculty. Microsystem assessment and capstone proposals occur in this course. A site with supportive nursing leaders, quality improvement personnel, and in which interprofessional teams work is ideal.

NURS 5605: The clinical site for this course is the same as the site for NURS 5605. Capstone project implementation and evaluation occur in this course.

INSTRUCTIONS FOR MENTOR APPROVAL PROCESS FOR CLINICAL CAPSTONE COURSES

1. Student contacts willing mentor.
2. Student types (preferably) information on the mentor information form to the extent that the information is known. This step is always necessary, even if the mentor has taken SLU students in the past.
3. Student takes the form to the mentor to verify accuracy of information and obtains any missing information.
4. Student emails or faxes the mentor form to the appropriate faculty member i.e. the course coordinator.
5. Course coordinator will review the mentor information and give approval if the mentor is appropriate for the course.
6. Student verifies with clinical agency if an affiliation agreement is required or if proof of enrollment and SLU's Certificate of Liability insurance is sufficient.
7. If affiliation agreement is required, student submits Facility Contract Request form to ksaunde4@slu.edu .
8. When the legal arrangement is negotiated, the course coordinator is notified.
9. Course coordinator notifies the student that the clinical site is approved.

Proctored Exams

The Commission on Collegiate Nursing Education (CCNE) accredits the programs at Saint Louis University School of Nursing. As such, we are required to comply with the credentialing requirements one of which is ensuring academic integrity for our on-line testing processes. For this reason, we have contracted with a company to assist us in proctoring on-line examinations in selected graduate level courses. The student is responsible for exam fees.

Webcam

In order to use proctoring services the student must have a webcam. If you don't have one on your computer the recommended webcam is the Microsoft Lifecam VX1000 (<http://www.Wal-Mart.com/Microsoft-Lifecam-Vx1000-Usb-Webcam/ip/8130846>) which sells for around \$20-\$27 depending on where you purchase this product.

TIPS for success

Make sure you have your SLU ID, you will have to put it in front of the webcam for them to verify your identify.

- They will load software onto your computer and then have access to your system and what you are doing on the computer. They will be able to view exactly what is going on in your system so they will see your instant messaging and could consider that a form of cheating. Close all unnecessary windows and make sure you know how to disable your firewalls if your system is locked down tight.
- USE **Firefox** only!
- Go on "radio silence" at home. Turn off your ringers and close yourself in a room so you will not be distracted. They will have you move your webcam or computer around to search the room for books and notes.
- Test your webcam and sound with the proctoring company before you take the test to make sure everything works. Students have had to re-boot the system before a test because the camera went down.
- Make sure you have a fast and reliable internet connection. If you lose internet, **continue the test** and email the course instructor immediately to inform him/her of your connection problems.
- Save each answer as you go.
- If you click out of the test, the test may shut down.

Fuze Meeting

Fuze Meeting is an online video-conferencing and real-time collaboration tool that can be accessed using the Fuze app for your computer or supported smartphone/tablet. The tool is used for orientation to the program and clinical courses. It is also used by some course professors to enhance the learning experience. More information may be found at:

<http://www.slu.edu/its/services-and-products/academic-resources/fuze-meeting>

Nurse Practitioner Residency (NURS 5900-20 (0 hr))

The concept of *residency* is an on-campus/live course requirement of all master's students. This requirement is met by attending the Residency session placed ordinarily at the end of or after the second Clinical Studies Course. The student should refer to the specific program plan for the specialty.

Purposes of the Residency:

- Validation of specialty-specific competencies
- Validation of assessment skills
- Assessment of student's ability to make complex client decision-making
- Socialization of the student into the professional role
- Introduction of Saint Louis University milieu on-site
- Offer opportunity for practice of specialty skills

If the student does not satisfactorily complete the residency, the student may be asked to return to campus for another evaluation.

Email Access

Each student **is required** to have an email address through the University for communication, library access, course conferences, and on-line course work. **Important announcements are sent through SLU mail only.** The student should check this mail account at least weekly.

Libraries

There are two main libraries at SLU: Medical Center Library and Pius XII Memorial Library. Their Web sites and other University Libraries are excellent avenues to explore what is available online. Go to <http://libraries.slu.edu>.

Free interlibrary loan electronic document delivery through ILLiad is available online at <http://hscilliad.slu.edu/illiad/LTL/logon.html> for students for references not held by the HSC Library. All interlibrary requests should be done at the Medical Center Library. Plan ahead of time for all requests because it may take some time to receive materials, even with ILLiad. The Pius XII Library usually will *not* perform an interlibrary loan for nursing students (check with reference librarian). Operating hours vary by library and time of year.

Medical Center Library & Pius XII Memorial Library

<http://lib.slu.edu/mcl>

Study rooms, available on a first come-first serve basis, are located in both libraries. The Medical Center Library allows large groups to have precedence over smaller groups. Consult with the main desk if you have any questions.

For psychiatric mental-health nursing topics, the Missouri Institute for Mental Health Library (on Arsenal Street just west of Kingshighway at the State Hospital) has a large collection of bound volumes and current literature. The website is <https://www.mimh.edu/>

Tests and Measures Resources. The Guide prepared by Pius librarian Dr. Miriam Joseph at http://libguides.slu.edu/educational_leadership/testsandmeasures identifies resources on tests and measures found in the Reference Department and general collections of Pius XII Memorial Library and on the Internet. It will be useful to anyone seeking to identify instruments on a topic, find information about specific instruments (often including reviews and psychometric properties), and/or locate instruments. Also, see the Health and Psychosocial Instruments (HAPI) database in OVID; this provides ready access to information on various types of measurement instruments (e.g., questionnaires, interview schedules, checklists, coding schemes, and rating scales) in the health fields and psychosocial sciences. The HAPI assists in identifying measures needed for research studies, grant proposals, patient assessment, class papers/projects, theses/Capstones, and program evaluation.

