MSN NURSING STUDENT HANDBOOK
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1. Introduction

The Master of Science in Nursing Student Handbook provides students with information and detailed guidelines to assist students as they matriculate in the Master of Science in Nursing (MSN) programs. This handbook is not an exhaustive, all-inclusive set of Liberty University's Graduate policies. Students must review all policies in the current Liberty University Graduate Catalog because these policies apply to all MSN students.

The Graduate Nursing Student Handbook is revised before the beginning of each fall semester. Students are notified via email about updates in the handbook. Other documents and policies may apply to students enrolled in MSN courses, and such policies are subject to change at any time, without notice. This handbook does not convey any contractual right in, to or upon any student. These policies apply to all students enrolled in MSN courses.

If you have specific questions about this handbook or requirements listed, you must resolve all questions and concerns before enrolling in the program.

2. Liberty University Quick Facts

Liberty University was founded in 1971 by Dr. Jerry Falwell. Liberty University is the largest private, nonprofit university in the nation, the largest university in Virginia, and the largest Christian university in the world. Liberty University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelors, masters, specialist, and doctoral degrees. The student body represents all 50 states (and Washington, D.C.), more than 80 countries (residentially), and 86 countries (online). There are over 2,500 full and part-time faculty.

2.1 Campus

- More than 7,000 acres
- Over 6.6 million sq. ft. of building space
- 385 buildings and structures
- 215 classrooms

2.2 Enrollment

- Total enrollment exceeds 110,000
- Military Students: over 30,000
- International Students: over 900

2.3 Students

- Residential: 47% Male, 53% Female
- Online: 39% Male, 61% Female
- Combined: 41% Male, 59% Female

2.4 Academic Programs

Over 550 unique programs of study (some available both residentially and online)

358 residential programs

- 212 undergraduate
- 142 graduate
- 4 doctoral

284 online programs

- 78 undergraduate
- 171 graduate
- 7 post master's
- 28 doctoral
3. Liberty University School of Nursing

The School of Nursing offers a generic Bachelor of Science in Nursing (BSN) degree, R.N. to B.S.N. (BSN) degree, Master of Science in Nursing (MSN) degree, and Doctor of Nursing Practice (DNP). Liberty University’s undergraduate and graduate programs are fully accredited by the Southern Association of Colleges and Schools Commission on Colleges and approved by the Virginia State Board of Nursing and the State Council of Higher Education for Virginia.

The baccalaureate degree in nursing, master's degree in nursing, and doctor of nursing practice at Liberty University are accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036 - 202-887-6791.

Liberty University Online MSN program is based on the curriculum guidelines set forth by the American Association of Colleges of Nursing (AACN) and the Commission on Collegiate Nursing Education (CCNE).

3.1 Five Degree Completion Plans:

3.1.1 Nurse Educator
3.1.2 Nursing Administration
3.1.3 Nursing Informatics
3.1.4 Master of Science in Nursing (M.S.N.) and Master of Business Administration (M.B.A.)
3.1.5 Master of Science in Nursing (M.S.N.) and Master of Science in Healthcare Administration (M.S.)

Practicum for Nurse Educator and Nursing Administration DCPs provides students direction through faculty and approved nurse preceptors to achieve practicum goals and objectives.

Students enrolled in practicum courses must reside in the United States and hold a current and active RN license from one of the 50 states. All practicum hours are completed at an approved practicum site location within the United States or approved U.S. Military bases.

4. Liberty University Academic Facilities

4.1 Jerry Falwell Library

The Jerry Falwell Library collection consists of both physical and electronic resources. Physical collections consist of approximately 368,000 items and 638 current periodical subscriptions. Electronic collections consist of more than 250,000 electronic items and content from more than 69,000 unique full-text journals. For the latest resource numbers, see the statistical snapshot.

Materials from libraries across the United States can also be obtained through the InterLibrary Loan service. Additionally, the library is a member of the Center for Research Libraries, providing access to all of the vast resources in this international consortium of university, college, and independent research libraries.
4.2 DeMoss Hall

The academic hub of Liberty University, DeMoss spans 500,000 square feet over four floors. DeMoss houses several large lecture halls, modern classrooms, and labs appointed with state-of-the-art media technology. DeMoss Hall opened a new four-story, 150,000-square-foot student center in the Fall 2016 semester, offering new dining options, gaming areas, meeting space, and a bowling alley.

The School of Nursing is located on the second floor of DeMoss and includes fully-equipped examination, diagnostic and simulation laboratories designed for high fidelity clinical learning. Laboratories focus on both acute and community nursing for both undergraduate and graduate nursing students. Study areas and faculty offices are proximate to the Obstetric Theater as well as a ClassSpot interactive classroom to create an active environment for learning and collaboration.

