



Alan & Sue Leighton  
School of Nursing

# Graduate Nursing Handbook

MARIAN UNIVERSITY  
Leighton School of Nursing

Effective Date: May 4, 2026

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## Disclaimer

This handbook serves as Leighton School of Nursing’s official notification to students of its policies, rules, regulations, and standards of conduct. The provisions of this handbook are not to be regarded as a contract between any student and LSON. LSON reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time (without notice) as may be necessary in the interest of the School. The School also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook.

## Dean's Welcome



You are the future of advanced practice nursing! Nursing is a wonderful career choice, and with your Doctor of Nursing Practice (DNP) degree, you will have many opportunities as a provider and leader in your community. It is my pleasure to welcome you to the Leighton School of Nursing (LSON). Our graduates are highly respected in Indianapolis and across the nation for their expertise and dedication to the nursing profession, which is a great sense of pride for us.

The faculty, administration, and staff at the LSON is dedicated to providing you with an education that proudly “transforms lives, society and the world” consistent with our four Franciscan Sponsorship Values: dignity of the individual, peace and justice, reconciliation, and responsible stewardship. We promise to academically challenge, support, and prepare you to provide advanced practice nursing care for patients in an ever-changing healthcare environment. The faculty in our state-of-the-art facilities will provide you with an active and engaged approach to learning. You also will participate in a variety of clinical experiences with our clinical partners.

The LSON strives to prepare you to be a leader in the nursing profession. Nothing makes me happier than seeing our graduates contributing to the advancement of nursing through advocacy and translating evidence into practice. As an alum, I am proud to welcome you to the LSON doctoral program, and I wish you the best of luck as you pursue your track of study!

Tia Bell, DNP, RN-BC, CNE

Dean, Leighton School of Nursing

# General Information

## Introduction

The faculty and staff of the Leighton School of Nursing at Marian University welcome you and wish you success in the educational endeavor of nursing. The information contained in this handbook identifies the policies, practices, and procedures of the LSON. Faculty, staff, and academic advisors are resources for any questions and concerns regarding the program.

At the beginning of your nursing program and annually, you are required to sign a Student Handbook Attestation document, which indicates you have access to the handbook and you are held responsible for the content and any revisions (see Appendix A). This handbook is designed for use in conjunction with the current [Marian University Course Catalog](#) and the [Code of Student Rights and Responsibilities](#).

## The Founders of Marian University and Our Franciscan Values

Marian University's identity as a Catholic Franciscan institution is grounded in Jesus Christ. Our faith is ever present and visible in the fabric of the educational philosophy and operation of the university. It guides the way faculty, administration, staff, and students relate to one another and how visitors are welcomed to campus.

Additional information about our history and Franciscan Values and be found [here](#).

## Programs and Applicable Websites

Site specific information regarding things such as access to resources, safety and security policies, extracurricular activities, and campus-specific resources can be found on the following websites.

[Leighton School of Nursing](#)

[Doctor of Nursing Practice](#)

[Family Nurse Practitioner Track](#)

[Nurse Anesthesia Track](#)

## Mission & Vision Statement

The mission of Marian University's Leighton School of Nursing is to prepare professional nurses to internalize and express the values essential to the nursing profession and enhance the health of humans in the global community. The Leighton School of Nursing undergraduate and graduate programs embrace the mission of the University as a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions. We welcome students of all faiths who seek an educational experience framed within the context of our Franciscan values of dignity of the individual, peace and justice, reconciliation and responsible stewardship. Within the School of Nursing graduate programs, we are dedicated to providing nurses with a challenging and supportive learning environment to assume advanced roles in nursing.

The vision of Marian University is to provide an education distinguished in its ability to prepare transformative leaders for service to the world. Within the School of Nursing, we achieve this vision by developing leaders in nursing who are committed to enhancing health in the global community through evidenced based practice, service, health promotion and disease prevention.

## Notice of Non-Discrimination

Marian University is a private Catholic institution accepting both in-state and out-of-state students. It is the policy of Marian University not to discriminate on the basis of race, sex, sexual orientation, color, creed, religion, national origin, disability or age, in admissions or employment or in any programs or activities. It is the University's intent to comply with applicable statutes and regulations, including Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. The graduate programs in the Leighton School of Nursing operate in compliance with the nondiscrimination policies established by Marian University.

## Accreditation

Marian University is accredited by The Higher Learning Commission of the North Central Association, one of the six regional agencies in the United States that accredit colleges and universities.

The baccalaureate degree program in nursing and the Doctor of Nursing Practice program at Marian University Leighton School of Nursing are both accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, phone: 202-887-6791. The Marian University Nurse Anesthesia program is also accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). COA is located at 222 S. Prospect Ave., Park Ridge, IL, 60068, phone: 847-655-1160.

## Mandatory Reporting Policy

The [Mandatory Reporting Policy](#) outlines the University's policy regarding mandated reporting of suspected discrimination, including harassment, based on membership in a protected class. This policy is in place to make the University community aware of one's mandatory duty to report possible discrimination and the process for doing so.

The following individuals have been designated to handle inquiries regarding allegations of discrimination based upon sex and gender:

Ruth Rodgers, Title IX Coordinator  
SVP for Leadership Integration and Student Success  
Marian University  
3200 Cold Spring Rd  
Indianapolis, IN 46222  
317-955-6318  
[rrodgers@marian.edu](mailto:rrodgers@marian.edu)

Clint Whitson, Deputy Title IX Coordinator  
Assistant Dean of Student Affairs, Health Professions  
3200 Cold Spring Rd  
Indianapolis, IN 46222  
317-955-6611  
[cwhitson@marian.edu](mailto:cwhitson@marian.edu)

Amy Koch, Deputy Title IX Coordinator  
Director of Human Resources  
3200 Cold Spring Rd  
Indianapolis, IN 46222  
317-955-6470  
[akoch@marian.edu](mailto:akoch@marian.edu)

If you have a complaint relating to gender equity in athletics or against a student, a staff member, or a faculty member and for any reason feel uncomfortable about initiating a complaint with the designated Coordinator/ Deputy Coordinator, please feel free to contact either Coordinator directly.

All other allegations of discrimination can be reported here: [Incident Report Form](#).

## Philosophy of Graduate Nursing Education

The *philosophy* of the graduate nursing program is to embrace the mission and vision of the university as a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions. Program curricula adhere to the professional standards and guidelines set forth by the American Association of Colleges of Nursing (AACN, 2021), National Task Force on Quality Nurse Practitioner Education (NTF, 2022), National Organization of Nurse Practitioner Faculties (NONPF, 2022), and the Council on Accreditation of Nurse Anesthesia (COA) Educational Programs (COA, 2022).

The program integrates the domains and concepts from AACN's *Essentials* (2021/2026), the foundational outcome competencies deemed essential for the nursing discipline. The *Essentials* identifies 10 domains that distinguish nursing as a discipline: Knowledge for Nursing Practice; Person-Centered Care; Population Health; Scholarship for Nursing Discipline; Quality and Safety; Interprofessional Partnerships; Systems-Based Practice, Informatics and Healthcare Technologies; Professionalism; and Personal, Professional, and Leadership Development. In addition to the 10 domains, the *Essentials* features eight concepts: Clinical Judgment; Communication; Compassionate Care; Access, Connection, and Engagement; Ethics; Evidence-Based Practice; Health Policy; and Social Determinants of Health. Additional competencies, content, and practicum experience expectations for advanced practice nursing roles are determined by organizations such as NONPF and COA.

The faculty aspires to create a learning environment that reflects the Franciscan values: dignity of the individual, peace and justice, reconciliation and responsible stewardship. The faculty apply the principles essential in *servant teaching* to produce professional nurses that are willing to transform healthcare and nursing education. The servant teacher models the characteristics of honesty, integrity, caring, trust, and encouragement. The faculty recognizes learning as a unique, individualized process; therefore, they develop active and collaborative strategies with students that stimulate clinical reasoning, facilitate behavioral and attitudinal change, and promote the attainment of program outcomes.

The faculty believes that the program outcomes are achieved when trust and respect are established between the student and teacher. An egalitarian relationship is established supporting a spirit of inquiry and debate. Student learning will be tailored to enhance professional practice, resolve practice challenges, and promote high quality healthcare. Students will influence practice through the translation of evidence-based outcomes to create change by disseminating results.

Students and faculty foster a commitment to lifelong learning. Graduates of the program will be prepared to assume advanced nursing roles in schools of nursing, health care facilities, and in the community. The student's individual career goals will be considered when selecting the educational experiences. Collaborative classes will provide an opportunity to learn, solve problems, and analyze challenges that are common in the interdisciplinary healthcare system.

## DNP Program Outcomes

In congruence with the competencies outlined in *The Essentials: Core competencies for Professional Nursing Education* (AACN, 2021/2026), the Marian University Doctor of Nursing Practice program strives to equip students to:

1. Integrate nursing science, science-based theory, and systems knowledge into the development and evaluation of practice approaches to advanced nursing care. (*Essentials* Knowledge for Nursing Practice & Scholarship for the Nursing Discipline)
2. Apply analytic methods to the critical appraisal of literature and other evidence to develop and support best practices. (*Essential* Scholarship for the Nursing Discipline)
3. Collaborate with interdisciplinary stakeholder teams to create change and advance positive health outcomes. (*Essential* Interprofessional Partnerships)
4. Generate, evaluate and articulate innovative solutions to complex care issues. (*Essentials* Quality and Safety, Systems-Based Practice, & Informatics and Healthcare Technologies)
5. Analyze the impact of local, national, and global health policy effects on care decisions. (*Essentials* Population Health & Systems-Based Practice)
6. Support cost and resource efficiency, quality, and accessibility of healthcare for all patients. (*Essentials* Person-Centered Care, Population Health, & Systems-Based Practice)
7. Advocate for the nursing profession as well as socially and ethically relevant policy in healthcare. (*Essentials* Systems-Based Practice & Professionalism)

8. Support and effectively lead improvement initiatives that enhance safety, quality, and evidence-driven care. (*Essentials* Scholarship for the Nursing Discipline, Quality and Safety, Systems-Based Practice, & Informatics and Healthcare Technologies)
9. Demonstrate leadership skills while developing approaches to care that address population needs based on evidence and Franciscan values. (*Essentials* Population Health & Personal, Professional, and Leadership Development)

## College Faculty and Leadership

A directory of graduate nursing faculty and administration of LSON can be found here [Faculty and Staff Directory](#)

## Faculty and Student Roles

The role of faculty is to challenge and support the student to meet course objectives and program outcomes. The faculty facilitate, advise, and act as role models for the teaching/learning process.

The role of the student is to be an active, engaged learner in the teaching/learning process. Students apply, evaluate, synthesize the knowledge to practice, as well as critically think about their impact at the local, national, and global level. Students take responsibility for their learning by asking questions and initiating and seeking learning opportunities in conjunction with faculty.

## Admissions, Financial Aid and Accessibility

### Office of Admissions

The purpose of the Office of Admissions is to identify well-qualified applicants and select those for matriculation that best align with the Mission of LSON Graduate Nursing and the values of Marian University. Information relating to admissions requirements and the application and selection processes can be found on the [Office of Admissions website](#).

In addition, the office of admissions also engages in community outreach and recruitment. As a student at LSON Graduate Nursing, we encourage you to learn more about what this office and our program have to offer.

### Financial Aid

The Office of Financial Aid on an open-door policy to provide financial aid information and payment options to students, in addition to assistance with loans, scholarships and debt

management as well as budgeting. This can be found on the [Office of Financial Aid](#) website.

## Scholarships

Through the generous support of our community partners, LSON Graduate Nursing is able to offer scholarship to incoming and enrolled students. These scholarships vary in the amount of funding, criteria, timing and focus. Students wishing to apply for these scholarships should review their descriptions, amounts and eligibility requirements on [the LSON Financial Aid webpage](#). In addition to these scholarships, students are encouraged to apply for external opportunities.

## Health Requirements

Noncompliance with mandatory health requirements, at any point during a student's enrollment at LSON may prevent matriculation or academic advancement. A list of current health care requirements can be found in the DNP Compliance Guide.

In addition to the annual drug screening, clinical sites may request students to submit a more current or a more extensive drug screening or criminal background check in order to begin or remain on their clinical spaces. Positive results will be reviewed and appropriately referred for any additional actions or sanctions.

LSON does not waive these requirements as many of these immunizations and proof of immunity are required by the clinical training sites and are recommended to work with the public in a healthcare setting. A failure to be in compliance with all requirements may impact clinical placement and the ability of a student to progress within the academic program.

## Reasonable Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable laws, LSON provides reasonable accommodations for otherwise qualified students with verified physical, psychological or learning disabilities. LSON accommodations, in compliance with the Americans with Disabilities Act (ADA), are not necessarily equal to ADA accommodations implemented by outside entities, e.g., certifying bodies such as the National Board of Certification & Recertification for Nurse Anesthetists, American Academy of Nurse Practitioners Certification Board, etc.

An accommodation will not be provided if it would result in the fundamental alteration of the School's program or educational requirements. One or more trained intermediaries may be provided to assist the student during the educational program, but not under

circumstances where the student's judgment must be mediated by someone else's power of selection and observation.

This policy will be administered consistently, fairly, and in a non-discriminatory manner in compliance with the ADA and all other applicable laws. All accepted applicants will be asked to certify they have reviewed these standards and understand continued compliance with these technical standards is a requirement for graduation.

In order to request a reasonable accommodation, students must follow the process articulated on the [Personalized Learning Center webpage](#).

Students are encouraged to:

- Contact the PLC as soon as possible to ensure accommodations are implemented in a reasonable and timely manner. Students can contact the PLC via email ([plc@marian.edu](mailto:plc@marian.edu)) with any questions about their process.
- Notify the PLC immediately when an accommodation is not being provided correctly.
- Notify the PLC immediately when discontinuing an accommodation (e.g., no longer needing temporary accommodations that were granted because of a concussion).
- Provide timely notification to faculty of approved accommodations by electronically sharing the PLC Accommodation Letter with their faculty.

## MU Pregnancy and Parenting Policy

Marian University has adopted a policy regarding parenting and pregnancy that applies to all students. The complete policy can be found here: [MU Pregnancy and Parenting Policy](#).

## Student Support Services

### The Office of Student Affairs

The Office of Student Affairs is committed to promoting an environment of safety and wellness, leadership development, cognitive development and enhancement, and milestone recognition. It is also our goal to integrate the Franciscan values of dignity of the individual, peace and justice, reconciliation, and responsible stewardship into every facet of campus life. As a student, you will find that these values fuse teaching and learning with intellectual, spiritual, moral, and social development.

At Marian University we offer many opportunities for you to become engaged with your faculty and peers inside and outside of the classroom. We suggest you consider building

leadership skills through participating in student and professional organizations, maintaining physical and mental wellness through recreation and intramural programs, supporting the community around you through service engagement opportunities, and broadening your intellectual and professional scope by attending cultural, educational, and social events on campus and in the community.

We also offer many academic and advising services to support your educational journey. These range from general academic support, such as strategies for managing stress and test anxiety, to mental health counseling from licensed psychologists. MU also offers accommodation services for students with 11 documented disabilities. In addition, MU provides a full campus police department for safety and security.

## Counseling and Consultation Services

The Counseling and Consultation Services Office is a resource center for the Marian University community. The staff provides academic support services, personal counseling, and consultation to students. Services are provided at no charge to students who are currently enrolled. The Counseling and Consultation Services Office is located in Clare Hall and students may schedule appointments by calling 317.955.6150. Examples of the services provided can be found on the [Counseling Service website](#).

## Student Healthcare

The [Marian University Student Health Center](#) is located in Clare Hall, 1st Floor West. Appointments are encouraged and walk-ins are seen as the schedule permits. Health management for MU students includes assessment, treatment, education and referral to appropriate medical personnel. In addition to the services offered at MU, each student may choose healthcare providers based on his/her insurance coverage and the type of care needed.

Additional information about services provided and cost can be found at this link [Specifics about Health Services](#)

## Graduate Student Academic Support Services

The [Academic Support Services Program](#) supports all MU students in their quest for academic success. Individual consultation and group workshops are available to assist students who desire additional academic support. Students may seek academic support services for a variety of reasons, including poor academic performance, difficulties with time management and organization, help with study and test taking strategies, test anxiety, etc. All academic support services provided by MU are offered at no charge to students enrolled in graduate nursing.