Bookstores

There is one commercial bookstore on campus which is Barnes and Noble Bookstore in Busch Memorial Center at the corner of Grand Boulevard and Laclede Avenue. They carry required texts and a limited selection of other texts. Nursing course books may be purchased there. For online purchases: <http://www.slu.edu/bookstores>

University Support Centers

- Campus ministry, School of Nursing Room Rm. 325, 314-977-8967
- Computer assistance to access MySLU, SLU email, Self Service Banner contacts ITS Support Center for the University at 314-977-4000 (press 3).
- Blackboard and software questions, contact Cynthia Rubbelke – (rubbelke@slu.edu) e-Technology Coordinator
- Electronic Clinical Log (Typhon Log) questions contact Dr. Joanne Thanavaro (jthanava@slu.edu)
- Registrar’s Office, DuBourg Hall Room Rm. 22, 314-977-2269
- Student Health and Counseling Services – Marchetti Towers East 1st Floor, 314-977-2323
- The Student Success Center is located in Busch Student Center, Suite 331, 314-977-2828
 - Online Writing Center information can be found at <https://www.slu.edu/retention-and-academic-success/university-writing-services>

Certificate Program in University Teaching Skills

The Reinert Center for Transformative Teaching and Learning (CTTL) is devoted to promoting quality teaching at Saint Louis University in the Jesuit tradition. The CTTL is a place where graduate students who are interested in academic careers can engage in stimulating dialogue about timely pedagogical issues. Individuals may choose to pursue the CTTL *Certificate in University Teaching Skills* by attending seminars and completing additional requirements. The Certificate program is available online. For more information regarding the certificate program, see: <http://www.slu.edu/cttl>

Center for Risk Reduction

The School of Nursing has established a Center for Risk Reduction. In general, graduate nursing students are invited to develop their research topics that are congruent with the Center’s definition and framework. Risk reduction is defined broadly and includes interventions that (a) reduce the probability of the occurrence of specific diseases, disease, or treatment related complications and symptoms, or disease progression and/or (b) promote health by strengthening the individual, group, or community. The Center is a collaborative mechanism to stimulate and accelerate collaborative partnerships for the conduct of research and dissemination of findings. The Center creates an environment to encourage and support the development of programs of faculty research and/or practice. It also provides a collaborative forum for the discussion and dissemination of research and evidence-based practice findings.

Advancement to Candidacy

If you are planning on graduating, you must complete the application for degree. The Application for Degree is ONLINE through Banner Self-Serve.

Application for Degree: <http://www.slu.edu/academics/graduate/information-for-current-students.php>

The application must be completed by a set date in that final term. In addition, there will be an exit questionnaire sent by the School of Nursing during the final semester. Subsequently, the student receives a degree audit that includes information to be reviewed and checked by the student and the advisor. Following filing of the cited materials and favorable action by the Dean for Academic Affairs, the student in good academic standing becomes a Candidate for the Master's degree. A student will not be advanced to Candidate status while on academic probation.

Master's degree Nurse Practitioner and Clinical Nurse Leaders students must register in **NURS 5950 (NP-section 06/CNL-section 30)**, "Special Study for Exams," for 0 credit hours in the semester in which they plan to graduate. This lets the Master's Candidacy Specialist from the Graduate Education Office know which students anticipate graduating.

All nurse practitioner students in NURS 5810 will take a written comprehensive exam in the final semester of course work. This exam must be taken by a designated week of the course. The student must pass exam to complete the program of study. If the student fails the exam, the student is required to take the exam a second time during the semester. If the student fails on the second attempt, the student will be required to take NURS 5810 for a minimum of one credit the following semester.

*Post-masters certificate students **do not** need to register for NURS 5950 as they do not apply for candidacy status.*

- The MSN student completes the *Application for Degree form* and *Exit Questionnaire* which is sent to them via email from:

Cherell Johnson
Master's Candidacy Specialist
Graduate Education
DuBourg Hall, Room 420C
(314) 977-2245
cjohns82@slu.edu

After the Application for Degree is completed, Degree Audit will be emailed to the student. The degree audit entails information regarding the required courses that satisfy the MSN as well as any outstanding requirements that need to be completed to have the degree awarded. These forms must then be emailed back to Ms. Johnson in the Graduate Education Office after they are approved by the student, advisor and Associate Dean of Graduate Nursing Education.

Deadlines are early! The deadline for the Application for Degree is toward the beginning of the semester and the Candidacy Papers deadline is around mid-semester. Specific deadline dates are listed in the graduate education link below. Be sure to look them up!

Visit the Office of Graduate Education website for a more detailed explanation of the steps in the entire candidacy process <http://www.slu.edu/academics/graduate/>.

Graduation

Masters students will receive their diploma by mail within a few weeks of graduation. When **post-masters students** complete the program, a transmittal form is sent to the Registrar's Office for the certificate to be posted on their SLU transcript. Post master certificate students will receive a certificate from Saint Louis University. Each student's transcript is reviewed by the Master's Candidacy Specialist. The certificate is sent after the completion date is posted on the transcript.

Both masters and post-masters students are invited to participate in Graduation ceremonies. The faculty will be there in academic regalia. In the Pre-Commencement ceremony, all students are called by name and walk across the stage, however, MSN students carry their hood up on stage and their Coordinator of their specialty actually places the hood over their head. They then shake hands, etc. Awards are presented; students inducted into Sigma Theta Tau are recognized, etc.

The University Commencement occurs in Chaifetz Arena—either on that day or within 2 days. In this ceremony (about 1 hour in length) students are not recognized individually, but rather, each school's graduates stand as they are presented to the University President who declares you graduates and "sons and daughters of Saint Louis University forever." There is a nationally known speaker and a lot of "pomp and circumstance." The student is encouraged to try to make at least one or the other. After all your hard work, you deserve the recognition! Do it for yourself as well as your family.

Certification Exams – Nurse Practitioner

Upon completion of the requirements for the nurse practitioner certificate or master's degree program, you qualify to take the American Nurses Credentialing Center's (ANCC) certification examination, the American Academy of Nurse Practitioner (AANP) exam or the Pediatric Nursing Certification Board (PNCB) Exam. All students are required send in the **Program Summary Log (See appendix G) to their advisor.**

You will need to call the Registrar (314-977-2269) and have the transcript sent to the certification examination office. Plan to visit the respective web sites for these certification exams and analyze the different requirements. All exams are recognized in all 50 states. You should anticipate filling out the Validation of Education (ANCC) application and then email it to Mary Kolb (kolbm@slu.edu). If you have transferred credit or are a post-masters student, the Associate Dean of Graduate Nursing Education then writes a "gap analysis" to inform ANCC about the coursework that was accepted in transfer and clinical hours that were recognized from the original NP program. This information is emailed to the ANCC Office.

You may email your Validation of Education request to Mary Kolb prior to graduation. Most graduates sit for the exam in late February or early March. When you get your results, please send us an email notifying us.

Certification Exams (Clinical Nurse Leader)

Upon completion of the requirements for the clinical nurse leader option, you qualify to take the Clinical Nurse Leader certification exam. Preparation for this exam occurs in NURS 5605. Course faculty will assist your registration for the exam, which is proctored onsite in the School of Nursing.