5. Online Student Support

Liberty has a complete computer and internet support system that enables students to reach their professors, podcasts, pastoral counseling, ministry broadcasts, and various campus offices.

Students may purchase computers, laptops, and computer software programs such as the latest version of Microsoft Office at significantly discounted pricing through the LU IT Marketplace.

Please check out the Online Student Video Tutorials.

6. Liberty University Philosophy of Education

Liberty University is a Christian academic community in the tradition of evangelical institutions of higher education. As such, Liberty continues the philosophy of education which first gave rise to the university, and which is summarized in the following propositions.

God, the infinite source of all things, has shown us truth through scripture, nature, history, and above all, in Christ.

Persons are spiritual, rational, moral, social, and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe, and God.

Education as the process of teaching and learning, involves the whole person, by developing the knowledge, values, and skills which enable each individual to change freely. Thus it occurs most effectively when both instructor and student are properly related to God and each other through Christ.

7. Liberty University Statement of Mission and Purpose

Maintaining the vision of the founder, Dr. Jerry Falwell, Liberty University develops Christ-centered men and women with the values, knowledge, and skills essential to impact the world.
Through its residential and online programs, services, facilities, and collaborations, the University educates men and women who will make important contributions to their workplaces and communities, follow their chosen vocations as callings to glorify God, and fulfill the Great Commission.

Liberty University will:

1. Emphasize excellence in teaching and learning.
2. Foster university-level competencies in communication, critical thinking, information literacy, and mathematics in all undergraduate programs.
3. Ensure competency in scholarship, research, and professional communication in all graduate programs and undergraduate programs where appropriate.
4. Promote the synthesis of academic knowledge and Christian worldview in order that there might be a maturing of spiritual, intellectual, social and physical value-driven behavior.
5. Enable students to engage in a major field of study in career-focused disciplines built on a solid foundation in the liberal arts.
6. Promote an understanding of the Western tradition and the diverse elements of American cultural history, especially the importance of the individual in maintaining democratic and free market processes.
7. Contribute to a knowledge and understanding of other cultures and of international events.
8. Encourage a commitment to the Christian life, one of personal integrity, sensitivity to the needs of others, social responsibility and active communication of the Christian faith, and, as it is lived out, a life that leads people to Jesus Christ as the Lord of the universe and their own personal Savior.

Approved by the Board of Trustees, March 7, 2014

8. MSN Program Statement of Purpose

Liberty University's Masters of Science in Nursing program is founded on a Christian worldview and is designed to prepare competent men and women as nurse administrators for careers in nursing leadership, nurse educators for careers in schools of nursing or other environments such as hospital-based departments of education, or community education, and nurse informaticists for careers in healthcare settings. Graduates are equipped with the critical thinking skills, leadership, and knowledge needed to promote the profession of nursing through clinical practice, teaching, nursing leadership, research, program development and implementation, and scholarship.

9. MSN Mission and Philosophy of Nursing

The MSN Program is consistent with Liberty University’s mission statement: “To develop Christ-centered men and women with the values, knowledge, and skills essential to impact the world,” and “to educate men and women who will make important contributions to their workplaces and communities, follow their chosen vocations as callings to glorify God, and fulfill the Great Commission.”

In keeping with the philosophy of the School of Nursing, the MSN program supports the following propositions based on the Bible and theorist Patricia Benner (1985/1996).
• God, the infinite source of all things, has shown us truth through Christ in nature, history, and above all, in Scripture.
• Persons are spiritual, rational, moral, social and physical, created in the image of God. Persons are self-interpreted beings who become defined as they experience life, having the capacity to be in a situation in meaningful ways because of embodied intelligence.
• Nursing is a multiform activity that provides a wide range of health care to society. It revolves around the need for assessment, goal development, selection of interactions, delivery of care, and evaluation of responses. Nursing is a healing art communicated through the ministry of caring.

10. MSN Learning Outcomes and Objectives

The following outcomes and objectives developed by the School of Nursing MSN program are based on the guidelines and criteria set forth by the American Association of Colleges of Nursing (AACN) for graduate nursing.

The MSN graduate will:

1. Integrate research and scholarship into advanced nursing practice (AACN/CCNE I, IV, NLN 7, ANA-Admin. 10, 13, 15).
2. Influence nursing practice by integrating policy criteria and advocacy skills (AACN/CCNE VI, NLN 8, ANA-Admin. 16).
4. Collaborate with members of inter-professional teams to promote culturally competent population health care and clinical prevention in a variety of settings. (AACN/CCNE VII, VIII, ANA-Admin 5b, 10, 11).
5. Utilize innovative health care technologies in a variety of practice settings. (AACN/CCNE V, NLN 1, ANA-Admin. 14).
6. Apply Christian Worldview and ethical decision making to Advanced Nursing Practice (LU mission, AACN/CCNE IX, NLN 6, ANA-Admin 12).
7. Demonstrate leadership in a variety of professional practice and educational settings. (AACN/CCNE II, IX, NLN 5, 8, ANA-Admin. 3, 15).