## Malpractice Insurance Coverage

Students are covered by Marian University School of Nursing professional malpractice insurance while participating in any required or elective course work at MU affiliated hospitals, affiliates or training sites. Students may participate in unique clinical opportunities outside of the regular curriculum only with prior written approval.

## Health Insurance

POLICY NAME	Health Insurance				
EFFECTIVE DATE	5/4/2026	DATE OF LAST REVIEW	3/1/2026	VERSION NO.	1

### SCOPE

This policy applies to all LSON graduate nursing students.

The Leighton School of Nursing requires all students to carry personal health insurance. Students must either present evidence of current coverage or enroll in a health insurance program. Students must maintain and show evidence of current coverage on their American DataBank (Complio) account. The cost of personal health insurance is the responsibility of the student. *Students should consult the [webpage](#) for information regarding the Marian insurance plan for graduate health professions students and/or contact Office of Student Affairs.*

### POLICY STATEMENT

Obtaining and maintaining health insurance is a requirement of your enrollment in this academic program. Proof of insurance must be submitted on an annual basis throughout your enrollment at Marian University. To ensure compliance with this requirement, please review the following information.

#### Health Insurance Options

To ensure that students have access to a comprehensive, reasonably priced health plan, LSON has selected Aetna Student Health as the medical plan provider. With the implementation of a student health insurance plan, all students must either enroll in the student-sponsored health plan or provide proof of other acceptable health coverage. The health insurance plan is a PPO with an extensive network of participating providers across

the country. The plan will allow for unlimited benefits with a annual deductible, coinsurance of 80/20, and an out-of-pocket maximum.

HSA Consulting, Inc. (HSAC) is the group administrator for the student health plan and will verify the waiver information to ensure all students remain compliant with Marian COM's health insurance requirements. All information submitted is confidential and utilized for verification of health insurance only. You will be receiving e-mails from HSAC from this point forward, so please review the information they are providing you. As the group administrator, HSAC will assist students with plan questions, address changes, claim assistance, and obtain ID cards. Their team is available by phone or e-mail.

### **WAIVING OUT OF THE MARIAN STUDENT HEALTH INSURANCE PLAN**

If you have active health insurance with benefits that meets all the criteria listed below, you may apply for a waiver of enrollment in the Marian Student Health Insurance plan. You will need to have your current insurance ID card and information regarding your plan benefits to complete the process. A copy of the front and back of your Health Insurance ID card must be submitted with your request. Once you have submitted the required information, you will receive an e-mail verifying if your waiver meets the waiver requirements. Waivers will not be accepted past the required deadline.

#### **Acceptable Waivers**

All students **MUST** be covered by an ACA-compliant domestic health insurance plan for the entire academic year, including summer and holidays.

Plans that qualify to waive the MU-WCOM student health insurance plan are:

- Parent's Employer Group
- Spouse's Employer Group
- Partner's Employer Group
- COBRA - must be from an acceptable plan to waive of Parent, Spouse or Partner's Employer Group. Own Employer Group COBRA is not accepted as Own Employer Group coverage does not meet requirements to waive.
- Veteran/Tricare Benefits
- Indiana Medicaid (Healthy Indiana Plan)

**NOTE:** student must live in the state of Indiana the entire academic year.

- Medicare

- Individual Plans through the Marketplace

NOTE: Deductible MUST NOT be more than \$2,500 for individual and family (In many cases even if an individual deductible is listed, the family deductible must be met before benefits apply and is considered the deductible.) HSAC will verify individual plans quarterly.

Acceptable coverage to waive the Student Health Insurance Plan for all plans must include:

- A provider network for primary care, specialty, hospital, and diagnostic care. Students must have comprehensive coverage in the states where the student has designated rotations (HMO plans only qualified for the state you are residing).
- Unlimited Major Medical Coverage
- Coverage for an annual exam
- Prescription coverage
- Mental health coverage

### **Health Insurance Basics**

Health insurance, or medical insurance, is complex and can be confusing. If you are new to the world of health insurance, or just want to brush up on your knowledge please consider reviewing the following resources and the information they contain.

#### 1) Health Insurance Basics from the U.S. Centers for Medicare and Medicaid Services

At the link below you will find a helpful guide from the Centers for Medicare and Medicaid explaining common elements and questions regarding health insurance coverage.

[Health Insurance Basics](#)

#### 2) CareSource Indiana

At the link below you will find helpful information describing the benefits and differences of the Indiana Medicaid plan known as Healthy Indiana Plan and federal marketplace plans.

[CareSource Indiana](#)

### **Indiana Medicaid (Healthy Indiana Plan)**

Students who are permanent residents of Indiana and reside in Indiana the entire year are eligible to waive with Indiana Medicaid. You must remain a resident of Indiana and have Medicaid coverage for the entire year.

Students with any clinical experiences scheduled outside of Indiana are not eligible to waive with Indiana Medicaid.

· Any other states Medicaid are NOT eligible to waive the health insurance plan.

### **Own Employer Group Plans**

Own Employer Group plans, short-term health insurance policies, traveler's plans, or plans originating outside the United States will not be accepted as part of the Waiver process.

#### **Coverage must be in force for the entire school term.**

Please note - you must have active coverage that meets all requirements by the waiver deadline. There are no exceptions to this policy or waiver deadline extensions. HSAC will periodically verify health insurance plans approved during the waiver process to ensure student comply with the university's health insurance coverage requirements.

### **Health Insurance Premium and Student Account**

All enrolled students are automatically billed for half of the annual student health insurance premium upon registration for the Fall Semester. This fee is removed for students who submit successful waiver request that meets the University's coverage requirements. Students who do not submit a waiver request and students whose waiver requests are denied will be enrolled in the student health insurance plan and billed accordingly.

### **Periodic waiver verifications**

If your waiver is approved, it is still subject to periodic verification throughout the academic year to ensure that your submitted plan is still active and meets the University's health insurance coverage requirements. It is incumbent on the student to ensure their plan remains active and in compliance with the University's health insurance requirements throughout the current academic year, including summer and holidays.

If your plan is found to be inactive or out of compliance, the University reserves the right to enroll a student in the student health insurance plan from the start of the period of non-compliance (even if your termination date was in the past) through the end of the current academic year. If your plan is found out of compliance, you will receive an e-mail

notification from HSAC, and you will have 14 calendar days to respond. If you have not responded within 14 calendar days, the University will proceed with enrollment in the student health insurance plan, assess your student account for the applicable premium charges, and notify your program of your non-compliance with the University's health insurance requirements.

### **Involuntary Loss of Coverage/Age-Outs**

If you originally waived out of the student health insurance plan but find that you need health insurance coverage later in the year due to an involuntary loss of coverage or if you have aged out of your parent's insurance plan, you can also enroll via the Health Sciences Assurance Consulting website. Students enrolling after the initial enrollment period due to an involuntary loss of coverage will be assessed a prorated portion of the insurance premium based on their enrollment dates. Students have 14 calendar days after an involuntary loss of coverage to enroll in the student health insurance plan or submit updated proof of coverage. Proof of coverage must show that the new coverage is in effect as of the termination date of the previous coverage. No gaps in coverage are permitted.

### **Student IDs**

Marian University student identification cards are available through the Marian University Police Department. Students may contact the Department at 317.955.6789 to confirm office hours. Students may pick up a student ID at no charge once the student has been officially accepted into the program. Student IDs are necessary to check out materials from the library, utilize the PE Center facilities, and attend sporting events.

### **Change of Name or Address**

Notification of a change may be made in one of two ways: obtain a Change of Name or Change of Address Form directly from the Registrar's Office on the 1st floor of Marian Hall or go the University's website: [www.marian.edu/current-students/registrar](http://www.marian.edu/current-students/registrar). Students must submit the required documentation to facilitate the change.

### **Transcript Requests**

Official transcripts can only be released to those who have satisfied all financial obligations to the university. To settle financial obligations prior to requesting an official transcript, students must contact the Business Office at 317.955.6020. Unofficial transcripts are available at no charge to students through the MUHUB student portal. The transcript ordering process and fee information can be found on [the MU Registrar's website](#).

## Graduate Catalog

Additional information regarding University services can be found in the [MU Graduate Catalog](#).

## Student Activities

### Doctor of Nursing Practice Student Government

The Marian University DNP Student Government serves the graduate-level student body by enhancing the student experience through representation and advocating for the needs of the student body. The organization fosters a campus environment built on integrity, respect, and community. It promotes a culture of consent; serves as a resource for students to achieve their academic, extracurricular, and personal goals; and provides transparency with Marian's Administration. The DNP government also provides opportunities for students to become productive leaders of the campus, local, and global communities. Additional information about DNP Student Government can be found within the organization's bylaws.

### Participation in National and International Organizations

As students become engaged in local, regional, national and international organizations and associations, the opportunity may arise to be nominated for and serve in positions of national and international leadership. As these opportunities arise, it is essential that these students be of the highest academic achievement and professional character. As a result, any student seeking to serve in a position representing MU or LSON cannot be nominated from the floor, as eligibility must be established by the Assistant Dean of Student Affairs prior to acceptance of a position. The Assistant Dean of Student Affairs will give consideration to elements including, but not limited to, the student's academic record, professionalism and behavioral record, faculty recommendations and others. The Office of the Dean will provide a written response to the student regarding the student's eligibility. Please note that the Dean, Program Director, or the Progression Committee may require a student to vacate any MU or LSON leadership role(s), national or international representative position(s), or travel opportunities if these activities are seen to interfere with the student's academic success.

### Marian Permission to Use Student Likeness

Marian may videotape, audiotape, or photograph students and to use these materials for recruitment or educational purposes.

# Information Technology Resources

## American Databank/Complio

Complio is American Databank's comprehensive tool for student screening, immunizations and compliance. American Databank offers compliance services, including criminal background checks, credential verification, drug screening and records management. Complio is based upon technology used by the mortgage lending industry, and all medical records entrusted to American Databank are protected with the highest levels of security. To further ensure protection, communication features are designed in such a way to retain all sensitive information within Complio so sensitive information cannot be accidentally or inadvertently shared inappropriately. American Databank enables healthcare education program administrators to capture and track background screening results and health records to ensure compliance with clinical site requirements for immunizations, certifications, insurance and other documentation.

Based upon requirements articulated within our affiliation agreements, and other articulation agreements held with agents or external institutions, Marian University may have an obligation to share reports generated by American Database/Complio with these agents or external institutions. These reports will be shared with agencies and external institutions only for permissible purposes. If adverse actions are taken resulting in the denial of admission to a clinical experience, clerkship or program, and the adverse action is made wholly, or in part, on information included within a report, Marian University will provide the impacted students with an oral or written notice of adverse action.

## Evans Center Labs

Various labs are located on the second floor of the Michael A. Evans Center for Health Sciences to facilitate the rich educational experiences faculty of the Leighton School of Nursing values for its students. The Louis C. Gatto Nursing Resource Center (NRC) Skills Labs have areas for both didactic instruction and hands-on skills practice. The Hill-Rom Open Practice Room allows for study and independent skills practice. The Computer Lab has thirty-five computer stations for instruction, testing, and independent study. The Hill-Rom Simulation Center faculty and staff provide multidimensional clinical skills and simulation experiences for students.

Simulation in healthcare is the art of imitating processes and/or systems that a nursing student must prepare to encounter. These simulated experiences can provide safe environment, in which to make mistakes and reflect on their learning.

Opportunities for skills practice, equipment operation, critical thinking, clinical reasoning, clinical judgment skills, and teamwork can be provided. The hands-on practice and team debriefing that follows each simulation reinforces learning.

The following must be observed:

1. Students require proper orientation to the labs. Orientations are provided upon request to Nursing Resource Coordinator and Simulation Staff.
2. All participants must act in a manner as outlined in Marian University's Code of Student Rights and Responsibilities.
3. Adherence to the dress code is required during simulation and skills labs.
4. Graduate nursing students are required to sign in and out on the log in the Open Practice Room when practicing outside their scheduled clinical lab time.
5. No invasive procedures on faculty, staff or students are to be performed in any of the labs. Sharps must be disposed of in sharps containers. Full sharps boxes are to be handled by lab employees only. Any injury is to be reported immediately to faculty or staff and the accidental injury form must be submitted. See injury report form (see Appendix E) for procedure. After hours, students are to call Campus Police at 317.955.6789.
6. No eating or drinking is allowed in any simulated patient care area. Hand washing and/or foaming is required in all clinical settings. No pens are allowed while working with mannequins or models, i.e. pencils only. Beds are to be occupied only by mannequins or persons role- playing. No shoes on bed. Unoccupied beds in Skills Labs are to be left orderly, in low position, side rails down, wheels locked as in a clinical setting. Equipment is to be used only for purposes specified; anyone who fails to comply will be asked to leave the area.
7. Any equipment malfunction must be reported to the lab personnel or faculty immediately. Equipment or resource materials must remain in its specified lab area, unless signed out by faculty/staff. The computer lab is a quiet zone, i.e., limited conversation and no calls. All areas must be left clean and neat. Children and pets are not permitted unless part of a learning experience.

### Evans Center Study Space Agreement

The Lecture Halls (150 and 151) and all first-floor classrooms are considered "Silent Study Space" during building operating hours, exceptions include: scheduled classes, school

sponsored events, and scheduled presentations or meetings. These rooms may not be reserved for individual or group study.

In addition, students are able to utilize group study rooms throughout the second floor. These can be reserved or utilized during building hours of operation.

### Library Study Space Reservations

Students can reserve study spaces in the library here [Library Study Space Reservation](#).

### Required Trainings

Certain trainings are required annually and can be found in electronic format on Canvas. These trainings include, but are not limited to: HIPAA, Bloodborne Pathogens, TB and Fire Safety. Proof of completion is required prior to student clinical and simulation attendance.

### Family Educational Rights and Privacy Act (FERPA)

Marian University’s policy regarding FERPA can be found here: [FERPA | Marian University](#)

## Changes in Enrollment

### Program Withdrawal

A student may withdraw from the university according to the guidelines in the Marian University [Course Catalog](#).

### Re-Admission to Program after Withdrawal

<b>POLICY NAME</b>	Re-Admission to Program after Withdrawal				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	3/15/2026	<b>VERSION NO.</b>	1

#### SCOPE

This policy applies to all graduate students enrolled in the LSON.

#### POLICY STATEMENT

Marian University students who maintain continuous enrollment each semester will be audited for degree completion using the catalog year at the time of first enrollment as a degree-seeking student. Students with a lapse of enrollment of more than one year will be required to reapply to Marian University. Upon readmission to the university, the latest

catalog will then apply, including any updated degree requirements. Additional information regarding re-admission can be found [at the MU Graduate Catalog](#)

## Leave of Absence

<b>POLICY NAME</b>	Leave of Absence				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	4/8/2026	<b>VERSION NO.</b>	1

### SCOPE

This policy applies to all students enrolled in LSON graduate nursing programs.

### POLICY STATEMENT

LSON graduate nursing students may be placed on a leave of absence (LOA) if they encounter circumstances that impact their ability to continue in the academic program. Reasons for LOA may include medical conditions, family or personal emergencies, academic difficulties or the pursuit of other educational opportunities.

Permission for a leave of absence is not guaranteed, unless the leave is required by law, or as indicated via institutional policy. LSON reserves the right to grant or deny leaves based upon what is deemed to be in the best interest of the student.

### TERMS AND DEFINITIONS

TERM	DEFINITION
Leave of Absence (LOA) or Leave	A leave of absence is a period of time during which a student is not enrolled in required LSON coursework, clinicals or the academic program. A single leave can be up to 6 months in length, and multiple leaves may be granted not to exceed the maximum length of 9 months.
Technical Standards	Students are required to satisfy technical standards published by the School. Continued fulfillment of these standards is a requirement for enrollment at LSON.
LOA- P	The designation for a personal leave of absence when reported.
LOA – D	The designation for a administrative leave absence when reported.
LOA-M	The designation for a medical leave of absence when reported.
LOA- A	The designation for an academic leave of absence when reported.
LOA – E	The designation for an enrichment leave of absence when reported.