APPENDIX A

Nurse Practitioner & CNL Courses, Pre and Co Requisites

Course	Pre-requisite	Pre/Co-requisite
NURS 5040 Role Acquisition (1)	None	None
HCE 5500 Ethics in Nursing & Health (2)	None	None
NURS 5200 General Research Methods (3)	None	None
NURS 5170 Pathophysiology (3)	None	None
NURS 5110 Assessment & CDM (3)	None	None
NURS 5080 Pharmacology (3)	NURS 5170	NURS 5170
NURS 5140 Health Promotion (3)	None	None
NURS 5160 Principles of Practice Mgmt (2)	Advanced CI Studies I	Advanced CI. Studies II
NURS Advanced CI. Studies I (4) Adult/Gero Primary Care: 5240 Adult/Gero Acute Care: 5260 Family: 5280 Pediatric Primary Care: 5320 Family Psych-Mental Health: 5340	NURS 5080, NURS 5110, NURS 5140, NURS 5170 NURS 5400 (FPMH only)	None
NURS Advanced CI. Studies II (4-5) Adult/Gero Primary Care: 5250 Adult/Gero Acute Care: 5270 Family: 5290 Pediatric: 5330 Family Psych-Mental Health: 5350	Advanced CI. Studies I	Principles of Practice Management
NURS 5430 Psychopharmacology	NURS 5080	
NURS 5900 Residency	Advanced CI Studies I	Advanced CI Studies I
NURS 5810 Nursing Practicum (2 Summer/2-3 Fall)	Adv. CI Studies II,	Research, Ethics (or pre)
NURS Cognates (2-3) Adult/Gero Primary Care: 5750 Adult/Gero Acute Care: 5310 Family: 5630 & 5510 Pediatric: 5550 Family Psych-Mental Health: 5400 & 5550	None	None
Electives: 2 credits Family Pediatric	None	None
NURS5020 Healthcare systems and policy (3)	None	

NURS 5025 Informatics and Quality Improvement (3)	None	
NURS 5604 Advanced Clinical Studies (3)	NURS 5020	NURS 5025
NURS 5605 Clinical Nursing Leadership for Advanced Generalist (2-3)	NURS 5604	

Course Descriptions

NURS 5020 Healthcare Systems and Policy (3)

This course examines the environment in which nursing and health care is provided. Health care delivery systems and the organizational theories and behaviors involved in those systems will be introduced. The effect of health care policy in determining accessibility, accountability, and affordability will be investigated. Financing of health care will be discussed and basic business principles will be introduced. The role of the advanced generalist nurse in the provision of quality cost-effective care in a variety of health care systems will be emphasized.

NURS 5025 Quality Improvement and Informatics (3)

This course examines the process for reviewing, monitoring, improving and evaluating health care services. Health services accreditation standards will be explored. The role of information technology in providing data for the documentation and evaluation of client outcomes will be emphasized. Basic principles of epidemiology will be introduced. Quality improvement models will be described. The role of the advanced generalist nurse in developing and implementing performance improvement plans will be examined.

NURS 5040 - Role Acquisition

Credit Hour: 1

This course examines the history and development of the advanced practice nursing (APN) role, responsibilities and specialty areas in advanced practice. Capabilities and competencies relevant to advanced practice are explored. Professionalism and commitment to life-long learning are reaffirmed.

NURS 5080

Advanced Pharmacology

Credit Hours: 3

The course focuses on concepts, principles, and application of pharmacotherapeutics used by a nurse practitioner in the management of health problems encountered in primary care. Emphasis is placed on the action, absorption, metabolism, excretion, and toxicity of the major classes of drugs used in clinical practice. Lifespan considerations that affect management are included. (Offered every fall and spring)

NURS 5110

Advanced Health Assessment and Clinical Decision Making

Credit Hours: 3 (75 clinical contact hours)

This course focuses on the assessment and diagnostic reasoning component of the nursing process in the health care of individuals and families across the lifespan. The course integrates advanced assessment within the dimensions of the adaptation framework including advanced assessments of physical health, growth and development, and psychological, socio-cultural and spiritual health of individuals with their families, and performing comprehensive health assessments and development of advanced assessment skills. (Offered every fall and spring)

NURS 5130

Clinical and Diagnostic Reasoning

Credit Hours: 2 (75 clinical contact hours)

Concepts of diagnostic reasoning and clinical decision-making are presented as integral components of the advanced health assessment of individuals and families across the life span. During supervised clinical practicum experiences, students apply theoretical knowledge and advanced practice nursing skills to perform health assessments on clients/patients. The synthesis

and application of anatomical-physiological, psychosocial, cultural, spiritual health concepts, growth and development, aging process, and ethical practice are emphasized to achieve competence in comprehensive health assessment as an advanced practice nurse. Required for Saint Louis University AGMSN graduates; may be required for non-SLU non-NP MSN students. (Offered every fall and spring)

NURS 5140

Health Promotion

Credit Hours: 3

Selected models, mid-range theories, and tools are used to understand behavior and to identify risks to health. Evidence-based clinical prevention activities are analyzed for their use to improve the health of individuals, families, and populations. Methods for providing leadership in the conceptualization and implementation of clinical prevention and population health for individuals and populations are explored. The impact of lifestyle, cultural and environmental factors on health, and/or health disparity are discussed. Students will evaluate health promotion/disease prevention interventions with individuals and/or groups. (Offered fall and spring)

NURS 5160

Principles of Practice Management

Credit Hours: 2

Pre-requisite: NURS 5xxx Advanced Clinical Studies I. This course explores the professional and business aspects of advanced practice nursing. Concepts explored include: legal aspects of practice, cost containment, reimbursement, coding, case management, and outcomes management. Principles of advanced practice nursing management and balancing productivity with the quality of care are examined. Mentoring others in practice and the importance of being active in professional organizations are discussed. (Offered every spring and fall)

NURS 5170

Advanced Pathophysiology

Credit Hours: 3

This course provides an in-depth study of the physiological changes and responses to altered health states and their impact on functional status of patients. Emphasis is placed upon homeostatic mechanisms and etiologies of disease. A systems approach is utilized to understand the interrelationships of function and dysfunction at the cellular and tissue level (pathology), the organ and system level (alterations), and the total human body (functional limitations). Pediatric, reproductive, adult, gerontologic, and vulnerable population considerations may be incorporated. (Offered fall and spring)