10.1 Nurse Educator Concentration

Liberty University’s Master of Science in Nursing – Nurse Educator, will prepare you for a cutting-edge career that combines a passion for nursing and teaching. Through the program, you will be equipped with the critical thinking skills and knowledge needed to promote the profession of nursing through teaching, clinical practice, program development and implementation, and scholarship.

You also will develop skills relevant in:

• Evaluation strategies.
• Population health management.
• Health policy and ethics.
8. Design nursing curricula that reflects the student learning needs, innovative teaching strategies, assessment and evaluation of learning outcomes that support a positive learning environment. (NLN competencies 3 and 4).
9. Construct a learning environment based on educational theory and evidence-based practice which promotes individual learner needs. (NLN competency 1).
10. Demonstrate the knowledge, skills, and abilities in creating a learning environment that supports individual goals and diverse student needs. (NLN competency 2).

10.2 Nursing Administration Concentration

Liberty University’s Master of Science in Nursing - Nursing Administration, is designed to prepare you for employment or advancement in nursing leadership/management by providing you with the tools and skills to effectively provide for and support your team. You will be equipped to demonstrate skills in consultation and collaboration with interdisciplinary teams and direct health care systems; courses integrate research and scholarship with advanced practices.

You will be equipped with an understanding in:

- Organizational design and structure.
- Contemporary issues in human resource management.
- Financial and resource management for nurse leaders.

11. Demonstrate consultation and collaboration with interdisciplinary teams to direct health care systems delivery of nursing services and professional practice (ANA-Admin 5c, 11, 10).
12. Provide health care systems management utilizing the nursing process* to perform strategic planning, fiscal and resource management and evaluation of outcomes (ANA-Admin 1-6, 14)
13. Utilize evidence to create a culture of safety and quality based on nursing values; advocacy; current nursing practice; legal, ethical, and regulatory compliance (ANA-Admin 7, 8, 9, 12).

10.3 Nursing Informatics Concentration

Liberty University’s Master of Science in Nursing - Nursing Informatics, is designed to allow you to integrate nursing science with various information sciences to improve healthcare outcomes. When you specialize in nursing informatics, you will learn how to manage resources to achieve easier access to care and better care management.

Courses will provide you with a foundation in:

- Epidemiology.
- Health Informatics.
- Health information systems and integrated technologies.

14. Design nursing informatics solutions to reach a community need, resolve a healthcare issue, or improve an outcome in the healthcare setting (ANA-Nursing Inform. 1, 4, 5).
15. Collaborate with key stakeholders in the healthcare setting to create strategies for informatics solutions (ANA-Nursing Inform. 6, 11, 13).
16. Synthesize available data, information, evidence, and knowledge to create a culture of safety and quality based on legal, ethical, and regulatory compliance (ANA_Nursing Inform. 1, 7, 10, 15).
10.4 Master of Science in Nursing (M.S.N.) and Master of Business Administration (M.B.A.)

Liberty University’s Master of Science in Nursing / Master of Business Administration (M.S.N. / M.B.A.) - Dual Degree, is designed to sharpen your knowledge, skills, and abilities to manage in the healthcare profession. You will be equipped with a variety of skills in business leadership, organization, and structure while integrating that information seamlessly into the nursing aspects of healthcare.

This program will expand your knowledge in:

- Health policy and ethics.
- Managing population health.
- Legal issues in business.
- The global economic environment.

10.5 Master of Science in Nursing (M.S.N.) and Master of Science in Healthcare Administration (M.S.)

Liberty University’s Master of Science in Nursing / Master of Science in Healthcare Administration (M.S.N. / M.S.H.A.) - Dual Degree, will prepare you for placement in the healthcare field with knowledge and skills essential to identifying and addressing a variety of administrative and nursing situations. You will receive a well-rounded degree that provides an in-depth view of administration in technology and marketing.

This program will expand your knowledge in:

- Health policy and ethics.
- Nursing issues, informatics, and technology.
- Healthcare administration.
- Strategic marketing and management for health professionals.
11. **MSN Conceptual Framework**

**References:**

- The NLN Core Competencies for nurse educators are foundational to the nurse educator track course curriculum and related practicum experiences.
- The American Nurses Association Scope and Standards of Nursing Administration
- The American Nurses Association Scope and Standards of Practice for Nursing Informatics (2nd ed.)
12. **MSN Graduate Nursing Directory**

12.1 **Liberty University School of Nursing Leadership**

**Deanna Britt** - Ph.D., MSN, RN, Professor, Dean
MSN | University of Virginia Ph.D. | Virginia Tech
Research Interests: Child Development, Stress and Coping, and Children’s Health Issues.