Policy intro:

1. Types of Leaves of Absence (LOA):
  - 1.1 School - Initiated LOA

- 1.1.1 LSON may require a student be placed on a LOA if the student has academic, professionalism, or technical deficiencies not addressed by other types of leaves.
  - 1.1.2 A student placed on a school-initiated leave will be removed from the academic program, including coursework and/or clerkships.
  - 1.1.3 Students placed on a school-initiated leave may re-enroll in the academic program contingent upon satisfactorily meeting the conditions set forth by LSON. Students who are not permitted to return may be dismissed.
  - 1.1.4 School - initiated leave designations
    - 1.1.4.1 Administrative LOA: A student may be placed on an administrative leave in a variety of scenarios including, but not limited to; noncompliance with administrative requirements, confirmed violations of institutional policies, and substantiated concerns regarding patient safety. LSON will determine when an administrative leave is warranted.
    - 1.1.4.2 Academic LOA: A student may be placed on an academic leave by the Graduate Nursing Faculty Council in accordance with other institutional policies.
- 1.2 Student - Initiated LOA
- 1.2.1 Students considering any type of leave must complete the appropriate LOA Request Form and submit all required paperwork as soon as reasonably possible, unless otherwise stated in this policy.
  - 1.2.2 Student-initiated leave designations
    - 1.2.2.1 Career Enrichment: Students who are in good academic standing and have been admitted to degree-granting program or have secured a position to explore a particular research interest may request an educational/research leave. Requests for an educational/research leave must be submitted at least 30 calendar days before the anticipated start date of the leave.
    - 1.2.2.2 Personal: Students who have compelling personal circumstances that are temporarily impeding their academic progress may request a personal leave.
    - 1.2.2.3 Medical: Students who have documented health reason(s) that are temporarily impeding their academic progress may request a medical leave.

2. Academic Impact:

- 2.1 Upon the initiation of any type of LOA identified above, a designation of Withdrawal (W), Incomplete (I), or a final grade of Fail (F) will be awarded on the transcript for any course that has not received a final grade.
  - 2.1.1 If an Incomplete (I) is awarded, it must be resolved prior to the student's advancement in the LSON academic program.
  - 2.1.2 If a Withdrawal (W), the student is required to repeat and/or complete that educational requirement to be eligible for progression, promotion and/or graduation.
  - 2.1.3 If a failing grade (F) is recorded, the student is pursuant to the student promotion and academic progress policy.
3. LOA Requirements and Restrictions
  - 3.1 Designated standing faculty committees (such as the Graduate Faculty Nursing Council) and/or designated personnel within LSON, may mandate conditions that must be satisfied before, during or upon return from a LOA.
  - 3.2 The requirements may include, but are not limited to:
    - 3.2.1 Auditing or retaking some or all previously completed course work or clinical requirements
    - 3.2.2 Regularly communicating (via phone, meetings or email) with Marian University or LSON while on LOA, including the Office of Financial Aid
    - 3.2.3 Remaining compliant with required compliances
    - 3.2.4 Completing a mandatory assessment prior to re-entry to the clinical environment
  - 3.3 A failure to satisfy any of the identified requirements may impact the length of a student's leave and the ability to begin a leave or re-enroll in the academic program.
  - 3.4 Students who are on a leave are prohibited from registered participation in formal educational programs, including classroom, laboratory, remediation and clinical rotations, unless it is listed as a requirement of the LOA.
4. LOA Durations, Limitations and Timelines
  - 4.1 Any student who is returning from a leave of absence that totals four months in length (cumulatively or consecutive) may be required to appear before the Graduate Nursing Faculty Council.
  - 4.2 Any student returning to curriculum after having been on LOAs that total more than four months must complete a clinical skills assessment prior to returning to direct patient care as defined by the course re-entry policy
  - 4.3 The duration of a leave of absence will be counted toward the maximum time for completion of degree requirements, which is five years after matriculation.
    - 4.3.1 If for any reason, a student is unable to graduate within the maximum timeline, regardless of reason, the student will be required to appear before the Graduate Faculty Nursing Council for determination regarding progression.

## 5. Return from Leave of Absence

5.1 Prior to return, a student must submit the Return from LOA form and any associated documentation required for re-enrollment to the Assistant/Associate Dean of Student Affairs.

5.1.1 To return from a medical LOA, students shall provide medical clearance from a treating physician or healthcare provider.

5.1.2 This clearance must state that the student is released to return and is able to meet the applicable technical, non-academic standards of LSON.

5.2 A student's ability to begin or return from a leave is dependent upon the completion of requirements established by LSON.

5.2.1 If a student fails to submit a complete and timely petition to return to the program, or satisfy the articulated requirements associated with the LOA, that student will be deemed permanently withdrawn from the program.

5.2.2 The timing of re-entry into the required LSON educational program is not guaranteed following any leave of absence.

5.2.3 When a LOA expires, students who have not been in communication with LSON will be contacted regarding their plans to return.

5.2.3.1 If LSON is unable to contact the student within 14 days of the initial attempt, the student will be administratively withdrawn from the academic program.

5.3 Any student wishing to request an extension to a leave must submit a new request form to the Assistant/Associate Dean of Student Affairs at least 30 calendar days in advance of the original date of return. If a full 30-day's notice is not possible, the ability to return on a requested date may be delayed.

5.4 Upon re-enrollment following a LOA, the student will be subject to all policies and procedures that pertain to the class they are joining. Those policies and procedures may differ from those that apply to the class in which the student initially matriculated.

## 6. Appeal

6.1 A student may appeal the decision to impose or deny a leave of absence within 3 business days of receipt of the determination regarding a leave of absence.

6.1.1 Grounds for appeal include alleged procedural violations that substantially impacted the decision to impose or deny the leave, revelation of new information that was not available at the time of the decision that, if known, would have substantially impacted the decision of to impose/deny the

leave, and/or perceived bias by the decision maker substantially impacted their decision.

6.1.1.1 The student may not appeal a decision based upon academic performance, including the rejection of a requested extension of a LOA where significant academic deficiencies have contributed to the program extension.

6.1.2 The appeal must be filled with the Dean of LSON, or designee, within 3 business days of the LOA determination.

6.1.3 The Dean of LSON, or designee, will make a final determination based upon information submitted by the student. There will be no meeting with the Dean, or designee. The determination regarding the appeal is final, with no additional grounds for appeal.

## Policies and Expectations

### Academic Policies

#### Declaration of Track

Students are accepted and admitted into one of two tracks: the DNP-FNP or DNP-NA. Students must adhere to all pre-requisite requirements as stated in the course catalog and may not progress unless they meet these requirements.

#### Grading Scale

The Grading Scale for the Graduate Nursing Program follows that of Marian University.

Students are required to adhere to the specific academic requirements of courses, grades, portfolio submissions and final projects. A grade of 83% or above is considered passing.

A minimum grade of B (83%) in all graduate nursing courses is required to progress. Below this threshold is considered a failure. A student earning a grade lower than 83% has failing grade. Therefore, will be subject to dismissal from the academic program.

If a student earns less than an 83% in two or more courses, they are dismissed from the program. If a final grade percentage is less than a whole number, grades are not rounded (e.g., a final grade of 82.9% is an 82% submission to the registrar).

A	93-100
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A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
F	<73
S	Satisfactory
U	Unsatisfactory

## Chain of Communication and Formal Complaint Process

<b>POLICY NAME</b>	Chain of Communication				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	3/15/2026	<b>VERSION NO.</b>	1

This articulated communication protocol helps to promote direct, open, and respectful interactions so that problems and concerns can be resolved quickly and effectively. LSON encourages any member of the community to engage in this process if they find they are experiencing difficulties attaining resolution to an existing situation or question.

### SCOPE

This policy does not apply to questions involving academic progression or discrimination. Questions about the academic progression can be addressed via policies related to course and progression appeals, and concerns about discrimination should be reported through the Title IX coordinator or [Incident Report Form](#).

### Policy Language:

A formal complaint is a statement of dissatisfaction that is presented according to a nursing unit's established procedure (CCNE, 2024).

The LSON defines a formal complaint as any complaint documented by a member of the MU community including students and clinical partners. This may range from minor reports

of dissatisfaction, to a direct violation of rights impeding the ability to study or learn. This policy excludes a student’s appeal for a grade and dismissal appeal and/or change in academic status. There is a separate policy for these appeals.

An individual, or group of students, who have complaints related to the clinical or classroom components of the course, are required to follow these steps:

1. Student-Faculty Level:
  - 1.1. An individual student, or group of students, should directly discuss, with the faculty members involved, any issues related to the faculty member’s performance or expectations.
  - 1.2. If a satisfactory resolution is not achieved, the student has the prerogative to inform the faculty member of any intentions to bring the situation to the Program Director. This process must be initiated within 5 business days.
2. Program Director:
  - 2.1. A concern which is not satisfactorily resolved at the course level, may be taken to the prospective program director. The Director will review the data and act as an arbitrator of the complaint.
3. School of Nursing:
  - 3.1. For a concern that remains unresolved after consultation with the Program Director, the student may take concerns to the Assistant/Associate Dean of Graduate Nursing within 5 business days of receipt of decision by the Program Director.
  - 3.2. If unresolved after consultation with the Assistant/Associate Dean of Graduate Nursing, the student may take the concern to the Dean of the LSON. Within 5 business days of receipt of decision of the Assistant/Associate Dean. The determination of the Dean will be considered final with no additional opportunity for additional review.

## Program Progression

<b>POLICY NAME</b>	Program Progression				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	3/1/2023	<b>VERSION NO.</b>	1

## SCOPE

This policy applies to all LSON graduate nursing students.

## POLICY STATEMENT

### Academic Progression

- I. The curriculum sequencing for the graduate programs provides the best opportunity for student learning and is evaluated on a longitudinal basis. The course catalog will identify specific required prerequisites and co-requisites for individual courses. The following circumstances may affect student progression:
  - a. Student progress is monitored by faculty advisors throughout the graduate nursing programs.
- II. A minimum grade of B (83%) in all graduate nursing courses is required to progress.
  - a. Below this threshold is considered a failure.
  - b. A student earning a grade lower than 83% has failing grade. Therefore, will be subject to dismissal from the Graduate Nursing Program.
    - i. If a final grade percentage is less than a whole number, grades are not rounded (e.g. a final grade of 82.9% is an 82% submission to the registrar)
  - c. If a student earns less than an 83% in two or more courses, they will be dismissed from the nursing program.
- III. A student may repeat only one graduate nursing course throughout the entire program.
  - a. A repeat is defined as taking the identical course a second time after completing it with a final course grade the first time.
  - b. A final grade will include either receipt of an assigned final grade or withdrawal from the course.
- IV. Students may withdraw only once from a graduate nursing course and still progress in the program.
  - a. Two course withdrawals (from the same or different courses) will result in dismissal from the nursing program.

### Course Grade Appeal

A course failure can be appealed in accordance with the course appeal process found within the [MU Graduate Catalog](#).

## Program Dismissal Appeal

<b>POLICY NAME</b>	Dismissal Appeal				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	5/1/2025	<b>VERSION NO.</b>	1

### SCOPE

This policy applies to all students enrolled in the LSON.

### POLICY STATEMENT

#### **Dismissal Appeal**

##### Scope:

This policy applies to all students who are dismissed from the Leighton School of Nursing (LSON). This includes all students enrolled in both the undergraduate and graduate programs. This policy does not apply to students who have not been dismissed from the LSON.

##### I. Notification of Dismissal:

- a. Students will be notified of dismissal from the LSON in writing via email to the student's Marian University email account.
- b. The notification will provide relevant procedures a student must follow if they choose to appeal the dismissal from the academic program.
- c. The notification should include language regarding the definition and actions of the LSON Dismissal Appeals Committee.
- d. Upon receipt of notice of dismissal, a student has the opportunity to meet with their academic success coach/academic advisor to discuss the appeal process and applicable policies.

##### II. Dismissal Appeal:

- a. Grounds for appeal include:
  - i. Extenuating circumstances that had an impact upon dismissal from the program
  - ii. Unfair treatment while enrolled in the academic program that had an impact on the dismissal from the program
- b. An appeal must be submitted within 7 calendar days of the date of the dismissal notification.

- c. The appeal must be submitted by the articulated due date and all supporting documentation must be included at the time of submission. Information that is shared after the deadline for appeal will not be considered.
- d. The written appeal and supporting documents can include, but is not limited to:
  - i. The reason and basis for appeal (as identified above)
  - ii. A copy of the dismissal notification
  - iii. Documentation that supports the appeal (for example, documentation related to extenuating circumstances or unfair treatment)
  - iv. Requested resolution being sought
  - v. A viable student success plan showing how the student will address deficiencies that contributed to the dismissal should the appeal be granted.
  - vi. Relevant letters of support
  - vii. Other documentation/information relevant to the request for an appeal
- e. If a student does not file an appeal in accordance with the information/timeframe identified within the dismissal notification, they have waived all rights to appeal the dismissal decision, and the dismissal will be upheld with no additional opportunity to appeal.

### III. Appellate Committee:

- a. Appeals will be considered by a committee designated by the internal documents and bylaws of the LSON.
- b. The committee shall examine and evaluate the dismissal decision, which will include a review of documentation submitted by the student appealing the dismissal, the student's academic transcripts, and relevant information regarding the student's academic performance provided by the student's academic success coach/advisor. There will be no student appearance in front of the committee, and the determination of the committee will be based upon the information and documentation available at the time of the committee's evaluation of the appeal.
- c. If an appeal is granted, thus overturning the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. Any progression decisions or next steps will be made by the appropriate LSON committee and communicated with the student via email.

- d. If an appeal is denied, thus upholding the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. The student can choose to appeal the committee's decision to the Dean of the LSON.

IV. Appeal to the Dean:

- a. Grounds for appeal include:
  - i. Extenuating circumstances that had an impact upon dismissal from the program
  - ii. Unfair treatment while enrolled in the academic program that had an impact on the dismissal from the program
- b. An appeal to the Dean must be submitted within 7 calendar days of the date of notification of the committee decision identified above.
- c. The appeal must be filed by the articulated due date and time and all supporting documentation must be included at the time of submission. Information that is shared after the deadline Dean will not be considered.
- d. The written appeal and supporting documents can include, but is not limited to:
  - i. The grounds or basis for appeal (as identified above)
  - ii. A copy of the dismissal notification
  - iii. A copy of the determination of the appeals committee
  - iv. Documentation that supports the appeal (for example, documentation related to extenuating circumstances or unfair treatment)
  - v. Requested resolution being sought
  - vi. A viable student success plan showing how the student will address deficiencies that contributed to the dismissal should the appeal be granted.
  - vii. Relevant letters of support.
  - viii. Other documentation/information relevant to the request for an appeal
- e. Students may request a meeting with the Dean to discuss their appeal.
- f. If an appeal is granted by the Dean, thus overturning the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. Any progression decisions or next steps will be made by the appropriate LSON committee and communicated with the student via email.

- g. If an appeal is denied, thus upholding the dismissal decision, the student will be notified in writing via email to the student’s Marian University email account. The student may choose to appeal the decision of the Dean to the Office of the Provost.

V. Appeal to the Office of the Provost:

- a. Students have the opportunity to appeal the decision of the Dean to the Assistant Provost.
- b. An appeal to the Assistant Provost must be submitted within 7 calendar days of the date of notification of the Dean decision identified above.
- c. Additional information regarding an appeal to the Assistant Provost will be included within the decision letter from the Dean.
- d. If an appeal is granted by the Assistant Provost, thus overturning the dismissal decision, the student will be notified in writing via email to the student’s Marian University email account. Any progression decisions or next steps will be made by the appropriate LSON committee and communicated with the student via email.
- e. If an appeal is denied, thus upholding the dismissal decision, the student will be notified in writing via email to the student’s Marian University email account. The decision of the Assistant Provost is final with no additional grounds for appeal.

## Attendance

<b>POLICY NAME</b>	Attendance				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	4/8/2026	<b>VERSION NO.</b>	1

**SCOPE**

All graduate nursing students.

**POLICY STATEMENT**

For required courses, students must follow the requirements outlined in the course syllabus. Receiving an excused absence from a course activity does not affect the

expectation that the student will meet the course requirements as outlined in the course syllabus.