NURS 5200

General Research Methods

Credit Hours: 3

Survey of the techniques, methods and tools of research in the behavioral sciences and social sciences. General discussion of the research process followed by examination of several different study designs such as observational, experimental, descriptive, and sample survey. Overview of different methods of data collection and analysis frequently used in research literature. (Offered every semester.) HSR 5100 is an acceptable substitute courses. (Offered each summer)

NURS 5240

Advanced Clinical Studies I: Adolescents and Adults

Credit Hours: 4 (75 clinical contact hours) Adult Gero NP

Prerequisites: NURS 508, NURS 517, NURS 514, NURS 511. Relevant theories are applied in the nursing management clients with primary health care needs and/or acute or chronic illness. By using research and evidence-based practice guidelines students implement strategies in the physiological, psychosocial, cultural, and spiritual dimensions in caring for clients and their families. The practicum component provides for the integration of the nurse practitioner role in primary care. (Offered every fall semester)

NURS 5250**Advanced Clinical Studies II: Adult and Older Adult Clients****Credit Hours: 5 (75 clinical contact hours)**

Pre- or co-requisite: NURS 524. This course focuses on the theoretical and scientific basis for advanced nursing management of adult and older adult clients with primary health care needs and/or acute or chronic illnesses. This course will cover multi-system disorders, geriatric syndromes and co-morbidity management. By using nursing research and evidence-based practice guidelines, students implement strategies in the physiological, psychosocial, cultural, economic, and spiritual dimensions in caring for adult and older adults and their families. The practicum component provides for application and integration of advanced practice nursing in the primary care setting (Offered every spring semester)

NURS 5260**Advanced Clinical Studies in the Acute Setting I****Credit Hours: 4 (75 clinical contact hours)**

Pre- or Co-requisites: NURS 508. Prerequisites: NURS 517, NURS 518, NURS 511. This course addresses short-term goals including minimizing or preventing complications, attending to co-morbidities, and promoting physical and psychological well-being. Discussion will relate to palliative care, end-of-life care, and evaluation of risk factors to address maximizing health outcomes. Specific skill sets for the Acute Care Nurse Practitioner are developed dependent upon the patient population and specialty-based area of practice. The practicum component of this course provides the nurse practitioner student the opportunity to master and apply the theory, knowledge and skills in a variety of acute care settings. (Offered every fall semester)

NURS 5270**Advanced Clinical Studies in the Acute Setting II****Credit Hours: 5 (150 clinical contact hours)**

Prerequisite: NURS 526. Specific concepts in this course that will be addressed are the management of adult and older adults with complex acute and unstable conditions in the hospital setting. Discussion will relate to the utilization of invasive interventions and procedures that promote physiologic stability in acute and life threatening conditions. In caring for patients and their families strategies in the physiological, psychological, sociocultural, and spiritual dimensions will be implemented. The practicum component of this course provides the nurse practitioner student the opportunity to master and apply the knowledge and skills in a variety of hospital subspecialties. (Offered every spring semester)

NURS 5280**Advanced Clinical Studies I: Adult and Older Adult Clients****Credit Hours: 4-5 (75 clinical contact hours; 150 after 2013) Family NP**

Prerequisites: NURS 508, NURS 517, NURS 514, NURS 511. Relevant theories are applied in the nursing management clients with primary health care needs and/or acute or chronic illness. By using research and evidence-based practice guidelines students implement strategies in the physiological, psychosocial, cultural, and spiritual dimensions in caring for clients and their families. The practicum component provides for the integration of the nurse practitioner role in primary care. (Offered every fall semester)

NURS 5290**Advanced Clinical Studies II: Women and Children****Credit Hours: 5 (150 clinical contact hours)**

Prerequisite: NURS 524. This course focuses on the theoretical and scientific bases for health promotion, maintenance and management in the primary care of women, expectant families, and children (ages 0-21 years). Well women care, family planning, and reproductive tract disorders commonly seen in primary care will be studied. Care of children with minor acute and selected stable chronic health problems will also be addressed. Trends in health care, ethical issues, and the socioeconomic and political environment of women, expectant families, and children will be analyzed to optimize the management of care. A practicum component is required. The course is designed for the family nurse practitioner role in the primary care setting. (Offered every spring semester)

NURS 5310**Critical Appraisal of Technology****Credit Hours: 3 (co or pre-requisite to NURS 527)**

This course evaluates technologies utilized in the acute care setting in providing comprehensive assessment data or stabilizing physiologic conditions. Contents include critical appraisal of available technology and selection of appropriate patient populations. Strengths and limitations and implications for further research and development will be explored. (Offered every spring semester)

NURS 5320**Advanced Clinical Studies I: Nursing of Children****Credit Hours: 4 (75 clinical contact hours)**

Pre- or Co-requisites: NURS 508. Prerequisites: NURS 517, NURS 514, NURS 511. This course provides the student with the opportunity to apply knowledge and skills in the clinical management of children who are healthy or who are experiencing selected health problems. Emphasis is placed on using models and theories that guide advanced practice nursing. The focus is on the assessment and diagnosis of health risks and health problems. Therapeutic interventions will be designed to promote health for well child care and to restore health for children who have common childhood illnesses. (Offered every fall semester)

NURS 5330**Advanced Clinical Studies II: Nursing of Children****Credit Hours: 4 (75 clinical contact hours)**

Prerequisite: NURS 532. This course provides the student with the opportunity to apply knowledge and skills in the clinical management of children who are experiencing selected acute and chronic health problems. Emphasis is placed on using models and theories that guide advanced practice nursing. The focus is on the assessment, diagnosis, and therapeutic interventions for children with acute and chronic illness and their families. (Offered every spring semester)

NURS 5340**Advanced Clinical Studies in Psych Mental Health Nursing I****Credit Hours: 4 (150 clinical contact hours)**

Pre- or Co-requisites: NURS 514, Prerequisites: NURS 508, NURS 517, NURS 511 NURS 5400. This course focuses on behaviors pertinent to the role of the advanced practice nurse as a psychotherapeutic agent in holistically treating clients with acute and chronic mental health needs/problems. Selected counseling and psychotherapy theories, biopsychosocial theories, and psychiatric mental health-related concepts, issues, problems, and disorders are examined. Clinically, students use research findings, evidence-based clinical practice guidelines, practical knowledge and skills, and theories. Self-initiated academic and personal discoveries are expected. Emphasis is given to active and ongoing collaboration with clients, their families and/or significant others, and the interprofessional team. (Offered every fall semester)

NURS 5350**Advanced Clinical Studies in Psych Mental Health Nursing II****Credit Hours: 5 (150 clinical contact hours)**