12.2 **MSN Program Chair**

**Kimberly Little** - Ph.D., MSN, RN, CNE
Professor, Chair of MSN Programs
MSN Gardner–Webb University Ph.D. | University of Nevada
Research Interests: Benefits of Folic Acid, Student Success, Faculty Transition from Clinical Practice to the Classroom

12.3 **MSN Full Time Faculty**

- **Cherie Brickhill** – Ed.D., RN, CNE, Assistant Professor
  MSN | University of Virginia
  Ed.D. | Liberty University
  Research Interests: Leadership; Online Learning

- **Kimberly Brown** – DNP, RN, NEA-BC, Professor, Instructional Mentor
  M.S. | Jefferson College of Health Sciences
  D.N.P. | Case Western Reserve University
  Research Interests: Teaching Effectiveness, Spiritual Care

- **Karen Gates** – DNP, RN, NE-BC, Associate Professor
  M.S.N. | University of Akron D.N.P. | Texas Christian
  University Clinical Focus: Emergency Nursing
  Research Interests: Traumatic Injuries in the Geriatric Population Exacerbated by Prescribed, Routine Medications

- **Karla Giese** – DNP, RN, FNP, Assistant Professor
  MSN | Old Dominion University
  D.N.P. | University of Colorado Denver
  Research Interests: All aspects of diabetes care: behavior change, medical adherence, barriers to treatment, clinical inertia and models of diabetes care; obesity; workplace wellness.

- **Tracy Hudgins** – DNP, RN, CNE, NE-BC, Associate Professor
  MSN | Jefferson College of Health Sciences
  D.N.P. | Case Western Reserve University
  Research Interests: Resilience, Novice Nursing, and Leadership

- **Jennifer Hutchinson** – Ph.D., RN
  Associate Professor
  MSN | University of Virginia
  Ph.D. | University of Virginia
  Research Interests: Caregiver Health Literacy, Children with Chronic Illness, Health Promotion/Prevention of Adolescent Risk Behaviors

12.4 **MSN Adjunct Faculty**

- **Akers, Shanna** – EdD, MSN/MBA-HC, RN, CNE
- **Martha Baker** - Ph.D., RN, ACNS-BC
- **Kristen Barbee** - Ph.D., RN, CNE
- **Christine Brooks** - EdD, MSN, ARNP-BC
- **Ann Crawford** - Ph.D., RN, CNS
- **Arleen Crutcher** - Ph.D., RN
- **Kris Diggins** - DNP, MBA, RN, CNE
- **CaSandra Eng** - Ph.D., RN, CNE
- **Randy Krantz** - JD, MAR, RN
- **Crystal Lane-Tillerson** - Ph.D., M.Ed., RN, CNE
- **Rose Linsky, Rose** - DNP, RN, FNP-BC, CRNP, RHIT
- **Nancy Littlefield** - DNP, RN, NEA-BC, FACHE
- **Penny Moore** – Ph.D., RN, CNL
- **Kimberly Moss** – Ph.D., RN, CNE
- **Patricia Powers** – PharmD, BCPS, RPh
- **Wes Rainey** - PharmD
12.5 Faculty Professional Involvement

- American Association of Colleges of Nursing
- American Nurses Association
- Commission on Collegiate Nursing Education
- National League for Nursing
- Sigma Theta Tau International
- Virginia Nurse’s Association
- National Student Nurses Association
- Southern Nursing Research
- American Association of Colleges of Nursing
- American Nurses Association
- Commission on Collegiate Nursing Education
- National League for Nursing
- Sigma Theta Tau International
- Virginia Nurse’s Association
- National Student Nurses Association
- Southern Nursing Research

12.6 Administrative Staff

- MSN Advising Coordinator: John East, BM
- MSN Faculty Support Coordinator: Lisa Altizer
- MSN Practicum Coordinator: Faith Sterling, BA

13. Curricular Plan of Study

- All MSN online classes are offered at least once a year and many are offered each semester.
- Download the Degree Completion Plan for information about the required courses and recommended course sequence for your MSN concentration.
- Online courses are offered in an 8-week format. All nurse educator and nursing administration practicum courses are eight weeks in length.
- Nurse Educator and Nursing Administration students must complete a total of 200 practicum hours while enrolled in concentration specific practicum courses.
  - Nurse Educator students complete four practicum courses in a 42-hour program.
  - Nursing Administration students have four practicum courses and require 42 hours to complete the program.
- Students must meet all practicum course requirements prior to practicum course registration.
- There are no on-campus course requirements for the online MSN program.
13.1 Student Pre-Enrollment Responsibilities

It is the student's responsibility before enrolling in the MSN program to:

1. Check with their state's Department of Education, Board of Nursing, or other regulatory body regarding state regulations about access to direct care clinical/practicum sites (some states may reserve access to clinical sites for in-state residential nursing students only).*
2. Check with accrediting bodies regarding certification requirements for nursing administration, nurse educator, and nursing informatics.*
3. Verify the availability of practicum study sites and qualified preceptors in your area/state. You may contact the MSN Practicum Coordinator to see if there are existing approved practicum sites and qualified preceptors in your area.*

*In the event the laws, rules, or regulations applicable to your state of study do not allow you access to clinical sites for practicum study, you are not entitled to any refund of tuition paid or any other relief from Liberty University, and you hereby waive your right to the same.