Student participation in scheduled courses is expected and can be used in faculty's assessment of student performance. The LSON supports and understands the right of the faculty to expect student attendance and participation in many curricular components and the need to impose consequences if those expectations are not met.

#### Didactic/Examinations

1. In the spirit of professional behavior and the mastery of defined educational objectives, students are required to attend all mandatory class sessions (e.g., lectures, laboratories, etc.), take all examinations, and participate in any School-administered activity or assessment during their originally scheduled times.
2. If this is not possible, the student must request an excused absence.
3. If an excused absence is not obtained, the course faculty/program director may give the student a "zero" or impose other penalties as stated in the syllabus, for any missed educational or classroom (online, virtual or in-person) events, which may result in a failing grade for the course(s).
  - 3.1. Alternatively, with respect to school-administered activities and assessments, action may be taken in accordance with the professional conduct policy, code of student rights and responsibilities, or other applicable policy.
4. Receipt of an excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations, or */guarantee/* that the missed event can be replicated.
5. It is possible that an excused absence will not be granted, and it is the responsibility of the student to refer to course syllabi to understand daily requirements and responsibilities, and the consequences of not completing these requirements.
6. Students must notify their course faculty about any absence as soon as practical, but no more than 24 hours after a missed mandatory event. Requests submitted beyond this timeframe may be denied.
7. Excused absence requests submitted due to an acute illness, must be accompanied by appropriate documentation (e.g., a note from a medical provider on letterhead that is signed and dated and includes a date by which the student is cleared to return). Other requests may require alternate supporting documentation.

8. Emergency absence requests due to personal emergencies, death of immediate family members, or family illness will be considered on a case-by-case basis.
9. Requests to be absent for planned activities such as family celebrations, travel, vacations, or routine/scheduled appointments will not be excused.

## Clinical

1. A student must notify the clinical practicum instructor and the clinical practicum site coordinator via phone (notification at clinical site may not be done via email) if they need to be absent from the clinical environment.
  - 1.1. The student should notify the clinical coordinator at their clinical facility by 6:00 am on the morning of the absence.
  - 1.2. The student should make a concerted effort to speak with the clinical coordinator directly.
  - 1.3. If the clinical coordinator cannot be reached, the student should attempt to contact and speak directly with a staff member at the clinical site and leave a message for the clinical coordinator.
  - 1.4. Please consult site-specific policies regarding call-ins.
2. Missed clinical hours related to illness or other absences must be made up. A failure to do so may result in an “incomplete” grade for the clinical course.
  - 2.1. Make-up hours are the responsibility of the student; therefore, students should work with the clinical faculty, facility and preceptor to arrange make up hours, if available. In inability to make-up missed hours may impact program progression.
  - 2.2. It is the student’s responsibility to monitor and complete the number of hours required for the term and have the preceptor sign his or her clinical log indicating the dates and number of clinical hours performed.
  - 2.3. The student should notify the course faculty member of the absence as per the course guidelines and present the faculty member with a plan to complete the lost clinical time.

## Clinical Course Sequence Re-Entry

POLICY NAME	Clinical Course Sequence Re-entry
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EFFECTIVE DATE	5/4/2026	DATE OF LAST REVIEW	3/15/2026	VERSION NO.	1
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## SCOPE

This policy applies to all LSON graduate nursing students.

## POLICY STATEMENT

Following a 4-month or longer absence from clinicals, students are required to successfully complete a skills validation prior to the start of the semester.

### Skills Validation Expectation and Requirements

- I. Faculty will provide a remediation plan to assist the student in preparing for the skills validation before the scheduled return to the clinical environment.
  - a. The skills validation will include simulated patient cases and a didactic assessment to evaluate the student's preparation to return to the clinical environment.
- II. A failed first attempt will result in required remediation with a second (and final) skills validation opportunity will be scheduled.
- III. Receipt of a failing evaluation of the second validation opportunity which demonstrates significant deficiencies in clinical skills or content knowledge, and will prevent a student from progressing into a clinical course and will prevent return to patient care.
- IV. A student's inability to pass these skills validation requirements will result in the student needing to appear before the Graduate Nursing Faculty Council which will determine a student's academic progression, which may include a variety of actions which may include, but are not limited to: additional remediation experiences or dismissal from the academic program.

### Military Duty

Should the student be called for active military duty while in the program, the student will be excused from didactic and/or clinical obligations upon receipt of valid documentation of deployment. The documentation should indicate the amount of time the student is expected to be away from his/her academic commitment. It will be essential that the student works with the Track Director prior to deployment to determine a re-enrollment plan. Post deployment, the student will be accepted back into the program.

Any clinical absences must be made up in accordance with the clinical hour requirements policy.

## Exam Administration Policy

<b>POLICY NAME</b>	Exam Administration Policy				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	3/15/2026	<b>VERSION NO.</b>	2

### SCOPE

This policy applies to all students enrolled in LSON.

### POLICY STATEMENT

Failure of students to follow this policy or demonstration of academically dishonest behaviors could lead to disciplinary procedures and may result in University expulsion or other sanctions, as indicated in the Code of Student Rights and Responsibilities (CSRR).

### TERMS AND DEFINITIONS

<b>TERM</b>	<b>DEFINITION</b>
ADA	Americans with Disabilities Act

### Policy intro:

This policy applies to all DNP examinations, including but not limited to: written exams, practical exams, OSCEs, Simulations, etc.

- I. Acceptable Testing Materials
  - a. Students will be allowed to have ONLY the following at their desk or testing station during examinations:
    - i. electronic testing device (e.g. iPad, Microsoft® Tablet, or computer)
    - ii. 1-2 writing utensils
    - iii. nonelectronic noise cancelling ear plugs
    - iv. Bluetooth-enabled keyboards for use during assessments when using iPad or tablet devices (keyboards will not be provided by Marian University).
  - b. Students must place personal items in a designated space as directed by the course instructor or test proctor. Students cannot leave items in open areas in EC.
  - c. One sheet of scratch paper is provided to each student. Upon completion of the exam and exiting the exam room, the student must print his/her name on the paper.

- d. Students may not talk once the test has begun.
  - e. Food and drink are not permitted in the testing room. Clear containers may be permitted with the consent of the course faculty/proctor.
- II. Use of Restrooms
- a. Students may be expected to sign a restroom break log before leaving and upon returning to the examination site.
  - b. Only one student may leave the room at a time.
  - c. No additional time will be added to the examination period to compensate for restroom breaks.
  - d. Due to the special nature of laboratory exams, restroom breaks are not allowed during testing.
- III. Assigned Seating
- a. Course faculty/proctors may implement assignment of seats.
  - b. Seats will be assigned no later than the scheduled start time of the exam.
  - c. Proctors and course faculty reserve the right to move student who are engaging in distracting behavior.
- IV. Questions Asked During Examinations
- a. Course faculty/proctors will not answer questions regarding examination content.
  - b. If a student thinks there is an error in a test question, proctors will instruct the student to answer the question to the best of his/her ability with the information provided.
- V. Testing Times
- a. Students must be in their seats and ready to start the examination on time.
  - b. Course faculty will determine if students with extenuating circumstances will be allowed to take an examination outside of the official examination date/time.
  - c. If a student arrives late, the course faculty will determine if the student will be permitted to take the examination.
    - i. If the student is permitted entry into the examination, no extra time will be provided.
- VI. Technical Issues
- a. Students experiencing technical issues must immediately report (and show if possible) the issue to the course faculty and/or proctor who may request technical support during the examination.
  - b. Every effort to ensure timely resolution of issues will be made.
  - c. Students who experience technical issues with software or hardware will be provided full time for an examination.

- d. Upon completion of the examination, the course faculty and/or proctor may report to Marian University IT Help desk and Program Director.
- e. To avoid technical issues, students should troubleshoot concerns prior to the test date ensuring all programs and internet connections are working properly.

VII. Professional Behavior

- a. Students cannot share (verbally or in writing) any details of the examination or assessment. This includes, but is not limited to, assessment items, case details, patient information, rubric grading, and verbal feedback from graders or standardized patients.
- b. Students must leave the examination room immediately after submitting their exam, unless directed otherwise by the course faculty/proctor.

NOTE: Course faculty may change the testing policy or course schedule at any time based on course needs.

Didactic Course Transfer Credit

Students may request transfer credit, which much be done through the completion of the “Petition for Transfer Credit” form. This form must be submitted to the DNP track’s director along with the course syllabus and transcript. The applicable form can be found within the appendix.

Minimum Technology Requirements

POLICY NAME	Minimum Technology Requirements				
EFFECTIVE DATE	5/4/2026	DATE OF LAST REVIEW	3/16/2026	VERSION NO.	2

Policy Statement

To have a successful experience in an online or hybrid course, students are responsible for the following minimum system requirements:

- Internet connection (speeds  $\geq 24$  Mbps upload/download strongly recommended)
- Integrated or external webcam with microphone
- Ability to send scans of paper documents (i.e. using a smart phone with camera or scanner)
- All documents and images should be sent in doc., docx., or pdf. format unless otherwise discussed with course faculty. Images and documents in the form of a jpeg., jpgs., etc. may not be accepted.

*I. Requirements of a Windows PC*

- a. Webcam with microphone
- b. Processor – Intel i3 (i5 or higher recommended) or AMD equivalent
- c. Operating system – Any version of Microsoft Windows 10 except Home (Pro, Enterprise, Education)
- d. Memory – 8 GB or higher
- e. Hard drive – 256 GB or larger (SSD preferred)
- f. Software available via MU licensing– MU Microsoft 365 app suite, Respondus Lockdown browser with monitor, Cisco WEBEX, Marian Student Canvas, Acrobat Pro DC, software as recommended per specific courses.

*II. Requirements of Mac Computers*

- a. Webcam with microphone
- b. Processor – Intel i3 (i5 or higher recommended)
- c. Operating system – Mac OS 10.13 or newer
- d. Memory – 8 GB or higher
- e. Hard drive – 256 GB or larger (SSD preferred)
- f. Software available via MU licensing) – MU Microsoft 365 app suite, Respondus Lockdown browser with monitor, Cisco WEBEX, Marian Student Canvas, Acrobat Pro DC, software as recommended per specific courses.

NOTE: Some devices are not supported, please check with Marian University IT Help Desk ([ctl@marian.edu](mailto:ctl@marian.edu)) for the most updated list of supported devices and software.

*III. iPad Terms of Service*

- a. Each student will receive an iPad at the start of the program. This service contract governs the hardware/software service and technical support provided to you by the Marian University IT Help Desk.

- b. What is not covered: iPad that are damaged by abuse, misuse, fire, accidental drops, lost or stolen are not covered. Service on the iPad should be completed by a MU Helpdesk Technician or a representative of Apple or an Apple Authorized Service Provider (“AASP”). The Terms of Service does not apply to defects caused by normal wear and tear or which is otherwise due to normal aging of the product.
- c. *Accidental Damage from Handling*
  - i. If the iPad is damaged due to accidental use (“ADH”), any repairs or replacement cost will fall to the responsibility of the student.
- d. *Technical Support*
  - i. Marian University Help Desk will provide you with access to telephone and in person technical support. Technical support may include assistance with installation, launch, configuration, troubleshooting, and recovery (except for data recovery).

## Learning Environment

### Code of Student Rights and Responsibilities

<b>POLICY NAME</b>	Code of Student Rights and Responsibilities				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	7/1/2025	<b>VERSION NO.</b>	NA

#### SCOPE

This policy applies to all students enrolled in the LSON.

#### POLICY STATEMENT

LSON is committed to promoting a professional, respectful, and nondiscriminatory academic environment.

#### Policy intro:

LSON is committed to promoting a professional, respectful, and nondiscriminatory academic environment. In addition to LSON policies, students are required to abide by the

University’s established policies and procedures, including all aspects of the Code of Students Rights and Responsibilities, which is available here: [My Marian](#).

## Code of Professional Ethics

### Code of Professional Ethics

<b>POLICY NAME</b>	Code of Professional Ethics				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVISION</b>	3/15/2026	<b>VERSION NUMBER</b>	1

#### SCOPE

This policy applies to all LSON graduate nursing students.

LSON is committed to excellence in education, research, and service. This Code of Professional Ethics is to be adhered to by faculty, staff, students and administration as they strive to excel in each of these areas while focusing on the fundamental principles of equity, accountability, and professional responsibility. This Code does not address every possible situation. Instead, it establishes a set of general principles and guidelines to which all members of our community shall adhere while at the LSON.

This Code does not supersede other Marian University (MU) or LSON policies, regulations, agreements or guidelines. All faculty, staff, administrators and students shall adhere to MU and LSON policies, procedures, agreements and guidelines. Violations of any of the aforementioned regulations, or this Code, are subject to disciplinary action, up to and including dismissal.

#### POLICY STATEMENT

To ensure the learning environment is conducive to the ongoing development of professional behaviors in students, faculty and staff and is one in which all individuals are treated with respect. Including exposure to aspects of patient safety, academic competence, and interprofessional collaborative practice.

Policy intro:

*Section 1: Professional Interaction*

1. The relationship between LSON faculty, staff, students and administrators shall be carried out in an environment that focuses on education, professionalism, and ethical conduct.
2. Students will receive guidance, leadership, and instruction from faculty, staff, and administration. Behavior that interferes with professional development, including harassment, discrimination and violence, will never be tolerated. LSON faculty, staff and administrators can expect students to be accountable for their learning experience and to make an appropriate effort to acquire the skills and knowledge necessary to become effective providers.
3. Likewise, interactions between faculty, staff and administrators shall model professional behavior.
4. Additional rights and responsibilities of faculty, staff, administrators and students can be found within the faculty handbook, policy on professionalism, code of student rights and responsibilities, and MU policies, regulations and ordinances regarding academic honesty and integrity.
5. It is the expectation of the LSON that all members of our community model the Franciscan Values, and interact with one another in an ethical, respectful, and professional manner. These values are reflected in Marian University and LSON policies and expectations (technical, non-academic standards, code of professional ethics, code of student rights and responsibilities, and professional conduct policy).
6. LSON is dedicated to the promotion of a learning environment that is conducive to the ongoing development of professional behaviors in students, faculty, staff, and administration and is one in which all individuals exhibit mutual respect. This includes facilitating the exposure of learners to aspects of quality and safety, educational competence, and interprofessional collaborative practice.
7. Our learning environment is consistent with the Catholic Mission of Marian University and based upon the four Franciscan Values given to us by the Sisters of Saint Francis: Dignity of the Individual, Reconciliation, Responsible Stewardship, and Peace and Justice. In addition, the curriculum of LSON is based upon the articulated expectations and requirements of professional organizations, national licensure boards, and accrediting bodies. The faculty of LSON is committed to meeting these expectations and requirements, while striving to not promote or endorse any personal view, opinion, or belief.

8. Members of the LSON community (including faculty, staff, administration, and preceptors) should maintain professional boundaries when interacting with students on social media, avoiding personal friendships or private messaging, and only utilizing official school-sanctioned platforms for course-related communication; any interactions should be public, respectful, and strictly focused on academic matters, refraining from sharing personal information or posting content that could be considered inappropriate or unprofessional.

### *Section 2: Harassment and Discrimination*

1. LSON is committed to maintaining an environment of respect and inclusivity.
2. Harassment and discrimination, in any form, whether based upon an individual's race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion is strictly prohibited.
3. University policies may be found at sexual harassment, sexual misconduct and equal employment & non-discrimination.

### *Section 3: Legal Obedience*

1. All LSON faculty, staff, administrators and students shall act lawfully, and in compliance with all applicable state and federal laws and with all MU and LSON policies, agreements, and guidelines.
2. This includes interaction with third parties and commercial entities.

### *Section 4: Confidentiality*

1. LSON faculty, staff, students, and administrators with access to confidential information shall maintain the confidentiality and privacy of that information in order to protect all involved parties. This does NOT apply to possible discrimination, including harassment. ALL employees are mandatory reporters. If an employee becomes aware of possible discrimination, including harassment, they MUST inform the University by contacting the Title IX Coordinator or Deputy or through Title IX page
2. Also, faculty, staff, students and administrators shall maintain the confidentiality of oral communications and shall respect the privacy and rights of students and disclose protected information only when authorized (student rights under the family educational rights and privacy act), for a legitimate business purpose, or as required by law.