Prerequisites: NURS 534. This course focuses on the use of pertinent theories, research, evidence-based findings, practice guidelines and standards, and interdisciplinary collaboration to holistically assess and manage complex health and mental health care needs/problems of groups and individuals across the continuum of care. Group theories and processes to effectively design, conduct, and evaluate strategies for a structured group therapy product are stressed. The performance of comprehensive psychiatric assessments/evaluations and analysis of client data to formulate differential diagnoses based on appropriate classification systems are emphasized. Students tailor their use of holistic psychotherapy modalities and intervention strategies for clients of selected populations. (Offered every spring semester)

NURS 5400**Ecological Approach to Human Behavior****Credit Hours: 3**

This course focuses on content that facilitates the development of the psychotherapist role of a psychiatric mental health advanced practice nurse or the counseling role of advanced practice nurses in other specialties when taken as elective. Psychological theories, models, therapies, and treatment strategies that address the requisite knowledge and skills needed to

foster therapeutic advanced practice nurse-client relationships are examined with emphasis on target populations. Analyses of treatment/intervention strategies within various theories and models that may be used with particular clients are explored. Personal and professional orientations, values, and behavioral insights are examined throughout the course to promote increasing depth and breadth of understanding of using oneself as a therapeutic tool. (Offered every spring semester)

NURS 5430

Psychopharmacology

Credit Hours: 2

Prerequisites: NURS 508. This course focuses on concepts, principles, and application of psychopharmacotherapeutics used in the management of individuals across the lifespan at risk for developing and/or having mental health needs/problems or diagnoses of psychiatric disorders. Emphasis is placed on the proposed mechanism of action, metabolism, excretion, and adverse reactions of the major classes of psychopharmacological agents used in a wide range of clinical settings. (Offered every summer semester)

HCE 5500

Ethics in Nursing and Health Care

Credit Hours: 2

This course offers an overview of ethical theory, principles, and norms which should inform professional nursing practice. The meaning of nursing as a profession is studied as a source of ethical obligation for the nurse. Cases which arise in the practice of nursing are analyzed and evaluated in light of the identified ethical theory, principles, and norms. (Offered spring and summer)

NURS 5510

Mental Health of the Family in the Primary Care Setting

Credit hours: 2

Multicultural individuals and families at risk for mental and psychosocial problems are considered within the context of primary care practice. Nurse practitioner students will use evidence based practice to integrate behavioral, substance abuse and primary care services for individuals across the lifespan. Evidence based care that includes cognitive-behavioral, psychopharmacological, and non-traditional approaches to psychosocial and related physical problems will be covered using a case study approach. Research related to environmental, psychosocial, genetic, economic, family systems developmental risk factors, drug efficacy and non-pharmacological approaches for individuals with mental and psychosocial illness is investigated. The impact of contemporary health care policy such as the Patient Protection and Health Care Act, and legislative proposals on quality, cost and access to care is investigated. (Offered summer—should be taken just prior to NURS 528)

NURS 5550

Family and Child Development

Credit Hours: 3

Advanced study of families during the childbearing and childrearing years. Includes consideration of normative patterns of physical and psychosocial development of children from infancy through adolescence and factors that challenge these normative processes. Emphasizes analysis of theories and research concerning families and children. (Offered every fall semester)

NURS 5560

Evidence Based Approaches for the Nurse Educator

Credit Hours: 2

Pre-requisite: NURS 520. This course is designed to help students develop an evidence-based approach for the roles of the nurse educator in a variety of practice settings. The evidence on selected educational topics is examined and students create instructional materials based on existing evidence. Students utilize skills in locating, analyzing, integrating and presenting evidence to demonstrate teaching approaches in a selected nurse educator role. Reflective practice is highlighted and students plan for continuing professional development in the areas of discovery, integration, application, and teaching.

NURS 5570**Curriculum Development in Nursing Education****Credit Hours: 2-3**

Course focuses on program development and curriculum design in nursing. Theories of education and cognitive development, as a foundation for program preparation, will be presented. Use of mission and philosophy statements as bases of curriculum development will be explored. Students will participate in the curriculum-design process. Issues affecting curriculum design and development of curriculum outcomes will be analyzed. The evaluation process and its impact on curriculum development and implementation will be considered. (Offered every spring semester)

NURS 5604 Advanced Clinical Studies – CNL**Credit Hours: 3**

This course focuses on the application of evidence-based nursing care to promote safety and quality care outcomes in a specific clinical population. Particular emphasis will be placed on the assessment of risk and the development of risk reduction strategies in the selected patient population. Key issues in the management of acute and chronic illness and the promotion of health will be explored.

NURS 5605 Practicum in Clinical Leadership – CNL**Credit Hours: 3**

The student will design, implement and evaluate care during an immersion experience in a designated health care setting. The experience will foster leadership and role acquisition with emphasis on quality improvement, interprofessional team care, patient-centered care, evidence-based practice and utilization of informatics and technology. The culmination of the experience will be a professional paper and presentation in which students communicate their project design and results.

NURS 5580**Instructional Strategies and Evaluation for Nurse Educators****Credit Hours: 2**

Students will gain experience in the development and critique of selected instructional methods for course and lesson development. Teaching-learning principles will be incorporated in the in the application of educational strategies relevant to clients, staff, and nursing students. Various evaluation methods will be examined. Issues in the selection of instructional strategies and evaluation methods will be discussed. (Offered every fall semester)

NURS 5590**Practicum in Nursing Education****Credit Hours: 2**

Prerequisite: NURS 558. Pre- or Co-requisite: NURS 557. Course facilitates the graduate student's integration of educational theory and nursing knowledge. The student will participate in a teaching practicum under the guidance of an experienced nurse educator. Concurrent seminars will address topics promoting the student's role-socialization as an educator. (Offered fall and spring semester)

NURS 5630**Dynamics of Family Nursing Practice****Credit Hours: 3**

This course provides the theoretical foundations for the nursing care of families within a community context. The course will emphasize analysis of theories and research concerning families. Family functioning and roles in family health care, using family assessment tools and other nursing strategies with respect to advanced nursing practice are appraised. Family dynamics that impact family well-being and contemporary governmental, corporate and agency policies and resources that affect family functioning are examined. (Offered every fall semester)

NURS 5680**Research Utilization and Evidence-Based Practice in Nursing****Credit Hours: 2-3**

Developing, evaluating, and applying an evidence-base to address nursing care issues will be considered. The theoretical basis

for research utilization, the contributions of the evidence-based practice movement, and practical instances of their application in nursing will be examined. Barriers to research implementation and strategies to address those barriers will be considered from an individual and an organizational perspective, using both model-based and practical considerations. Opportunities will be provided to develop and evaluate a research utilization plan to address a clinical area of practice. (Offered summer semester every other year)