13.2 Non-nursing majors enrolled in nursing courses

Students who are non-nursing majors and enrolled in MSN nursing courses must abide by all the MSN program policies and procedures outlined in this handbook (grading, course expectations, etcetera.)

14. MSN Admission Policies

All policies in the current Liberty University Graduate Catalog apply unless otherwise stated.

15. Acceptance on Caution

- Students applying to the MSN program with less than the required 3.0 GPA may receive admission into the MSN program on an ‘Accepted on Caution’ status.
  - Students ‘Accepted on Caution’ are required to enroll in GRST 500 their first semester.
  - Students have one semester to bring their GPA to a 3.0
  - All students accepted on caution must pass GRST 500 within the first year of their program of study, to continue in the MSN program.
- Students applying to the RN-BSN-MSN program with less than the required 3.0 GPA will be required to take GRST 500 with NURS 500.

15.1 GRST 500

- Students are automatically enrolled in GRST 500. The course fee is $100. Students who do not pass the course are automatically re-enrolled in a subsequent term and charged an additional $100 for every subsequent registration.
- Graduate students accepted on caution must pass GRST 500. However, success or failure of the course does not affect the admission decision. If the student does not pass, the student is required to repeat the course until it is passed. Students do not have to repeat the course in the same semester; repeating the course in the next semester of enrollment is acceptable.
GRST 500 becomes a graduation requirement for all students ‘Accepted on Caution.’
Student's passing GRST 500 is determined based on writing improvement throughout the course.
GRST 500 is a zero credit hour class, and the class will not affect the student’s GPA.
GRST 500 students may not drop the course unless all other courses are dropped.
Students must take the GRST 500 course with NURS 501.
Students who would like to appeal GRST 500 must consult with the Graduate Registrar's Office. The request is forwarded to the appropriate Academic Program Coordinator and the writing center for review.
- Appeals are only considered if they meet the following criteria:
  - Student already has a graduate degree (does not have to be from Liberty)
  - Student has already demonstrated excellence in writing through previous graduate-level classes
  - The student has demonstrable life experience that displays excellence in graduate-level writing (e.g., published a book, professional proposals or reports, etcetera.)

Students completing nursing undergraduate bridge-course prerequisites may defer GRST 500 until they enroll for their first graduate course.
Introduction to Graduate Writing book is available free of charge.

16. Applicants with a Non-B.S.N. Degree – Bridge Courses

MSN applicants who have baccalaureate degrees in a discipline other than nursing are required to take the following undergraduate bridge courses:

- NURS 225 - Nursing Research
- NURS 440 - Community Health
- NURS 445 - Population Health (Required for 2013-14 DCPs and later)
- NURS 489 - Nursing Leadership
- NURS 491 - Nursing Management (Required for 2013-14 DCPs and later)

16.1 Bridge Courses:

- Are offered in residential intensive and online formats through the undergraduate RN-BSN Online Program.
- Must be completed in the first year of enrollment in the MSN Program.
- Are in addition to the student's MSN graduate plan of study.
- Must be passed with a grade of C- or higher, before enrollment in any MSN courses.

17. Students with Disabilities

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) to make arrangements for academic accommodations.
18. Grading

Students must earn a minimum grade of “B -” in all graduate-level courses.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Excellent</td>
<td>A</td>
<td>940–1010</td>
<td>A-</td>
<td>920 - 939</td>
<td></td>
</tr>
<tr>
<td>B - Good</td>
<td>B+</td>
<td>900-919</td>
<td>B</td>
<td>860-899</td>
<td>B-</td>
</tr>
<tr>
<td>C - Unsatisfactory</td>
<td>C+</td>
<td>820–839</td>
<td>C</td>
<td>780-819</td>
<td>C-</td>
</tr>
<tr>
<td>D/F - Failure</td>
<td>D+</td>
<td>740-759</td>
<td>D</td>
<td>700-739</td>
<td>D-</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>679 and below</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following objectives serve as a general guide that illustrates student performance behaviors related to the assignment of a grade.