### *Section 5: Workplace Conduct*

1. It is the responsibility of all LSON faculty, staff, administrators and students to create and maintain a workplace that is built upon honesty, professionalism, and ethical standards.
2. If a suspicion arises regarding a violation of any of these areas, or any other misconduct, a report should be made through the appropriate University or school channels, as outlined in applicable University policies or specific department guidelines.
3. Faculty, staff, and students are encouraged to use the chain of communication policy found within this handbook.

### *Section 6: Research and Scholarly Activity*

1. While conducting research, within the United States or abroad, LSON faculty, staff, administrators and students shall adhere to all relevant laws, regulations, and standards, including those adopted by MU (research integrity mission statement and guidelines for integrity in research and creative activities), and shall do so while maintaining high ethical standards and intellectual honesty.

### *Section 7: Use of Facilities and Equipment*

1. LSON faculty, staff, administrators and students shall use all University equipment and facilities efficiently, economically, and for authorized University purposes only, unless expressed permission has been granted for personal use in accordance with University policy.

### *Section 8: Conflict of Interest*

1. A conflict of interest includes any situation, whether actual or perceived, where there is a reasonable expectation of direct or indirect benefit or loss (either financial or non-financial) for an individual with a personal interest that could be influenced in favor of that interest, in the performance of their duties.
2. LSON faculty, staff, and administrators shall take appropriate steps to avoid or resolve any situation or relationship which may compromise the performance of their responsibilities.
3. Examples of potential conflicts of interest include, but are not limited to: professional and personal relationships, gifts or benefits, and research conduct.

4. Any health professional providing health services, through a physician-patient relationship, must recuse themselves from the academic assessment or promotion of the student receiving those services.

*Section 9: Professional Development*

1. LSON seeks to enhance the students’ academic experience and to promote innovation in nursing education.
2. All LSON faculty, staff, and administrators shall continually maintain and develop knowledge and understanding of their field or area of expertise.
3. Active efforts should be made to seek out ways to improve individual and student performance.
4. Also, LSON faculty, staff and administrators should continually maintain and develop and understanding of overall School organization and processes.

**Professional Conduct Policy**

<b>POLICY NAME</b>	Professional Conduct		
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVISION</b>	4/2/2026

**SCOPE**

All graduate LSON students are expected to meet standards of behavior that fall under the definition of “professionalism.” In the health care profession, this relates to qualities such as trust, respect, integrity, and competence to patients and the general public.

If the identified breach of professionalism relates to potential violations of Title IX (including discrimination, sexual misconduct or sexual harassment) it will be referred to the title IX (according to the mandatory reporting policy), and adjudicated in accordance with University policies.

If the report involves a violation of state, federal or local law, it will be reported to the Marian University Police Department.

Investigations related to Title IX, or violations of the law, take precedence over this policy, and any action warranted by this policy will be delayed until any aforementioned investigations are resolved.

## POLICY STATEMENT

To ensure the learning environment is conducive to the ongoing development of professional behaviors in students, faculty and staff and is one in which all individuals are treated with respect. Including exposure to aspects of patient safety, medical competence, and interprofessional collaborative practice.

## TERMS AND DEFINITIONS

TERM	DEFINITION
Professionalism	Character and attitudinal aspects that demonstrate compassion, integrity, responsiveness to patients' needs, respect for patients' privacy, accountability and sensitivity to the entire patient population. LSON utilizes internal and external standards to elaborate on this definition of professionalism.
Reasonable Professional Standard	LSON holds students to a "reasonable professional" standard. If any action, or inaction, would be viewed by a "reasonable professional" as not displaying the good judgment, appropriate behavior, and other ethical qualities expected from a medical student, it will be considered a breach of professionalism.
Other Student Behavior	Student conduct that is not unique to graduate nurses in training, will not be adjudicated by this policy. Instead, it will be reviewed and resolved by the processes outlined by other LSON or MU policies.
Coaching	Informal meetings with students that can include members of the LSON and health professions community including faculty, staff and students. Engagement in multiple coaching sessions may impact a student's progression in the academic program.

Policy intro:

### 1. Reporting

- 1.1 Any member of the MU community who has reason to believe that a student has violated this policy can report suspected violations to the Assistant/Associate Dean of Student Affairs (ADSA).
- 1.2 The ADSA, or designee, in consultation with a program faculty representative and the Assistant/Associate General Counsel (i.e. the determining body) will determine whether the allegations should be:

- 1.2.1 Dismissed and closed without findings.
- 1.2.2 Submitted for tracking purposes.
- 1.2.3 Referred to coaching (defined above).
- 1.2.4 Referred to the University’s Dean of Students for resolution in accordance with the Code of Student Rights and Responsibilities.
- 1.2.5 Referred to the Title IX Coordinator for investigation and resolution.
- 1.2.6 Referred to the MU Police Department for investigation and resolution.

2. Coaching

- 2.1 Upon conclusion of the process articulated in clause 1 a determination may be made that a student is required to participate in an informal coaching session.
- 2.2 A coaching session will be facilitated by members of the LSON and Health Professions community, including faculty, staff and students
- 2.3 Upon conclusion of a coaching session, the student participant will be asked to sign a form acknowledging that the coaching session occurred and the content addressed during the session
- 2.4 The resulting form will be maintained internally for tracking purposes, and will not be reported to external entities unless a pattern of behavior persists.

3. Program Progression

- 3.1 Programmatic Progression may be impacted if the behavior is identified to be severe or pervasive. This includes, but is not limited to:
  - 3.1.1 Revocation of professional licensure
  - 3.1.2 Unsafe/negligent patient care
  - 3.1.3 Engaging in behaviors that violate the Code of Professional Ethics
  - 3.1.4 A pattern of unprofessional behavior

## Exposure Prevention and Management and Bloodborne Pathogen and Needlestick Exposure

<b>POLICY NAME</b>	Exposure Prevention and Management and Bloodborne Pathogen and Needlestick Exposure			
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVISION</b>	3/15/2026	<b>VERSION NO.</b> 1

SCOPE

This policy applies to all students enrolled at LSON.

## POLICY STATEMENT

To articulate the policies and procedures to be followed in order to promote exposure prevention and respond to bloodborne pathogen and needlestick exposure.

### *Exposure Prevention and Management*

LSON students who are on clinical experiences as part of curricular requirements are expected to utilize appropriate clinical precautions and abide by applicable policies and procedures of the School and the clinical training site.

### *Bloodborne Pathogen and Needlestick Exposure*

In the case of Needlestick/exposure to blood and/or bodily fluids students must:

1. Immediately wash the area with soap and water and then apply direct pressure to stop bleeding if needed.
2. If blood or a bodily fluid has come in contact with the skin, eyes, nose, or mouth thoroughly flush the exposed area with saline or water for a minimum of 15 minutes. If available, use the closest wash station. Remove contact lens(es) from eye(s) if necessary.
3. Immediately report the incident to your preceptor or charge nurse at your current location and complete any necessary steps required by the clinical site's exposure policy.
4. Immediately seek medical treatment, if necessary, at the nearest health care facility. Payment of any treatment is the student's responsibility.
5. All results from blood draws or lab work are to be faxed to the Marian University Student Health Center, 317-955-6133.
6. Students are to complete a Student Incident/Injury Report form and fax one copy to the Student Health Center and one to the Program Director.
7. Students are to follow up with the healthcare providers at the MARIAN Student Health Center following an exposure. The providers at the Student Health Center will review any test or lab results with the student. If necessary, the healthcare provider will refer the student to outside providers for further treatment. The Clinical Affairs Team shall serve as a point of contact for any incidents involving students on clerkships.

## RELATED POLICIES AND OTHER REFERENCES

## Incident/Injury Reporting Policy

<b>POLICY NAME</b>	Incident/Injury Reporting Policy				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVISION</b>	3/15/2026	<b>VERSION NO.</b>	1

### SCOPE

This policy applies to all students enrolled at LSON.

### POLICY STATEMENT

The incident/injury reporting policy must be followed for all incidents/injuries that occur in any clinical skills lab, including but not limited to the Simulation Center, no matter the severity.

#### Policy intro:

*As a summary, any student who is subject to an incident/injury while in a clinical skills lab must 1) immediately notify supervising faculty member or table trainer, 2) file an incident/injury report form within 24 hours of the incident/injury and 3) notify and be seen by the Student Health Center. Specifics of each of these requirements is articulated below.*

1. Immediately inform supervising faculty or table trainer.
  - a. These individuals will direct you to the incident/injury forms and provide you with information about the policy.
  - b. They will also instruct you to contact and schedule an appointment with the Student Health Center.
  - c. You may be referred to the Student Health Center during the same laboratory session that the reported incident/injury occurred.
  - d. If there is an emergency, contact the MUPD at (317) 955-6789 or through Campus Shield
2. File an injury report within 24 hours of accident/injury.

- a. A student must submit an incident/injury form must be filled out for every incident, no matter how minor.
  - b. The form must be returned to the appropriate course faculty within 24 hours of the incident/injury.
  - c. Hard copies of the form can be obtained from your course faculty. Digital copies of the form are available on the course Canvas page.
3. Contact and Schedule an Appointment with the Student Health Center
- a. It is important to remember that while faculty and staff members may assist an injured student with procedural and policy information, they cannot provide medical advice or medical care, unless there is the case of an emergency or it is permitted in the Marian University policy on faculty, staff and student relationships. That policy can be found in the appendix.
  - b. An initial assessment of the injury must be provided by the Student Health Center.
  - c. Following an initial assessment, if additional care is required, students may be treated through the Student Health Center or their own health care provider.
  - d. Students must provide approval from the Student Health Center or their own health care provider prior to returning to any clinical skills lab.
  - e. Please note, students do not qualify for Worker’s Compensation. Thus, payment for medical care resulting from injury sustained in any clinical skills lab is entirely the student’s responsibility.

Employees:

Employees should follow the injured at work policy and procedure and form found here [injured at work policy and procedure](#)

[Counseling and Consultation Services](#)

**Safety and Security**

<b>POLICY NAME</b>	Safety and Security
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EFFECTIVE DATE	5/4/2026	DATE OF LAST REVIEW	3/1/2026	VERSION NO.	1
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## SCOPE

This policy applies to all individuals within Marian University.

## POLICY STATEMENT

To ensure that adequate security systems are in place to ensure faculty, staff, and student safety and articulate emergency and disaster preparedness at all LSON-operated teaching and training locations. The policy includes methods of communication with students, faculty, and staff at all teaching and training locations.

### *Campus Police Services*

Marian University Police are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. The Marian University Police Department is located on the first floor of the Paul J. Normal Center. This office may be reached by calling 317.955.6789. If additional assistance is necessary, students should directly contact the Assistant/Associate Dean of Student Affairs.

The Marian University Police provide 24-hour-a-day patrol protection to the campus, including parking lots and residence halls. Marian University police officers are vested with full law enforcement powers and responsibilities. On-campus services provided by the department include a 24-hour escort service; victim assistance program; motorist assistance program; disabled vehicle program; crime alert program when there is a crime problem in a particular area; crime prevention presentations, emergency management, and safety.

Note: Students who may require assistance in emergency evacuations should consult with their instructor as to the most appropriate procedure to follow. If there are questions regarding such a procedure, contact the Assistant Dean of Student Affairs or the Director of Academic Support Services for additional information.

### *Campus Shield App*

Marian University has partnered with the Campus Shield app to increase the safety of all members of the MU community, both on and off campus. Download the CampusShield app from the Play Store or App Store for free. Allow location services and connect to wi-fi for the best results. More information about the app can be found here: [CampusShield](#).

### *Campus Parking*

Please refer to the Marian University Campus map for student/faculty parking locations. If you need a parking pass, please visit the Marian University Police Department during normal business hours. LSON students must abide by campus regulations and policies listed on the MU Campus Safety website here: [MU Campus Safety](#).

### *Parking during Clinical Experiences*

During the course of study at LSON, students will visit, train in, and/or reside at locations off campus (“offsite locations”) to further their education. LSON has no control over the safety and security procedures at these offsite locations. Students are to be mindful of their own safety and security and to familiarize themselves with the policies, practices and procedures regarding safety and security at these offsite locations.

### *Emergency Procedures*

Emergency procedures for the following situations can be found here [MU Emergency Procedures](#)

- General Emergency Procedures
- Active Shooter
- Bomb Threat
- Building Structural Damage
- Campus/Building Lockdowns
- Criminal Activity
- Demonstration/Disturbance on Campus
- Earthquake
- Evacuation
- Fire
- Hazardous Spill Material
- Medical Emergency/Ambulance 32
- Severe Weather Conditions
- Shelter-in-Place
- Suspicious Object/Package/Letter
- Tornado
- Utility Failure

### **Suspected Impairment**

<b>POLICY NAME</b>	Suspected Impairment		
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	3/1/2026
		<b>VERSION NO.</b>	1

**SCOPE**

LSON adheres to the drug and alcohol use policy articulated in the MU Code of Student Rights and Responsibilities and to the expectations of our clinical partners as articulated in our affiliation agreements, but the special needs LSON requires additional procedures for handling the suspected drug/alcohol impairment.

- I. Due to the nature of the course of study, no students enrolled in LSON may be under the influence of any substance (regardless of whether the use of substance is legal or illegal) which impairs or is likely to impair their clinical judgment while in the patient care, clinical, practical or classroom setting. If impaired, a report must be filed with the Assistant/Associate Dean of Student Affairs, or designee, and a student may be removed immediately. The report should include the reasons why there is a concern or reasonable suspicion of impairment.
- II. LSON will require students to submit to drug and/or alcohol testing “for cause” based upon reasonable suspicion of substance use, the unauthorized use or possession of alcohol/drugs on campus or at a health care setting, or the use of or possession of illicit drugs at any time. Impacted students may be required to submit to a blood, hair, and/or urine analysis immediately at their own expense. In addition, a specific lab may be required by the Assistant/Associate Dean of Student Affairs, or designee.
- III. The results of the test must be submitted by the lab to the Assistant/Associate Dean of Student Affairs, or designee, within twenty-four hours of receipt. Positive results will be reviewed and appropriately referred for any additional actions or sanctions.
- IV. Failure of the student to submit to a drug test once they have been notified will be considered a positive test and all corresponding sanctions will apply. A failure to submit to a mandatory screen is grounds for immediate dismissal from the program.
- V. Every effort will be made to keep the results of alcohol and drug testing confidential, but there may be instances where results may be used for administrative hearings and court cases and may be sent to state and /or federal agencies as required by applicable law.

## Identification and Identification Badges

Facility ID badges must be worn at all times and must be visible and worn at chest height, unless patient care dictates otherwise. If site specific identification is not provided by an affiliate clinical site, students will wear their school identification badges at the clinical site(s).

Students must introduce themselves in a manner that clearly identifies them as a student. The student cannot merely refer to themselves simply as “part of the healthcare team,” “I’m with the staff,” or “I’m helping with anesthesia.” “I’m your provider,” are examples of unacceptable forms of identification.

A student’s failure to identify himself/herself as a student is grounds for disciplinary action, up to and including dismissal.

## Technical, Non-Academic Standards

<b>POLICY NAME</b>	Technical, Non-Academic Standards				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	3/15/2026	<b>VERSION NO.</b>	2

### Introduction:

The Marian University Leighton School of Nursing seeks to produce highly skilled and compassionate nurses. Students are expected to develop a robust clinical knowledge base and the requisite clinical skills, with the ability to appropriately apply their knowledge and skills, effectively interpret information, and contribute to patient-centered decisions across a broad spectrum of clinical situations and settings.

The following technical standards, in conjunction with the academic standards of our academic program, are requirements for admission, promotion and graduation. The term “candidate” refers to candidates for admissions to graduate and undergraduate school as well as current nursing students who are candidates for retention, promotion or graduation. These requirements may be achieved with or without reasonable accommodations.

Candidates with disabilities are encouraged to contact the [Personalized Learning Center](#) early in the application process to begin a confidential conversation about what accommodations they may need to meet these standards.

Any accommodations granted apply only to a student's tenure at Marian University, and may not be approved or adopted by other institutions, including those responsible for the administration of national licensing examinations. Fulfillment of the technical standards for graduation from our academic programs does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program or the essential functions of specific employment.