NURS 5750

Care of the Elderly: An Interdisciplinary Approach to Health

Credit Hours: 2-3

This course is designed to focus on an integrated approach for health care delivery to the elderly. Emphasis is on the physiological, psychosocial, cultural, spiritual, ethical, and political/legal theoretical basis for care of the elderly. Opportunities are provided to acquire a knowledge base about the elderly from faculty in a variety of disciplines in relation to practice, education, and research. (Offered every spring semester)

NURS 5810

Advanced Practice Nursing Clinical Practicum

Credit Hours: Variable 1-5; no more than 2 credits may be taken in the summer semester; the intended limit is no more than 3 clinical days per week) Prerequisite: NURS 5XX (Advanced Clinical Studies II in area of specialization). This course provides the student with a practicum experience that includes concentrated time in the role of the advanced practice nurse. The student assumes responsibility for the provision of health care services to selected populations under the supervision of appropriately qualified preceptors. The student assumes increasing independence and competency in assessing, planning, implementing, and evaluating health care. This course includes seminar discussions exploring the implementation of the role and functions of the advanced practice nurse. (Offered every summer and fall semesters)

NURS 5900

Residency

Credit Hours: 0

Occurs in the spring semester preceding the final practicum course (NURS 5810). The student is required to come to the SLU campus for onsite instruction in skills not amenable to online learning, such as suturing. The purpose of the residency is to evaluate the student's progress in the program. Depending upon the specialty, the experience is three to five days in length.

Purposes of the Residency:

- Validation of the student's identity
- Validation of specialty-specific competencies
- Validation of assessment skills
- Assessment of student's ability to make complex client decision-making
- Socialization of the student into the professional role
- Introduction of Saint Louis University milieu on-site
- Offer opportunity for practice of specialty skills

NURS 5950 (NP-section 06/CNL-section 30)

Special Study for Examinations

Credit Hours: 0

Notifies the Graduate Education Office that the student is in the final semester of study. A GPA of 3.0 is required to enroll in the course.

NURS 5980

Graduate Reading Course

Credit Hours: 1-3

Independent study course in which the student contracts with a faculty member to supervise the course. Students must obtain permission from the faculty specialty coordinator and the director of the MSN program. Students will be registered for a graduate reading course by the Student Services Associate.

APPENDIX B

Resources for Graduate Students

American Association of Colleges of Nursing (AACN) <http://www.aacn.nche.edu/Education/financialaid.htm>

The AACN maintains an *excellent* database of sources for financial aid and scholarships for graduate and post-graduate students. Be sure to search the various awards to determine eligibility criteria.

American Psychiatric Nurses Association (APNA) <http://www.apna.org/i4a/pages/index.cfm?pageid=3277>

The APNA was founded in 1986. In the ensuing years, APNA has grown to be the largest professional membership organization committed to the specialty practice of psychiatric-mental health PMH nursing and wellness promotion, prevention or mental health problems, and the care and treatment of persons with psychiatric disorders.

The National Organization of Nurse Practitioner (NONPF) <http://www.nonpf.org>

The National Organization of Nurse Practitioner Faculties (NONPF) is the only organization specifically devoted to promoting quality nurse practitioner (NP) education at the national and international levels. Starting in 1974 as a small group of educators meeting to develop the first NP curriculum guidelines, NONPF has evolved as the leading organization for NP faculty sharing the commitment of excellence in NP education. Today, the organization represents a global network of NP educators.

U. S. Government

National Health Service Corps (NHSC) Scholarship Program

<http://nhsc.hrsa.gov/scholarships/>

(DHHS, Bureau of Health Professions, Health Resources and Services Administration)

Master's students, depending on their career goals, may find this an attractive option. The NHSC has a number of opportunities available for health professions students. NHSC scholarships are available to students dedicated to practicing primary care in communities of greatest need. In return for scholarship support, students agree to practice in communities across the Nation where need is the greatest. In cooperation with regional and state partners, NHSC offers students the opportunity to serve on interdisciplinary teams in medically underserved areas. The NHSC also offers a loan repayment program for those dedicated to serving the underserved and who have qualifying educational loans. See the NHSC Web site for detailed information.

National Institutes of Health (NIH) Graduate Partners Program

National Institutes of Health Loan Repayment Programs

<http://www.lrp.nih.gov>

These NIH Loan Repayment Programs (LRP) are a vital component of our nation's efforts to attract health professionals to research careers in areas of national need. The programs are the Clinical Research LRP, Pediatric Research LRP, Contraception and Infertility Research LRP, Clinical Research for Individuals from Disadvantaged Backgrounds LRP, and Health Disparities Research LRP. National Institutes of Health Loan Repayment Programs (LRPs) can repay up to \$35,000 a year of qualified educational debt for health professionals pursuing careers in clinical, pediatric, contraception and infertility, or health disparities research. The programs also provide coverage for Federal and state tax liabilities. Applicants must have a doctoral-level degree, devote 50% or more of their time (20 hours per week based on a 40 hour work week) to nonprofit- or government-funded research, and have educational debt equaling at least 20% of their institutional base salary. U.S. citizens, permanent residents, or U.S. nationals may apply.

Nurse Reinvestment Act: Nursing Scholarships

www.hrsa.gov/loanscholarships/scholarships/nursing/

In exchange for at least two years of service at a health care facility with a critical shortage of nurses, the Nursing Scholarship Program pays tuition, etc.

Kentucky Residents

Nursing Incentive Scholarship Fund

<http://kbn.ky.gov/nisf/Pages/default.aspx>

The Nursing Incentive Scholarship Fund (NISF) provides scholarships to Kentucky residents who will be attending graduate nursing programs. NISF recipients are selected individually by the Board, using specified criteria. The amount of each scholarship is \$3,000 per year. NISF scholarships may be used for cost of living expenses, as well as school expenses.

American Assembly for Men in Nursing (AAMN)

<http://aamn.org/>

AAMN Foundation and Johnson & Johnson's Campaign for Nursing's Future have partnered to offer this new \$1,000 scholarship program for male students pursuing professional nursing education programs. Established in 2004, these scholarships are intended to support male students who are seeking a pre-RN licensure or graduate degree in nursing. Applicants must submit an application and all supporting documentation. The more complete your application, the stronger consideration your application will receive. Applicants must already be enrolled (not just accepted) at an accredited institution.