<table>
<thead>
<tr>
<th>An ‘A’ Student</th>
<th>A ‘B’ Student</th>
<th>A ‘C’ Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participates in analysis and synthesis of course content.</td>
<td>Requires guidance to identify problem areas, strengths, and goals.</td>
<td>Interprets course content superficially; fails to synthesize information.</td>
</tr>
<tr>
<td>Is self-directed, motivated, identifies problem areas, strengths, goals.</td>
<td>Uses feedback selectively.</td>
<td>Fails to identify, with guidance, problems, strengths, goals.</td>
</tr>
<tr>
<td>Uses self-evaluation and feedback to achieve goals.</td>
<td>Demonstrates some elements of leadership; does not consistently apply knowledge or critical thinking.</td>
<td>Demonstrates limited effort to use or respond to feedback.</td>
</tr>
<tr>
<td>Demonstrates leadership, critical thinking, and application of knowledge.</td>
<td>Written assignments are reflective of good effort (somewhat lacking in critical analysis, synthesis of information, and in-depth understanding); all required elements not addressed, some weaknesses regarding proper citation, grammar, structure, and proper use of APA format.</td>
<td>Is not actively engaged in the learning process, does not demonstrate leadership.</td>
</tr>
<tr>
<td>Written assignments are reflective of serious effort (critical analysis, synthesis of information, understanding of content, valid documentation), includes required elements based on guidelines, grammatically and structurally sound, proper use of APA format.</td>
<td>Written assignments reflective of minimal to poor effort (no clear evidence of critical analysis, synthesis of information, or understanding of content) many required elements are not included, poor grammar, structure, and improper use of APA format.</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: A grade of C+, C or C- is unacceptable for successful completion of a course. Plus and minus coursework will reflect stronger/weaker effort within the grade range for each letter. There is no A+ grade. Any grade of D or F is a failing grade.
19. Graduate Course Repeat Policy

- Students who earn a grade of C plus or lower, in a graduate level course must repeat that course.
- Students must earn a grade of B- or higher in the repeated graduate level course in order to remain in the program.*
- Students may repeat three graduate level courses or up to 9 credit hours throughout their enrollment in the MSN program.*

*Students who receive more than three graduate course grades of C plus or lower are automatically dismissed from the program, without the option to repeat courses or reapply to the MSN program.

20. GPA Maintenance

The following applies for a GPA below 3.0:

- The student is placed on Academic Probation during the first semester the GPA falls below 3.0.
- The student has one semester to obtain a GPA of 3.0 or above.

If student’s GPA remains lower than 3.0 at the end of the following semester, regardless of course grades, the student is dismissed from the program for not maintaining an overall program standard 3.0 GPA.

21. Transfer Policy

- Students may request a transfer for up to 50% of the degree with an earned minimum grade of B, from an accredited institution, comparable to Liberty University graduate courses.
- All graduate transfer courses must have been earned within 5 years of being admitted into the MSN Program and are subject to approval by the MSN Chair.
- Transfer credit is only considered from regionally accredited institutions or schools accredited by other accrediting agencies approved by the U.S. Department of Education.
- Official transcripts for transfer courses are submitted to the Registrar’s Office.
- Prior Learning Assessment will be handled through the Registrar’s Office.
- No transfer credit is accepted for practicum courses; they must be completed through MSN Program courses: NURS 617, 618, 619, 620, and NURS 623, 624, 625, 626.

22. Valid RN Licensure

- Students are required to hold and maintain a valid and active Registered Nurse license issued in one of the 50 United States at all times while enrolled in the MSN program.
- Students must report any changes, sanctions, accusations, or other updates to their license including, but not limited to, restriction by a state board, probation, suspension, etc., immediately to the MSN program Chair. Failure to do so could result in dismissal from the program.
Students who are on probation or are in a review process for disciplinary action by a state board of nursing are reviewed by a School of Nursing Review committee to determine if they will remain in the program. Students who are denied progression in the program and are dismissed may appeal using the following chain of command: Program Chair > Associate Dean > Dean of the Liberty University School of Nursing.

- If a student’s license expires, a hold is placed on enrollment in all courses until the RN license is renewed and active.
- If at any time a student’s RN license receives an actual or pending sanction, restriction or discipline from a state board of nursing, the student may be removed from the graduate nursing program without refund by or recourse against Liberty University. The student’s grade for any course during which they are removed is an “F.”

23. Financial Aid

Students accepted into the MSN program may qualify for scholarships or loans. Students who are considering applying for scholarships, grants, or student loans must complete a Free Application for Federal Student Aid (FAFSA) form by March 1 of each year in which financial aid is desired. The Liberty University school code for the FAFSA is 010392.

24. Registration

For Online Admissions: Contact 1-800-424-9596. Once students are enrolled in their first course(s), they register online for subsequent courses via ASIST.

24.1 Personal Information

Students must notify the Registrar’s office if their personal information is listed incorrectly on ASIST.

24.2 Deadlines

The student is responsible for reviewing their MyLU for postings/messages related to registration protocols and deadlines.