**Observational Skills:**

Candidates must acquire information as presented through demonstrations and experiences in the foundational sciences. In addition, candidates must be able to evaluate patients accurately and assess their relevant health, behavioral and medical information. Candidates must be able to obtain and interpret information through a comprehensive assessment of patients, correctly interpret diagnostic representations of patients' physiologic data, and accurately evaluate patients' conditions and responses.

**Communication Skills:**

Candidates must exhibit interpersonal skills to enable effective caregiving of patient, including the ability to communicate effectively, with members of a multidisciplinary healthcare team, patients, and those supporting patients, in person and in writing. Candidates must be able to clearly and accurately record information and accurately interpret verbal and non-verbal communication.

**Examination, Diagnostic, and Procedural Skills:**

Candidates must possess the capacity to perform all procedures considered essential for the area of practice, including physical examinations and clinical maneuvers. They must be able to respond to emergent or urgent situations and provide general and emergency care. They must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.

**Intellectual-Conceptual, Integrative, and Cognitive Skills:**

Candidates must effectively interpret, assimilate, and understand the complex information required to function within the curriculum, including, but not limited to, the ability to comprehend three-dimensional relationships of structures; effectively participate in individual, small-group and lecture learning modalities in the classroom, clinical, and community settings; learn, participate, collaborate, and contribute as a part of a team; synthesize information both in persona and via remote technology; interpret causal connections and make accurate, fact-based conclusions based on available data and

information; formulate a hypothesis and investigate potential answers and outcomes; and reach appropriate and accurate conclusions.

**Behavioral Attributes and Social Skills:**

Candidates must exercise good judgement; complete all responsibilities related to the care of patients; and develop appropriate sensitive, and effective relationships with patients. The skills required to do so include the ability to effectively handle and manage heavy workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of the uncertainties inherent in the clinical problems of patients.

**Ethical and Professional Expectations:**

Candidates are expected to exhibit professionalism, personal accountability, compassion, integrity, concern for others, and interpersonal skills including the ability to accept and apply feedback and to respect boundaries and care for all individuals in a respectful and effective manner regardless of gender identity, age, race, sexual orientation, religion, disability, or any other protected status.

Candidates should understand and function within the legal and ethical aspects of healthcare and maintain and display ethical and moral behaviors commensurate with their role in all interactions with patients, faculty, staff, students, and the public. Candidates must adhere to the Marian University code of student rights and responsibilities, and the Marian University Leighton School of Nursing Code of Ethics and Conduct and the American Nursing Association Code of Ethics.

**Closing:**

Marian University, through policy and practice, is committed to providing equitable access to learning opportunities for all students. In the Catholic, Franciscan tradition, we celebrate the dignity of each individual to ensure all students, including those with disabilities, have equal access and opportunities during their time at Marian University.

Candidates with questions regarding the technical standards are encouraged to contact the [Personalized Learning Center](#). Admission to Marian University Leighton School of Nursing is conditional on the candidate's ability to satisfy these technical standards, with or without reasonable accommodation, and results from a process that examines and values all the skills, attitudes, and attributes of each candidate on a case-by-case basis.

## Patient Records

POLICY NAME	Patient Records				
EFFECTIVE DATE	5/4/2026	DATE OF LAST REVIEW	3/15/2026	VERSION NO.	1

### SCOPE

This policy applies to all individuals within LSON.

### POLICY STATEMENT

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), all information relating to individual patients must be removed when a patient's case presentation is documented in clinical logs, histories, physicals, case studies, etc. With the advent of the electronic health record (EHR), many practices and agencies/institutions use EHRs. Students will need to identify the processes for obtaining access, documentation, and preceptor review and signature. Many different EHR programs are currently in use and the experience of using one provides the student the opportunity to learn the benefits of the EHR and how best to document patient care and evaluate patient outcomes.

- I. The student must take care to not violate the patient's HIPAA protections and right to privacy. This includes not discussing patients or any issues relating to them in public places, e.g. halls, elevators, or the cafeteria. Many institutions install signs in elevators and other public areas to remind staff not to discuss patients in public places violate federal HIPAA regulations regarding protecting each patient's right to privacy. Students must be sure not to include the patient's name or any identifying data on assignments submitted for grading.
- II. Any alleged violations of HIPAA will be addressed in consultation with the appropriate clinical partners and may result in removal from the clinical site or the academic program.

## DNP Family Nurse Practitioner Track Addenda

### Purpose

The *Guide to Practicum* is a supplement to the Graduate Nursing Student Handbook and the Marian University Graduate Student Catalog. It details information about policies,

procedures, and expectations relating to the FNP track. All handbooks and catalogs are accessible via the internet at [www.marian.edu](http://www.marian.edu) and your student canvas course. If you have questions about the content of this handbook or the FNP track, please direct all inquiries to the program director.

## FNP Track Description

The FNP curriculum prepares registered nurses for advanced clinical practice and leadership roles. Graduates of the program are equipped to deliver compassionate and evidence-based acute and chronic healthcare to the individual and family across the lifespan. The 71-credit hour program is composed of NP core, FNP, and DNP courses.

## The National Certification Examination

The program prepares students to meet the educational eligibility requirements to take a national certification examination. FNP certification examinations are offered by the American Academy of Nurse Practitioners Certification Board (AANPCB) and the American Nurses Credentialing Center (ANCC). The student is responsible for all costs and fees associated with the FNP certification examination.

## Professional Accreditation

The FNP track of the DNP program is currently accredited by the Commission on Collegiate Nursing Education (CCNE), a national accreditation agency recognized by the U.S. Secretary of Education and the Council on Higher Education Accreditation.

## Integrated Curriculum

The clinical courses in the FNP track are structured as an integrated curriculum. You must pass both the didactic and clinical portion of the course in order to be successful in passing the course, progress through the plan of study and to remain in good standing with the university. The clinical portion of each course in the FNP program is Pass/Fail.

## Sample Curriculum Sequence



### Doctor of Nursing Practice FNP Plan of Study

YEAR 1	Summer	CR	Fall	CR	Spring	CR
	NSG 502 Theoretical Foundations of Nursing Practice	3	NSG 504 Advanced Pharmacology	3	NSG 510 Epidemiology for Advanced Practice or Equivalent (BMS 512 Epidemiology and Public Hlth)	3
	NSG 503 Advanced Physiology and Pathophysiology	3	NSG 506 Advanced Health Assessment	3	NSG 701 Analytical Methods for the Translation of Evidence into Practice	3
	NSG 602 Scientific Foundations for the FNP Role	3	NSG 507 Nursing Research	3	NSG 705 Information Management to Improve Healthcare	3
	Total	9	Total	9	Total	9
YEAR 2	Summer	CR	Fall	CR	Spring	CR
	NSG 604 Clinical Differential Judgment & Diagnosis	3	NSG 505 Policy, Organization and Finance of Health Care	3	NSG 674 Primary Care Across the Lifespan II	3/3
	NSG 702 Program and Systems Planning for Quality Improvement	3	NSG 672 Primary Care Across the Lifespan I	3/2	NSG 704 Professional Leadership and Collaboration	3
	NSG 608 Integrative Behavioral Health and Family Systems NSG	3	NSG 706 DNP Project 1 - Assessment	1	NSG 707 DNP Project 2 - Implementation and Evaluation	1
	Total	9	Total	9	Total	10
YEAR 3	Summer	CR	Fall	CR		
	682 Current Events in Primary Care	1	NSG 610 FNP Comprehensive	1		
	NSG 676 Primary Care Across the Lifespan III	3/3	NSG 678 Primary Care Immersion	1/6		
	NSG 708 DNP Project 3 - Dissemination	1				
	Total	8	Total	8		
<b>Total Program Credit Hours</b>						<b>71</b>

## Certified Registered Nurse Anesthetist Track Addenda

### Program Mission

To educate and prepare compassionate, competent nurse anesthetists who will serve as leaders within nursing practice, research, and education.

### Program Vision

To be recognized as one of the top nurse anesthesia programs in the country, producing CRNA leaders who are role models for safety, clinical expertise, advocacy, and compassion within the provision of culturally- competent anesthesia care.

## Program Description

The Marian University Nurse Anesthesia Program is a 9-semester full time course of study that awards a Doctor of Nursing Practice degree upon successful completion of program requirements. The program is front loaded with 3 semesters of didactic, lab, and initial simulation preparation. The second 3 semesters include both clinical, didactic, and simulation content. The last 3 semesters are more focused on the anesthesia immersion with important seminar information, completion of the DNP scholarly project, simulation in crisis management, and board review.

## Professional Accreditation

The DNP Program, nurse anesthesia track is accredited by two agencies. The Doctor of Nursing Practice program is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. The Nurse Anesthesia program is also accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA, 2021). COA is located at 222 S. Prospect Ave., Park Ridge, IL, 60068, 847-655-1160, [www.coacrna.org](http://www.coacrna.org)

## Curriculum

The nurse anesthesia track curriculum is designed to build off previous courses. Currently, courses are only offered once a year. Any student that does not pass a course will require a change in their plan of study. Further information can be found in the section detailing course failure.

YEAR 1	Summer	CR	Fall	CR	Spring	CR
	NSG502 Theoretical Foundations of Nursing Practice	3	NSG506 Advanced Health Assessment:	3	NSG607 Anesthesia Principles I:	3
	NSG503 Advanced Physiology and Pathophysiology	3	NSG507 Nursing Research:	3	<b>NSG607 - S Anesthesia Principles I – Simulation</b>	1
	NSG601 Neuro Biology:	3	NSG603 Advanced Pharmacology for NA 1:	3	NSG609 Pharmacology for NA 2:	3
			NSG605 Scientific Concepts for Anesthesia Practice:	4	NSG705 Information Management to Improve Healthcare:	3
					NSG701 Analytical Methods for the Translation of Evidence into Practice:	3
	Total	9	Total	13	Total	13
YEAR 2	Summer	CR	Fall	CR	Spring	CR
	NSG702 Systems and Program Planning for Quality Improvement:	3	NSG505 Policy, Organization and Financing of Health Care:	3	NSG704 Professional Leadership and Collaboration:	3
	NSG611 Anesthesia Principles II:	3	NSG613 Anesthesia Principles III:	3	NSG617 Anesthesia Seminar 2- (includes professional aspects):	2
	<b>NSG611 –S Anesthesia Principles II – Simulation</b>	1	<b>NSG613 -S Anesthesia Principles III – Simulation</b>	1		
	NSG661 Basic Clinical Anesthesia Practice I:	3	NSG663 Clinical Anesthesia Practice II:	3	NSG665 Clinical Anesthesia Practice III:	3
	NSG615 Anesthesia seminar 1 (wellness, chemical dependency):	2	NSG706 DNP Project 1- Assessment	1	NSG707 DNP 2 Project- Implementation and Evaluation	1
	Total	12	Total	11	Total	9
YEAR 3	Summer	CR	Fall	CR	Spring	CR
	NSG667 Nurse Anesthesia Immersion 1:	5	NSG668 Nurse Anesthesia Immersion 2:	5	NSG669 Nurse Anesthesia Immersion 3:	5
	NSG708 DNP 3 Project – Dissemination	1	NSG619 Anesthesia seminar 3 - (business):	2	<b>NSG670 – S Anesthesia Crisis Management</b>	2
	Total	6	Total	7	Total	7
Total Program Credit Hours						87

## The National Certification Examination

The Marian University Nurse Anesthesia Program prepares students to meet the educational eligibility requirements to take National Certification Examination (NCE). NCE certification examinations are offered by the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA). The student is responsible for all costs and fees associated with the NCE certification examination. More details are located on the NBCRNA website, [www.nbcrna.com/exams/nce-resources](http://www.nbcrna.com/exams/nce-resources).

## Faculty Advisors

Each student will be assigned a Marian NAP faculty advisor during their first semester. The faculty advisor's role is to support the intellectual and professional maturation of the student. Also, the faculty advisor ensures the experiences the students are encountering in the didactic and clinical arenas are consistent with the Program's policies and procedures, and the standards set forth by the Council on Accreditation (COA).

## Academic Calendar

All didactic courses will follow the Marian University academic calendar which can be found at <https://www.marian.edu/academics/academic-calendar>. Anesthesia clinical

hours may begin prior to the official beginning of the semester. Once semester seven begins, the University academic calendar no longer applies to clinical courses.

NOTE: Program administrators and faculty reserve the right to offer any courses during day and/or evening hours.

## Faculty Expectations of Students

Faculty expectations of students are articulated in course syllabi and clinical objectives. Faculty expect that students are intellectually curious and are sensitive of the need to study independently and in depth; to return to basic physiology and pharmacology, nursing science and other basic courses; to make inferences, draw upon experience and integrate them with the present; develop concepts, think through processes and to ask questions of oneself and others. The faculty also expects that students will learn to adapt to new stresses and experiences and demonstrate resilience.

The volume of material is much greater than most students may be accustomed to, and it isn't possible to succeed utilizing poor study patterns. Memorization of isolated facts is not enough. It is expected that each student's concern and respect for their classmates will be as great as their concern and respect for themselves. If a student comes unprepared for class or clinical assignments, they will require a disproportionate amount of the instructor's time and deprive them and other students of their rightful share of time for learning.

## Time Commitment

Successful completion of the program requires a substantial time commitment. Students' time commitments are limited to that which is reasonable to ensure patient safety and promote effective student learning. This commitment averages 50-60 hours a week, year-round, assuming that two to three hours of study are required for each class hour. This commitment figure includes time spent in the classroom, in clinical, and in study.

## Self-Evaluation Examination (SEE)

<b>POLICY NAME</b>	Nurse Anesthetists Self-Evaluation Examination (SEE)
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EFFECTIVE DATE	5/4/2026	DATE OF LAST REVIEW	4/2/2026	VERSION NO.	2
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## Purpose

The National Board of Certification and Recertification for Nurse Anesthetists Self-Evaluation Examination (SEE) is a formative assessment designed to provide individualized feedback to students and the program. The SEE benchmarks student performance against the national testing pool, identifies strengths and areas for improvement, and informs both student learning plans and curricular evaluation.

In addition, this assessment evaluates cumulative knowledge and readiness for entry into professional practice and certification preparation.

## Policy Statement

All students enrolled in the Nurse Anesthesia Program are required to complete the SEE at designated points in the curriculum. Participation, performance evaluation, and required follow-up activities are mandatory components of program progression.

- I. First SEE Attempt
  - a. Timing and Alignment
    - i. Students must complete the SEE by the end of Semester 5
    - ii. Failure to complete the SEE before the end of the semester will result in a 5% deduction in the final NSG 665 course grade and may result in receipt of a failing grade in the course.
      1. This timing coincides with completion of the core science and foundational anesthesia curriculum.
      2. The Semester 5 SEE serves as a diagnostic benchmark of each student's knowledge and readiness for advanced coursework.
  - b. Performance Expectation
    - i. There is no mandatory score that must be obtained by a student on the first SEE attempt.
    - ii. The requirement is that a student complete the formative assessment.
  - c. Remediation and Corresponding Study Plan
    - i. Regardless of the score obtained on the first SEE attempt students are required to develop a faculty-approved individualized study plan based on SEE results.

1. Students are required to meet with a faculty advisor, or learning support specialist, to create a comprehensive remediation plan.
  - ii. The study plan must:
    1. Address identified knowledge gaps
    2. Include specific strategies (e.g., guided content review, simulation or application-based practice, use of question banks)
    3. Establish a clear timeline for completion
  - d. Faculty approval is required to ensure adequacy and alignment with program expectations.
  - e. A failure to establish a study plan that is approved by the appropriate member of the faculty may be considered a professional violation, and adjudicated in accordance with the Professional Conduct Policy, the Code of Professional Ethics, or other applicable policies found within this handbook.
- II. Second SEE Attempt
- a. Timing and Alignment
    - i. Students must complete a second SEE no later than the final class day of January in Semester 9 of the academic program.
    - ii. Failure to complete the SEE by this deadline will result in a 5% deduction in NSG 670S.
      1. No opportunity to regain these points will be provided, even if the SEE is completed at a later date in the semester.
  - b. Performance Expectation
    - i. Students are expected to achieve a minimum score of 450 on the second attempt of the SEE.
  - c. Remediation
    - i. Students who do not meet this attend a minimum score of 450 on the second attempt of the SEE by the date identified above are required to complete a faculty-directed remediation plan.
      1. The remediation plan may include, but is not limited to:
        - a. Directed content review
        - b. Increased use of testing and question banks
        - c. Simulation or clinical application exercises
        - d. Faculty mentoring or tutoring sessions
        - e. Any other requirements determined appropriate by the faculty
      2. Completion of Remediation

- a. Students must successfully complete all components of the remediation plan within the designated timeframe.
  - b. Failure to complete the required remediation will result in an Incomplete (I) grade for NSG 670S until the remediation has been completed.
  - c. Resolution of the I grade will be governed by policies found within the Graduate Catalog.
    - i. A failure to successfully resolve the I grade, may result in failure of NSG 670S.
- III. Accountability and Documentation
  - a. Students will:
    - i. Complete all required SEE examinations within designated timeframes
    - ii. Participate in the creation, implementation and completion of the required study and remediation plans
- IV. Progression
  - a. Completion of all SEE requirements, including remediation if applicable, is required
    - i. A failure to adhere to or complete the requirements above may impact a student's progression in the program.