American Association of Critical Care Nurses (AACN)

<http://www.aacn.org>

The AACN awards grants for research that is relevant to acute critical care nursing practice. Interdisciplinary projects are especially invited. Funds will be awarded for projects that address one or more AACN research priorities and link with AACN's vision. The AACN research priority areas include: effective and appropriate use of technology to achieve optimal patient assessment, management, and/or outcomes; creating a healing, humane environment; processes and systems that foster the optimal contribution of critical care nurses; effective approaches to symptom management; and prevention and management of complications.

American Association of Retired People

<http://www.aarp.org/>

In 2005, the Office of Academic Affairs provided financial assistance for graduate students committed to studying aging or public policy, and working in aging-related careers. The Web site should be checked for similar offers in the future.

American Cancer Society

<http://www.cancer.org>

<http://www.cancer.org/research/index>

The American Cancer Society is the largest non-government funder of cancer research in the United States. The Society's research program focuses on beginning investigators, a program of targeted research, and an enhanced commitment to psychosocial and behavioral, health services, health policy, epidemiological, clinical and cancer control research. These scholarship grants may provide \$15,000 per year for up to four years of support. Visit the Society's Web site above.

American Lung Association

<http://www.lungusa.org/>

The American Lung Association promotes research by direct grants for research and training of scientists, through a vigorous advocacy program designed to optimize federal support of lung research.

American Nurses Foundation Research (ANF) Grants Program

<http://www.anfonline.org/NursingResearchGrant>

Through the Nursing Research Grants program, ANF provides funds to beginner and experienced nurse researchers to conduct studies that contribute toward the advancement of nursing science and the enhancement of patient care. Awards are given in all areas of nursing, including healthy patient outcomes, health care policy development, critical care, gerontology, women's health, community and family intervention.

American Society of Health-System Pharmacists

<http://www.ashp.org/>

The ASHP Research and Education Foundation offers a research grant program custom-designed to meet the needs of junior investigators or practitioners new to research in the federal health services sector. This grant is sponsored by Abbot Laboratories. The program will support research efforts critical to the study of medication adherence and persistence in older patients who receive care through the Veterans Administration, the Department of Defense, and the Public Health Service. Studies should focus on individuals with either HIV/AIDS, auto-immune diseases, psychiatric disorders, or stages 3 and 4 renal

disease. A secondary goal of the program is to develop and strengthen the skills of newer researchers in the federal services and foster mentoring of these researchers by more experienced senior investigators. Four grants of \$25,000 each will be awarded. Pharmacists, physicians, and nurses interested in applying for funding should refer to the Request for Proposals and application instructions on the ASHP Foundation Web site.

AORN Foundation (Association of PeriOperative Registered Nurses)

<http://www.aorn.org/>

The AORN Foundation Scholarship Program offers financial support to students enrolled in nursing schools and to perioperative nurses pursuing bachelors, masters, or doctoral degrees.

March of Dimes

www.marchofdimes.org/

March of Dimes programs fund several different types of research, all aimed at preventing birth defects and infant mortality. These programs include basic research into life processes, such as genetics and development; clinical research applied to prevention and treatment of specific birth defects and prematurity; the study of environmental hazards; and research in social and behavioral sciences relevant to our mission.

Minority Nurse Magazine

<http://minoritynurse.com/>

Minority Nurse Magazine is a valuable resource for scholarship information specifically for minority nursing students. Master's nursing students should search the various awards to determine eligibility criteria including financial need, academic achievement, and involvement in community activities. In addition, some may require payment of an application fee. Contact the sponsoring organizations for specific information and deadlines. Visit the Web site for detailed information.

National Black Nurses Association Women's Health Research Grant Program

<http://www.nbna.org/>

NBNA Women's Health Grant Program supports research which will address the deficit of data available on improving the health status of minority women. Information from this effort will provide population specific data to guide health practice in the promotion, prevention and education of peri-menopausal women and their unique health concerns. The amount of funding available for this research grant in direct cost is \$20,000.00. Funding for this project is contributed by Wyeth Pharmaceuticals.

National Student Nurses' Association Foundation

<http://www.nсна.org>

The Foundation of the National Student Nurses' Association will award Promise of Nursing fellowships to registered nurses enrolled in post-graduate education programs in preparation for a nurse educator role. Students may be eligible for awards to support tuition, academic fees, and books. Eligibility is also related to your ZIP CODE.

Nurse Educational Funds, Inc.

<http://www.n-e-f.org>

The National Educational Funds, Inc., is a not-for-profit organization which seeks and distributes funds to baccalaureate-prepared RNs who are in need of scholarship assistance for graduate study. Visit the Web site for detailed information and eligibility.

Nurse Practitioner Healthcare Foundation Scholarship and Awards Program

<http://www.nphealthcarefoundation.org>

This scholarship program includes 2 scholarships and 15 awards for practicing nurse practitioners or nurse practitioners currently enrolled in an accredited master's or doctoral degree program. Awards range from \$1,000 to \$5,000.

Oncology Nursing Society

<http://www.ons.org>

The Oncology Nursing Society has multiple funding opportunities for conducting research. Visit the Web site to see the organization's research agenda.

P.E.O. Educational Loan Fund (Women only)

<http://www.peointernational.org/>

The fund was established in 1907 to make loans available to qualified women who desire higher education and are in need of financial assistance. Students must be recommended by a local chapter of the P.E.O. Sisterhood and within two years of completing her course of study.

Sigma Theta Tau International (STTI) Research Grants

<http://www.nursingsociety.org/>

Explore the site for STTI grants and joint partner grants with other organizations. Small grants will support research activities but not tuition.

Women's Research & Education Institute

<http://www.wrei.org/>

The Women's Research & Education Institute fellowships are designed to train potential leaders in public policy formation to examine issues from the perspective, experiences, and needs of women. Students who are currently enrolled in a master's or doctoral program at an accredited institution in the U.S. are eligible.

Service Organizations

Many service organizations have scholarships and grants set aside. Contact local chapters and ask about the availability of student assistance. These are often not advertised, so asking about opportunities may be the only way to discover what is available. Examples of service organizations include: American Legion, Eagles, Rotary, Lions, etc.

Other

GrantForward

<https://www.grantforward.com/contact>

Scholarships Available to PNP students:**Rural & Underserved Scholarship**

Through the generous support of McNeil Consumer Healthcare Division of McNeil-PPC, Inc., NAPNAP members can now apply for the McNeil Rural & Underserved Scholarship. This scholarship of up to \$10,000 will cover a full academic year for a PNP student who will provide primary care to children and families in rural areas after graduating. The deadline for applications is June 15. For more information <http://www.napnap.org/Docs/2009RuralScholarship.pdf> or go to the National Association of Pediatric Nurse Practitioners' web site: <https://www.napnap.org/>.