24.3 Financial Check-In

Complete online via ASIST by the due date to avoid late fees.

25. Advising Questions

After initial admission and enrollment in first semester courses, graduate students are asked to direct general MSN advising question to msn@liberty.edu.
26. Help Desk
Contact the IT Help Desk at 434-592-7800 or 866-447-2869 for assistance with computer issues, logging into your Liberty account, Bb access or other technical problems.

27. Required Undergraduate Courses for all MSN Students
All MSN students, with or without a B.S.N. degree, must meet the below undergraduate prerequisites:

- NURS 210 - Undergraduate Health Assessment
- MATH 201 - Probability & Statistics

28. Full and Part-time Status
Students may enroll in the program on either a full or part-time status.

- Full Time: enrolled in a minimum of 9 credit hours per semester.
- Part Time: enrolled in 6-8 credit hours per semester.

29. Prerequisites

- Students are responsible for knowing prerequisite requirements for all courses, including MSN program courses per the degree completion plan and bridge courses, if applicable.
- Students should review the prerequisite requirements of the required course located in the Graduate Course Catalog and plan their program of study accordingly.
- All students are evaluated for program admission based on these courses: statistics, health assessment, nursing research, community health, population health, nursing leadership, and nursing management.
- It is possible for students with B.S.N. degrees to be deficient in one or more of the undergraduate prerequisites. Students will need to complete any missing undergraduate prerequisites before enrolling in graduate courses.
- Students are strongly encouraged to contact their MSN Academic Advisor for degree completion planning to avoid delays in program completion or course conflicts.
- Course prerequisites must be completed successfully, before enrolling in any MSN program course; this also applies to bridge courses.
- The prerequisite course cannot overlap the course for which it is a prerequisite. This is important as students plan summer courses to ensure the correct course sequence is being followed.
- Note: Practicum courses are successive prerequisites. For example, NURS 617 (Practicum I) is a prerequisite to NURS 618 (Practicum II). The B and D sub-terms overlap in the summer semester. Due to prerequisites, students may only take one practicum course in the summer semester.
30. **Contact by Liberty University**

By enrolling in the graduate nursing program, students give their consent to receive phone calls and emails regarding the graduate nursing program and other programs and services offered by Liberty University.

31. **Graduation Requirements**

To receive a Liberty University, MSN Conferred Degree students must:

- Successfully complete all graduate course and clinical practicum requirements with a minimum grade of B- and have a total of 42 credit hours based on student’s MSN Concentration Degree Completion Plan.
- Have a final GPA of 3.0.

32. **Assignment Policies**

32.1 **Technology Requirements**

- Computer with basic audio/video output equipment.
- Internet access (broadband recommended)
- Microsoft Office – Office 365 is available free to all students from Office 365 you can download Microsoft Office to your PC or Mac. [Learn more by clicking here!](#)

32.2 **Late Assignments**

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments submitted after the due date without prior approval from the instructor receive the following deductions:

- Late assignments submitted within one week of the due date receive a 10% deduction.
- Assignments submitted more than one week late receive a 20% deduction.
- Assignments submitted two weeks late or after the final date of the class are not accepted.

Special circumstances (e.g., death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

32.3 **Posting Assignments**

- Students are expected to submit all assignments and discussion board postings on time, during the module assigned or as instructed in the course instructions.
- Students are urged to post early in the week. Once an assignment is posted, this is the assignment graded. Make 100% sure the correct assignment is submitted using the correct Assignment link in Blackboard, SafeAssign, or as instructed in the course assignment instructions.
Students must submit assignments in the correct format. Assignments submitted in other formats are not accepted and may receive a grade of zero. For example, if an assignment requests a PDF document, this is the only accepted format. Please note, submitting a hyperlink for your assignment is unacceptable. The assignment must be submitted in Microsoft Word .doc format unless PDF is indicated in the assignment instructions. Using Office 365 links is an unacceptable assignment submission. When using a Mac use Microsoft Office 365 to download Microsoft Office products that are free to students.

Post Discussion Board assignments/responses directly in the discussion board text box and not as an attachment as this ensures the word count feature is used in grading and allows for two-way communication between the students. Discussion board posts which are posted as an attachment are not graded.

32.4 Quizzes/Tests

Any quiz or test submitted that exceeds the maximum allotment of time allowed receive a 1 point deducted for every 5 minutes over the allotted time frame.

Students must not complete a test or quiz at the same IP address within one hour of another student as this is defined as collusion, and is a breach of the Liberty University Graduate Code of Honor.

33. Liberty University Assigned Email

Students must use their Liberty University email address for all Liberty University electronic communications; this includes all communications related to course and course work.