*\*Details about the SEE are located on the NBCRNA website, [www.nbcrna.com/exams/see-resources](http://www.nbcrna.com/exams/see-resources)*

## Outside Employment

The program encourages students in this highly demanding program to devote full time to the study and practice of anesthesia. Students are strongly discouraged from holding outside jobs during enrollment in first year (Semester 1-3) of the program.

However, if a student chooses to work during the program, they can NOT work as a nurse anesthetist or represent themselves as a nurse anesthetist. Doing so is a violation of COA standards and the Nurse Practice Act. Student employment should:

1. Not compromise the student's academic performance or conflict with clinical/academic schedule.
2. Not occur during the 8 hours prior to any class.

## Patient Rights

Patients have a right to know who is administering their anesthesia, who will be supervising the administration of the anesthetic and the relationship between the two. No practice shall be engaged in which is intended to deceive the patient in this regard. Patients have a right to expect that those anesthesia services provided by students will be under the supervision of a CRNA and/or an anesthesiologist. This should be consistent with the anesthetic risk of the patient, the magnitude of the anesthesia and surgery, and the educational level of the student.

At all times a CRNA and/or anesthesiologist shall be immediately available in all anesthetizing areas where students are performing anesthesia. Patients have a right to expect that the student and supervisory personnel providing their services are mentally competent and not impaired by fatigue, drugs or other incapacitating conditions. The patient's surgeon, or responsible physician, shall be kept informed pertaining to the anesthetic management and any complications arising from that management. Nothing shall prevent any patient from requesting not to be a teaching patient or prevent any member of the medical staff from designating any patient as a non-teaching patient.

## The Clinical Practicum

There is nothing more important to learning nurse anesthesia than the clinical experience. Students will remember that patient safety is always the first priority! Students will help ensure patient safety by attending each clinical experience rested and fully prepared for the clinical day. Students will always maintain vigilance in the care of every patient while at the clinical site.

## Clinical Practicum Description

In addition to the didactic requirements of the program, students are required to complete all COA clinical requirements.

Students are involved in all aspects of perioperative anesthesia management from preoperative assessment through maintenance of anesthesia and postoperative pain control.

The Program Faculty and clinical coordinators will help track case requirements, but students must take an active role in ensuring COA clinical requirements are met. Students must communicate with faculty and clinical site coordinators regarding case needs, keeping appropriateness of experience level in mind. Refer to the COA's current **GUIDELINES FOR COUNTING CLINICAL EXPERIENCES** for Clinical Experience Requirements (found at <https://www.coacrna.org/accreditation/accreditation-standards-policies-and-procedures-and-guidelines>).

## Practice and Professional Ethics

In addition to the Code of Professional Ethics above, the program expects students to adopt and observe the American Association of Nurse Anesthetists (AANA) Code of Ethics, which can be found at: <https://www.aana.com/practice> and then select *Code of Ethics for the CRNA*. Violations of any of these standards may be considered professional violations or misconduct and may impact progression and may be grounds for dismissal from the program.

## Clinical Affiliations

The program is continually evaluating clinical sites and sites may be added or deleted as deemed appropriate by the NAP administrators and faculty. Clinical sites are subject to change. Additional clinical sites are constantly under development to enhance the educational opportunities for students.

## Certifications

All SRNAs must maintain BLS, ACLS, and PALS certifications to participate in clinical experiences. American Heart Association approved BLS, ACLS and PALS certification is required for the clinical practicum phase and clinical immersion phase of both tracks of the DNP program.

DNP students without evidence of certification will not be permitted to begin the program. Current certifications for the duration of the clinical phases are required and non-compliant students will not be permitted to attend clinical sites or register for the next academic semester until all certifications are current. This may impact a student's academic progression, including receiving an Incomplete or failing grade in a course.

Students are required to submit documentation of the current AHA approved BLS, ACLS and PALS certification cards in Complio-American DataBank, ACEMAPP, CastleBranch, or any other database designated by the program. Students are also encouraged to maintain copies of certification cards.

## Licensure

All graduate students must hold an unencumbered professional nursing license from the state of Indiana or a multistate license (compact). Prior to matriculation, all SRNAs must hold an unencumbered professional nursing license in Indiana or a multistate license **and** any state that they are assigned for clinical experience (NSG 661, NSG 663, NSG 665, NSG 667, NSG 668, NSG 669). Failure to hold an active, unencumbered professional nursing license in the state of Indiana or a multistate license or in the state in

which they are assigned to clinical experiences will result in discharge from the program. Failure to hold an active, unencumbered professional nursing license in any state that they are assigned for clinical experience may result in failure of the course NSG 661, NSG 663, NSG 665, NSG 667, NSG 668, or NSG 669.

## Clinical Site Orientation and Clinical Assignments

All students will go through facility-specific orientation at each clinical site. Students will not engage in clinical practice until they have completed clinical site orientation.

Every effort is made to ensure clinical assignments are obtained the day before the scheduled clinical experience. Assignments may become available sometime in the afternoon depending upon the clinical site, and occasionally assignments are made or changed the morning of the clinical day.

After obtaining clinical assignments, it is the responsibility of the student to perform preoperative evaluation on all assigned inpatients. The assessment should include an anesthesia-related history and physical examination and review of pertinent laboratory and other diagnostic studies, e.g., x-ray, EKG, MRI, stress tests, etc. Previous anesthesia records from old charts should be accessed and reviewed if possible. Some facilities may have extensive electronic information system and clinical data can be retrieved on-line regardless of the site at which the testing or procedure was performed.

The pre-anesthetic assessment is documented according to the procedures in place at each clinical site. Please remember, this is a Joint Commission requirement as well as a professional standard of care (Standard 2 of Standards for Nurse Anesthesia Practice, AANA: 2019). Other requirements include:

- Review the completed preoperative assessments for ambulatory surgery patients the day before surgery when available.
- Review the pre-operative evaluations with a CRNA or anesthesiologist preceptor at the clinical site. The preceptor may suggest additional areas for assessment or preoperative evaluation.
- During the first 3 months of clinical rotations, one care plan per day is required. These care plans should be shared with your clinical preceptors and will be evaluated by your NAP faculty mentor. Care plans may be required beyond the three months as assigned by the site, course instructor or clinical supervisor.

- If possible, communicate with assigned clinical personnel (or the clinical coordinator) the day before to discuss potential options for anesthetic management.
- Revise the anesthesia care plan based on suggestions from the clinical preceptor(s) or your NAP faculty mentor.
- On the day of clinical, review the patient's record and update the care plan prior to the scheduled anesthetic.
- Review the revised care plan with your preceptor(s) prior to induction. In the event of a conflict between the care plan of the student and that of the anesthesiologist or CRNA, the anesthesiologist or CRNA will make the final decision for the plan of care.

## Anesthesia Care Plans

The anesthesia care plan is a tool to help students plan their clinical experiences for their assigned cases. Care plans are to be submitted to the clinical preceptor. Care plans are required for submission on a weekly basis to the faculty mentor during the first practicum, or until deemed necessary by the faculty mentor. Faculty mentors are to review and evaluate the care plans with the student. Submission of unacceptable, inaccurate, improperly, or poorly constructed care plans represents unacceptable work and will be returned to the student for resubmission within a timeframe identified by his or her faculty mentor. It is preferable that the written care plan be prepared for the most complex case of the day.

## Clinical Preparation

Arrive at the clinical site in sufficient time to prepare for the assigned clinical experiences. This may necessitate arriving at least an hour or more early. Prepare the anesthesia machine and all airway equipment, drugs, and ancillary equipment necessary for the conduct of the surgical procedure and anesthetic (unless otherwise specified by the clinical site coordinator). This includes IVs, regional anesthesia trays, fluid warmers, and invasive monitoring lines. Students are not to utilize anesthesia technicians to prepare their equipment or drugs. Students make sure that everything is in place for the patient in advance of the anesthetic.

## Pre-operative and Postoperative Assessment

It is the responsibility of the student to perform preoperative evaluation on all assigned patients. The assessment should include an anesthesia-related history and physical examination and review of pertinent laboratory and other diagnostic studies, e.g., x-ray, EKG, MRI, stress tests, etc. Previous anesthesia records from old charts should be accessed and reviewed if possible. Some facilities may have extensive electronic information system and clinical data can be retrieved on-line regardless of the site at which the testing or procedure was performed.

The pre-anesthetic assessment is documented according to the procedures in place at each clinical site.

Other requirements include:

- Review the pre-operative evaluations with a CRNA or anesthesiologist preceptor at the clinical site. The preceptor may suggest additional areas for assessment or preoperative evaluation.
- Revise the anesthesia care plan based on suggestions from the clinical preceptor.
- On the day of clinical, review the patient's record and update the care plan prior to the scheduled anesthetic.
- Review the revised care plan with your preceptor(s) prior to induction. In the event of a conflict between the care plan of the student and that of the anesthesiologist or CRNA, the anesthesiologist or CRNA will make the final decision for the plan of care.

Students must visit all patients postoperatively and document the postoperative visit according to institutional policies. The postoperative visit should occur after the patient is discharged from the post anesthesia recovery room. The student may evaluate ambulatory surgery patients while in the Phase II recovery area. Your postoperative evaluations are to be documented according to the clinical site's policy and discussed with the preceptor.

## Anesthesia Management

Students manage the anesthetic from pre-induction through maintenance and emergence, and into the postoperative phase in collaboration with their clinical preceptors. The clinical

preceptor will decide the degree of student level involvement based on the student's level of experience, patient acuity, and procedure complexity. Students should strive for increased independence related to decision making and patient management as they gain knowledge, skills, abilities, and competencies. Students will also position and/or supervise the positioning of patients to insure optimal physiologic function and to prevent injury. At the end of the anesthetic or the procedure, the student and preceptor will transport the patient safely to the appropriate postoperative area. At that time, the student will report relevant preoperative and intraoperative information to the recovery room staff.

It is the responsibility of the student to document all aspects of anesthesia care given in the perioperative period according to the policies and procedures of the clinical site. Further, the student must complete all required documentation of controlled substances, quality assurance, and billing.

## Clinical Vigilance

Students who engage in extraneous activities that minimize vigilance while providing direct patient care, e.g., texting, reading, emailing, visiting social media sites, are subject to dismissal from the clinical area for the day. Violations will result in disciplinary action. A pattern of recurrent infractions could lead to dismissal from the program.

## Professional Communications

Please remember that students are guests of the clinical affiliates. Students must conform to the policies and procedures of the clinical site and its anesthesia department. Students represent themselves as well as Marian University, the Leighton School of Nursing, and the Nurse Anesthesia Program during rotations at clinical sites. Each student's behavior will affect all who follow.

## Rest Periods

Students must have adequate rest before entering clinical rotations, and the program directors and clinical coordinators monitor the clinical education process to ensure compliance with this policy. Students who appear unprepared to administer anesthesia due to lack of rest, illness, or other problems that could impair patient safety will be relieved from their clinical commitments for the day. The clinical coordinator or

designee notifies the program administrators that the student was relieved. Student clinical privileges will not be restored until the student has met with his or her faculty mentor.

## Restocking and Maintenance of Supplies

Students are responsible for stocking, maintaining, and restocking all anesthesia equipment and supplies in accordance with departmental policies.

## Reporting of Unexpected Clinical Incidents

Any unexpected or unplanned incident during clinical training that results in patient injury or may result in patient injury MUST be reported to the program directors. Examples include, but are not limited to: traumatic intubations, dental injury or damage to bridges, crowns or caps, corneal abrasions, nerve or positioning injury, wrong blood type administered, patient fall, medication or antibiotic administration error, allergic/anaphylactic reaction, wet taps, aspiration, intraoperative myocardial infarction, wrong site surgery, or patient death.

Complete documentation is very important to demonstrate pre-existing conditions. The SRNA should be diligent in creating and documenting an accurate preoperative assessment of each patient. Reporting an unexpected or adverse event in no way constitutes liability or fault. Within 24 hours of the discovery of the incident, the INCIDENT REPORT FORM (found within the appendix) must be completed and sent to the Nurse Anesthesia department via email. This policy does not include accidental exposure, like needle stick injury or bodily fluids.

## Daily Clinical Evaluations

Daily evaluations are completed using Medatrax. At the end of each clinical day, the preceptor will rate the performance of the student in the listed categories. Comments that provide constructive suggestions are an integral part of the evaluation process and will help the student improve their performance. It is the student's responsibility to obtain their daily evaluation.

After completing the Medatrax evaluation, preceptors should discuss the evaluation with the student.

If a preceptor doesn't provide a daily evaluation, the student must contact the Clinical Coordinator at their clinical site.

## Summative Evaluations

At the end of each rotation, the clinical coordinator or his/her designee completes a summative practicum evaluation tool. This evaluation will capture feedback from all the anesthesia staff and will reflect their evaluation of the student's overall performance while at the site and determine the readiness of the student for increased levels of responsibility. These are objective-based evaluations that increase in complexity over the sequence of clinical courses. The student should become familiar with the stated objectives to ensure appropriate progress.

It is the responsibility of the student to seek the clinical coordinator or his/her designee for the cumulative evaluation at least 2 weeks prior to the end of the clinical rotation for a rotation greater than one month, and at least 1 week prior to the end of the clinical rotation for a rotation of one-month duration.

Completed summative evaluations should be received by the course instructors by the 10th day of the month following the last clinical rotation by Medatrax submission.

## Call Experience

Students may begin taking call in Clinical Anesthesia Practice III. Call experienced is required by the COA. Call is a planned clinical experience outside the normal operating hours of the clinical facility, for example, after 5 PM and before 7 AM, Monday through Friday, and on weekends. Assigned duty on shifts falling within these hours is considered the equivalent of an anesthesia call, during which a student is afforded the opportunity to gain experience with emergency cases. Although a student may be assigned to a 24-hour call experience, at no time may a student provide direct patient care for a period longer than 16 continuous hours.

NOTE: When a student is on call, there must be a qualified nurse anesthetist or anesthesiologist immediately available to the student.

## Experience in Non-Anesthetizing Areas

Students may provide clinical anesthesia related services in areas outside the operating room. These services include IV placement, ventilator management, and responding to cardiac or respiratory arrests. When in these situations, students are under the direction of the professionals responsible for the care of the affected patients. In some instances, these individuals may not be anesthesia providers. This does not diminish their authority over the practice, or their responsibility for the care rendered. This policy will be reviewed and discussed with each clinical site coordinator.

## Clinical Experiences Record (Medatrax<sup>®</sup>)

SRNAs are responsible for accurately and truthfully filling out their clinical experiences in Medatrax after each clinical day. Clinical experiences not recorded in Medatrax within 7 days will not be considered course progression or expectations. Please refer to Recording Cases Supplement (SEE Appendix I).

## Policy on Attendance at Department Meetings

Students are expected to attend conferences, in-services, and meetings at the clinical facility to which they are assigned. If the institution holds an early morning conference, students should allow sufficient time to prepare for the day's cases prior to the conference.