Also, contact Scott Ragsdale, **Marketing Recruitment Specialist** at the School of Nursing at (314) 977-8995 for information about low interest student loans.

APPENDIX C

Facility Contract Request Form (See next page)

APPENDIX D

Preceptor Information Form (See next page)

Instructions for Preceptor Approval Process

1. Student contacts willing preceptor.
2. Student preforms licensee search on the appropriate board website to:
 - a. Verify license
 - b. Check for any disciplinary action or encumbrances.
 1. For Nurse Preceptors, go to: <https://www.ncsbn.org/license-verification.htm>
 2. For Non- nurse preceptors (MD, DO, PA, mental health professions), go to the appropriate website. For Missouri providers, go to: <http://pr.mo.gov/healingarts-public-information.asp>

Student downloads a copy of the preceptor's license verification information and the disciplinary report showing that license is free of encumbrances.

3. Student types information on the preceptor information form to the extent that the information is known. Student verifies accuracy of information and obtains any missing information. This step is always necessary, even if the preceptor has taken SLU students in the past.
4. Student submits preceptor form according to course guidelines.
5. Course coordinator will review the preceptor information and give approval if the preceptor is appropriate for the course.
6. Student verifies with clinical agency if an affiliation agreement is required or if proof of enrollment and SLU's Certificate of Liability insurance is sufficient.
7. If affiliation agreement is required, student submits Facility Contract Request form to Kari Elbe, ksounde4@slu.edu
8. When the legal arrangement is negotiated, the course coordinator is notified.
9. Course coordinator notifies student that the clinical site is approved.

**Saint Louis University School of Nursing
Preceptor Information Form**

Student Name	
Specialty Track (e.g. ACNP, FNP)	
Course Number	
Course Coordinator	
Semester and Year	
Preceptor Contact Information	
Full Name of Preceptor	
Name of Clinical Site/Medical Group	
Street Address	
Suite No., Department, Mail-Stop, Etc	
City, State, Zip	
Office Phone	
Cell Phone (optional)	
FAX Number	
E-mail Address	
Other contact information	
Best Time & Preferred Method of Contact	
Preferred address for Verification of Precepting form (& thank you letter)	
Licensure/ Specialty Information	*Send copies of license and other recognition documents. You must notify the School of any encumbrances or changes of status in your licensure or certification.
Degree (s)	
License Type, State and Number Any current discipline to license? (Y or N)	
Specialty (e.g. Cardiology, FNP, LCSW) *If CNS or other please specify Subspecialty (if applicable)	
Certifying Body (e.g. ANCC, NCBPNP)	
Experience/students	Yrs experience: _____ Current # of students: _____
Clinical Setting	
Clinical Setting Type (Hospital, Outpatient Clinic, please specify)	
Patient Population (e.g. Pediatric, etc.)	
Faculty to Fill Out	
Dates	Beginning: _____ Ending: _____
Total Number of Clock Hours	

Scan and email to Course Coordinator
Revised May, 2017

ENTERED INTO DATABASE _____

APPENDIX E
Transfer Credit Form
Please include course descriptions
(See next page)

Saint Louis University Graduate Education

Petition for Transfer of Graduate Credit

Please print: _____
 (Last Name) (First Name) (Middle Initial) (Banner ID)

Local Address: _____
 (Street, Apt) (City) (State) (Zip Code)

E-mail Address: _____ Local Phone No. _____

Degree Sought: _____ Current Major: _____ **(Note:**
 The Classified (degree-seeking) graduate student, desiring to transfer graduate credits earned elsewhere as a non-degree or transient student into a SLU degree program, may petition to do so after having completed a minimum of six (6) semester- hours in residence. Before approval will be considered, an official transcript showing credit for the coursework proposed for transfer must be attached to this petition. The appropriate section of the Catalog of Graduate Education may be consulted for the other necessary conditions for transfer of credit. (The "Evaluation of Advanced Standing of a Doctoral Student" form may be appropriate, instead, if the student has earned a Master's degree elsewhere.)

I, _____, petition to transfer the following coursework:
 (Signature of Student)

Course Identifier	Semester Hours	Final Grade	Institution Where Taken	When Taken	SLU Equivalent*

***Major Field enters "SLU Equivalent" from the Catalog; default course no.: "5ELEC" or "6ELEC."**

Approval Denied for transfer of credit is recommended. Signed: _____ (Advisor)

Date: _____ Signed: _____ (Major Field Chairperson/Director)

Remarks/Special Conditions imposed by major field: _____

Petition is approved denied by Dean/Director/Designee on _____ (Date) _____

Remarks/Conditions: _____

Signed: _____ Title: _____

Copies sent to Student Advisor Chairperson/Director Registrar on _____ (Date)

Appendix F:
Post-Baccalaureate Certificate Admission Form
Students applying for Educator Certificate
(See next page)

Saint Louis University
Petition for
Post-Baccalaureate Certificate Admission

Form
#15

Section 1 Student	<hr/>	<hr/>	<hr/>
	Student Name	Student ID	Student Email
	<hr/>	<hr/>	<hr/>
	Primary Program	Total Earned Hours	Student Phone #

Section 2 Certificate Request	I am requesting admission into the following post-baccalaureate certificate in addition to the above listed primary program.		
	Requested Post-Baccalaureate Certificate: _____		
	I understand and acknowledge that:		
	* Credits taken in the requested post-baccalaureate certificate may or may not satisfy the course requirements of my primary program.		
	<hr/>	<hr/>	
	Student Signature	Date	

Section 3 Approval	Primary Program Approval		
	<hr/>	<hr/>	<hr/>
	Director/Chair Name	Signature	Date

Section 4 Approval	Certificate Program Approval		
	<hr/>	<hr/>	<hr/>
	Director/Chair Name	Signature	Date

Form Procedures	
<ol style="list-style-type: none"> 1. Student completes sections 1 and 2. 2. Student receives approval from primary program Director/Chair via signature in section 3. 3. Student receives approval from certificate program Director/Chair via signature in section 4. 4. Certificate representative submits approved Petition for Post-Baccalaureate Certificate Admission to the Office of the University Registrar. 5. Office of the University Registrar records the approved course on the student's record. 	

Office of the University Registrar - DuBourg Hall, Room 22
 One Grand Blvd. St. Louis MO 63103 314.977.2269 <http://registrar.slu.edu>

**Appendix G:
Program Summary Log
(See next page)**