## Coursework During Clinical Rotations

It is the responsibility of the student to stay up to date with all classes in which they are enrolled. The student will bring a computer (or appropriate device) to their clinical sites in order to stay current in their courses (i.e. care plans, tests, APEX workbooks, discussion posts, daily evaluations, and any other course requirements). All clinical sites have free internet available to students. The student will be responsible to take tests at the assigned time and to turn in assignments before their deadline. The excuse of not having a computer (or appropriate device) or internet at their clinical site will not be accepted for missing deadlines. It is the responsibility of the student to arrange an alternative deadline if there is another conflict with an assignment/test deadline.

## Student Housing during Clinical Practicum

If the clinical site does not provide student housing, housing during that clinical rotation is the responsibility of the student. Every effort will be made to provide students adequate notice to plan for housing accommodations.

However, clinical rotation schedules may subject to change for a variety of reasons.

## Clinical Evaluation Process

The nurse anesthesia program has an overall evaluation plan that is essential for quality assessment and quality improvement. Elements of this plan include student evaluations of their clinical preceptors and the clinical site.

Students complete an evaluation, with narrative comments, of the clinical site and its clinical preceptors no later than the final day of the clinical rotation. These evaluations are completed in Medatrx. Comments and critiques of the preceptors and the sites are an integral part of the learning process and allow us to make recommendations about improvements at the sites. Composite evaluations will protect the identity of the student and will be shared with the involved clinical coordinators and preceptors within one month of the completion of each clinical course.

## Student Self-Evaluations

Students complete Self-Evaluations no later than one week after the end of semesters 3 and 6. Submit completed Self-Evaluations to the Program Director. Self-evaluation tools on Canvas. Students will meet with their faculty advisor to review self-evaluations and assess student progress relative to their own and programmatic guidelines. Nurse anesthesia faculty will formulate a plan for any remediation the students deem as needed.

## Conference Hours

It is important for your professional growth and continued learning that you attend anesthesia meetings while in training. The Council on Accreditation (COA) requires that students engage in integration and clinical correlation activities. Clinical correlation may include presentations provided at professional anesthesia meetings (AANA, INANA, etc.). They may also include other clinically focused activities such as student presentations

(outside of those occurring as part of required course/class sessions), Journal Club, M and M conferences, morning conferences in preparation for clinical cases, etc.

The Marian University Leighton School of Nursing NAP also requires each student to attend one INANA state nurse anesthesia association meeting per year. Attendance is at the expense of the student. Students will be given time off to attend the meeting. Students are encouraged to attend an AANA National meeting at least once during their program. Meeting information is found at [www.INANA.org](http://www.INANA.org).

Advocacy is a crucial part of the CRNA's practice and students must learn these tools prior to graduation. Students in their first and second years of the program are required to attend the INANA state lobbying day. This is held at the Indiana State Capital in January or February each year. Lobby day information is found at [www.INANA.org](http://www.INANA.org).

State Meetings and Lobby Day attendance will be counted towards points earned in assigned courses.

## SRNA Recording Cases Supplement

Students will utilize the most current version of the COA Guidelines for Counting Clinical Experiences document. Fraudulent documentation and recording of case records including but not limited to clinical time, clinical case type, procedures, etc. is in violation of standards for professional and student ethics. This may be grounds for dismissal from the program.

Medatrax has provided a student user guide. The 2019 User Guide is available in the help section of Medatrax. Example below. There is also a Student Training Video in the help section of Medatrax.

**Entering Cases:**

[Return to functions](#)

**Case entry includes 4 main steps:**

**Step 1: Date-** verify the date displayed is the date for the cases. If not, click Change to select a different date.

**Step 2: Location-** select the clinical site from the drop-down list.

**Step 3: Case entry numbers-** Enter the total number of cases that apply to each item. Remember to include all patients seen each day.

**Step 4: Saving an entry-** Click Submit in the upper right corner of the page to save the case entries.

**Note: Repeat this process for each desired data entry**

**Case Input**

Search... **Date:** 2/26/2019 [Change Date](#) **Step 1**  
**Location:** Carolina Birth Center **Step 2**

Clinical Time		Back to top
Clinical Hours	0 H 0 M	
Anesthesia Time	0 H 0 M	
Patient Physical Status		Back to top
Class I	0 <b>Step 3</b>	
Class II	0	
Class III-VI		
Class III	0	
Class IV	0	
Class V	0	
Class VI	0	
<b>Total Number of Cases</b>		

**Submit** **Step 4**

**MU Nurse Anesthesia Program Clinical Hour Requirements Policy**

<b>POLICY NAME</b>	Clinical Hour Requirements Policy				
<b>EFFECTIVE DATE</b>	5/4/2026	<b>DATE OF LAST REVIEW</b>	4/8/2026	<b>VERSION NO.</b>	1

**Purpose**

This policy establishes the clinical hour requirements for students enrolled in

the MU Nurse Anesthesia Program to ensure adequate clinical exposure, competency development, and compliance with national expectations for nurse anesthesia education.

#### Policy Statement

All students are required to complete a minimum of 2,750 clinical hours prior to program completion.

Clinical hours are distributed across Semesters 4 through 9 as outlined below. Semester hour allocations are approximate; however, the total required hours must be met.

### 1. Clinical Hour Distribution

#### 1.1. Semester 4

1.1.1. Minimum Hours: 280

1.1.2. Clinical Schedule: 2 days per week

#### 1.2. Semester 5

1.2.1. Minimum Hours: 300

1.2.2. Clinical Schedule: 2 days per week

#### 1.3. Semester 6

1.3.1. Minimum Hours: 370

1.3.2. Clinical Schedule: Alternating 2 days per week and 3 days per week

1.3.2.1. Note: Scheduling variability depends on clinical site availability

#### 1.4. Semesters 7–9

1.4.1. Minimum Hours: 600 hours per semester

1.4.2. Clinical Schedule: 4 days per week

1.4.2.1. Note: Scheduling variability depends on clinical site availability

#### 1.5. Total Clinical Hours Requirement

1.5.1. Minimum Required Hours: 2,750

1.5.2. Students are responsible for tracking their clinical hours and ensuring all requirements are met prior to graduation.

### 2. Attendance and Make-Up Time

2.1. All scheduled clinical time is mandatory.

2.2. Any missed time (including absences, tardiness, or early departures) must be made up.

2.2.1. Make-up time must be coordinated with faculty and clinical site preceptors and completed in a timely manner.

2.2.2. Absences from direct patient care can only be made up using direct patient care experiences.

2.2.3. Make-ups are not guaranteed and may occur outside the normal clinical schedule to include weekends, nights, or breaks between semesters.

2.2.4. Failure to complete required clinical hours may result in delayed progression (including course failure or issuance of an incomplete grade) or graduation.

### 3. Compliance and Accountability

3.1. Students must maintain accurate and timely documentation of all clinical hours.

3.2. Faculty will monitor progress to evaluate if students are meeting expected minimum hour requirements.

3.3. Students who fall behind expected hour accumulation may be required to complete additional clinical time.

### 4. Excessive Clinical Absence

4.1. Absences from scheduled clinical cases for more than 2 days in a single course is excessive and may result in course failure or the issuance of an incomplete grade.

4.1.1. Any student who has excessive clinical absences is in jeopardy of failing the course or earning a grade of incomplete if make-ups experiences are not possible.

### 5. Review and Revision

This policy is subject to periodic review to ensure alignment with accreditation standards and national benchmarks.

# Appendices

## Student Handbook Attestation

### Student Handbook Attestation

I attest that I read, understand and will abide by all policies and expectations of the Marian University Leighton School of Nursing (LSON) as articulated in the LSON Student Handbook, Code of Student Rights and Responsibilities, and University Catalog, including all policies related to progression, exposure prevention and management.

In addition, I understand that the above referenced documents are LSON's official notification to students of its policies, rules, regulations, and standards of conduct. The provisions in these documents are not to be regarded as a contract between any student and LSON. LSON reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the School. The School also reserves the right to modify or discontinue any of the services, programs, or activities described.

This attestation will be signed electronically annually.

## Technical, Non-Academic Standards Attestation

I hereby attest that I have read and understand the Technical, Non-Academic Standards of the Marian University Leighton School of Nursing (LSON). To the best of my knowledge I agree that I meet these standards with or without reasonable accommodations. I also understand that should I need an accommodation(s) due to disability, or should the need arise during my studies, it is my responsibility to contact the [Personalized Learning Center](#). I understand that if I am unable to fulfill these technical standards at any time after admission to LSON (with or without reasonable accommodation), I will not be allowed to progress or participate in the academic program.

This attestation will be signed electronically annually.

## Student-Preceptor-Faculty Agreement for FNP Students

### **CRITERIA FOR CLINICAL AGREEMENT BETWEEN STUDENT, PRECEPTOR, AND FACULTY**

Prior to any practicum in which a Family Nurse Practitioner student enters a preceptorship relationship, the student will collaborate with preceptor and faculty to plan and implement an instrument of agreement that is signed by the student, preceptor, and faculty member responsible for evaluation of the student. The instrument is kept on file by the faculty member, and copies are distributed to all other parties of the agreement. The written agreement will contain, but is not limited to, the following:

1. Student's responsibilities for attendance and participation in agency activities and in evaluation of the practicum experience.
2. Preceptor's commitment of time, supervision, guidance, and evaluation of the student and collaboration with student and faculty.
3. Faculty member's role in orientation and collaboration with student and preceptor, evaluation of classroom and clinical performance, and determination of course grade.
4. A statement providing for the confidentiality of information related to the agency, patient, institution, and/or student affairs.

**PRECEPTORS:** Review: Benner, P. (19) *From Novice to Expert*.

#### **Criteria for Preceptors:**

1. Leader, researcher, manager, expert practice role
2. Accessible
3. Role model
4. Change agent
5. Articulate communicator
6. Professionally active
7. Proficient to expert in interviewing, history taking, physical examination skills, diagnostic reasoning, planning and managing.
8. Interested in teaching and working with nurse practitioner students.

9. Objectively assesses, critiques and validates the learner's competencies.
10. Facilitator for professional advanced practice socialization.
11. Holds a trusting, confident, relationship with student and treats student as a professional colleague.

**The purposes of the clinical preceptorships are to:**

1. Integrate the student into the roles of the nurse practitioner.
2. Assist the student to apply theory to practice.
3. Assist the student to increase skills, competence and expertise.

The nurse practitioner student enrolled in the FNP track in the DNP program will commit an average of \_hours weekly participating in clinically sanctioned activities.

The student will share in the evaluation of the preceptor and course content.

The preceptor will serve as a role model and will provide adequate opportunities for practice and success.

The preceptor will provide support, encouragement, and professional feedback in difficult and complex situations. The preceptor will share various tools and references which will assist the student in the transition to nurse practitioner.

The preceptor agrees to review the student's weekly activity log and provide supervision and guidance to facilitate the student's goals and expectations for the clinical experience. The preceptor also agrees to collaborate with the student and professor in an ongoing evaluation of the student's needs and clinical experiences.

The student agrees that all information concerning the involved agency, patients, or school/college of nursing will be kept confidential. The student also agrees that the preceptor will evaluate the student's activities, professionalism, goal attainment, etc.

Student First & Last Name (printed):

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X

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Student Signature & Date

### Patient Incident Report Form

<b>CLINICAL SITE:</b>	<b>DATE:</b>	
<b>PATIENT'S INITIALS:</b>	<b>AGE:</b>	<b>DOB:</b>
<b>PATIENT PRESENTATION:</b>		
<b>SUPERVISING NP or MD/DO:</b>		
<b>NAME OF FACILITY/INSTITUTION SUPERVISOR (IF APPLICABLE):</b>		
<b>WHAT WAS THE NEGATIVE PATIENT OUTCOME?</b>		
<b>WHAT INCIDENT LED TO THE NEGATIVE PATIENT OUTCOME?</b>		

<b>SUPPORTING NARRATIVE ABOUT THE INCIDENT:</b>
<b>SUMMARY NARRATIVE FROM PROGRAM ADMINISTRATOR:</b>
<b>SIGNATURE OF STUDENT:</b>
<b>SIGNATURE OF PROGRAM DIRECTOR:</b>
<b>DEPARTMENT TO COMPLETE</b>
<b>WAS FACILITY RISK MANAGEMENT NOTIFIED? ___ YES ___ NO</b>
<b>OUTCOME:</b>
<b>WAS MARIAN UNIVERSITY RISK MANAGEMENT NOTIFIED? ___ YES ___ NO</b>
<b>OUTCOME:</b>

## SRNA Accident Form

This form is used to report an issue with a student performance in clinical or any unexpected patient incidents related to patient care or treatment, even if there is no adverse patient outcomes. This includes errors, safety hazards, injuries, or sentinel events. This form is to be completed by the clinical faculty in addition to any reporting requirements of the facility or hospital. After completion, this should be signed by both the nurse anesthesia faculty and nurse anesthesia student.

Name of student:

Name of faculty completing form:

<b>Nature of Incident</b>	<b>Intervention</b>
<input type="checkbox"/> Malfunction Equipment/Monitors	Add comment(s)
<input type="checkbox"/> Lack of Equipment/Monitors	Add comment(s)
<input type="checkbox"/> User error of Equipment/Monitors	Add comment(s)
<input type="checkbox"/> Medication dispensing/administration error	Add comment(s)
<input type="checkbox"/> Breach of policy/protocol	Add comment(s)
<input type="checkbox"/> Poor patient/room preparation	Add comment(s)
<input type="checkbox"/> Breach of confidentiality	Add comment(s)
<input type="checkbox"/> Patient documentation issue	Add comment(s)
<input type="checkbox"/> Patient positioning issue	Add comment(s)
<input type="checkbox"/> Patient consent issue	Add comment(s)
<input type="checkbox"/> Failure to perform adequate pre-op assessment	Add comment(s)
<input type="checkbox"/> Wrong site or wrong patient	Add comment(s)

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Failure to form an appropriate care plan      Add  
comment(s)

---

Punctuality at clinical site (arrive late/leave      Add  
early)      comment(s)

---

## Appendix: Petition for Course Credit

**Student Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Instructions:

Students requesting for transfer credit should utilize the track's plan of study when completing page 2 of this form. It must be submitted to the DNP track's director along with the course syllabus and transcript.

### Transfer Credit Considerations:

1. Requests for transfer credit are evaluated/approved/denied on an individual basis by the DNP track's director.
2. No Nurse Anesthesia or Family Nurse Practitioner clinical course credits (i.e., Marian's NSG 600 level series) will be accepted for transfer.
3. No transfer of credit is automatically given.
4. The transfer credit(s) must be granted by an accredited institution approved by one of the regional accreditation bodies for higher education and must meet the quality of courses offered at Marian University.
5. The course syllabus must meet course equivalency standards and cannot be fewer credit hours than the course requirement of the program.
6. Minimum grade of B must be documented on the official transcript from other institution.
7. Transfer requests beyond 9 credit hours require an exception from the track director.

### Additional Considerations for Petitioner:

1. DNP students must carry a course load of at least 5 credit hours to qualify for financial aid.
2. Since DNP program courses are offered once a year and the plan of study includes track-specific courses every semester, the length of time required to complete the program (i.e., 8 semesters for FNP and 9 semesters for CRNA) is unlikely to change despite having transfer credits.

Nurse anesthesia track: The flat-rate tuition model for the nurse anesthesia track divides the 87-credit program cost across 9 semesters. Transferring in courses does not change the cost of the program.

**Student Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

To be Completed by Student (add additional rows to table below as necessary):

Course # and Name (# Cr Hr) Name of Institution	Equivalent at Marian: Course # and Name, (# Cr Hr)	Syllabus and Transcript Provided?

To Be Completed by Track Director:

Total Credits Already Approved for Transfer into Program (as verified in MU HUB): \_\_\_\_\_  
(reflected in table below)

Course #/name Institution name	Equivalent Marian Course #/Name	Cr Hrs/Grade

## Incident/Injury Report Form

First Name:	Middle Initial:	Last Name:

Student ID Number:	Date of Birth:	Date of Submission:
Date of Incident:	Time of Incident:	Physical Address of Incident:
Name(s) of Anyone Involved or Who May Have Knowledge of Incident:	(1)	
	(2)	
	(3)	
Description of Incident:		
Name of Faculty/Staff Member Notified:		
Date Student Health Center was Contacted:		
Appointment Scheduled with Student Health Center	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was Campus Police Notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Person Receiving Report:	Date Received:
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