34. Professional Netiquette

Electronic communication is more easily misinterpreted than face-to-face communication because there is no accompanying tone of voice, facial expressions, or body language. Professional netiquette is expected of all students at all times. Students must:

- Communicate professionally at all times whenever emailing your classmates, professor, or any employee of Liberty University.
- Write courteous and well thought out emails to avoid knee-jerk responses that are interpreted as “flaming” or sarcastic.
- Communicate complaints directly to the individual involved.
- Avoid blanket emails until you have communicated your concerns directly to the person involved and allowed them time to respond.
- Avoid posting a message to the class on Bb that is more appropriate for an individual.
- Avoid offensive language of any kind.
- Use full sentences, proper grammar, and give thought to your communication before sending an email or posting in Bb.
- Avoid text messaging shortcuts, typing in all caps or all lower case, abbreviations, and unprofessional tones.

LUO Honor Code and University policy handle any breach of netiquette.
35. **Academic Dishonesty**

Students are to model behaviors with utmost integrity, honesty, professionalism, based on Biblical principles. Students must adhere to the [Liberty University Online Honor Code for Undergraduate and Graduate Students studying through LU Online](https://www.luonline.liberty.edu/honor-code) and all standards of academic and professional integrity. Academic dishonesty and acts of plagiarism are not tolerated and are sanctioned according to policy. Acts of incivility, unprofessional or disrespectful behaviors, including, but not limited to, rude or unprofessional electronic, verbal or written communication to another student, a professor or Liberty University staff member or representative, or other act of unprofessional or unkind behavior is handled according to the LUO Honor Code and University policies.

35.1 **Academic dishonesty is:**

- Referring to information not specifically condoned by the professor during an exam.
- Using information from a fellow student or an author without applying direct quotation and proper citation.
- Stealing, buying, selling or transmitting a copy of any examination or assignment or any part thereof.

35.2 **Students avoid academic dishonesty by:**

- Taking and completing all tests exclusively on their own, without the assistance of others.
- Completing all course work individually, unless otherwise noted in the assignment instructions.
- Submitting original work written during the specific course term dates, not prior work from a previous course.
- Adhering to the guidelines in the current edition of the APA manual for all written work.

35.3 **Plagiarism/cheating is not limited to:**

1. Omitting quotation marks or other conventional markings around material quoted from any printed source.
2. Paraphrasing a specific passage from a specific source without properly referencing the source.
3. Sharing student work from one student to another for nursing and other course assignments.
4. Replicating another student’s or other’s work or parts thereof, submitting as a student’s original.
5. Improper citation, if unintentional.
6. Citing references improperly.
7. Self-plagiarizing: Submitting any part of a previously written assignment, paper or presentation from another or current course. All work must be original and cited. By registering to repeat any graduate level course, you acknowledge and agree to accept responsibility for the following:
   a. All assignments submitted for the repeated course(s) are original and newly written within the course sub-term.
   b. Reuse of any prior coursework is self-plagiarism and Academic Dishonesty; which results in an Honor Code Violation.

Students must understand APA citation requirements and how to “avoid plagiarism.” Visit the [Jerry Falwell Library's Copyright Webpage](https://www.library.lani.edu) for helpful information on citing sources and plagiarism.
35.4 Sanctions

Any academic dishonesty, including unintentional plagiarism, may result in sanctions, including but not limited to:

- Loss of points on an assignment
- A grade of zero for an assignment
- Failure of a course
- Dismissal from the nursing program and Liberty University.

36. MSN STUDENT EXPECTATIONS

36.1 Student Responsibilities

It is the student's responsibility to know and abide by the Graduate Nursing Student Handbook policies and guidelines.

At the beginning of each academic year, and as needed, the Graduate Nursing Student Handbook is revised and posted on Liberty University's School of Nursing and LU Online websites. As needed, the student body is informed of any major revisions via email.

NOTE: To the extent, any provision or term of the Graduate Nursing Student Handbook conflicts with the Graduate Catalog, the term or provision creating the greater obligation or higher burden on the student rules.

36.2 Computer Competency

The MSN program does not require students to pass a computer competency exam. However, students are expected to possess basic computer skills related to the use of Microsoft Office Products such as Word, PowerPoint, Excel, and SharePoint. Also, students should know how to use the Internet, send attachments, convert documents to PDF files, save documents, organize saved files, scan documents and send e-mail communication. Students are responsible for learning software utilized for course work or practicum. If students do not possess computer skills, it is highly recommended they enroll in a computer course before admission.

36.3 Written Assignments/Scholarship

Students seeking additional instruction in APA writing style and formatting may enroll in GRST 501: Introduction to Graduate Writing. Introduction to Graduate Writing is an optional course for online graduate students who are apprehensive about future graduate-level writing assignments. The course helps students to research and write at the graduate level.

- The course fee is $100. If a student repeats GRST 501, the student is charged an additional $100 for every subsequent registration
- Register for GRST 501 through ASIST. Select "Graduate Studies" (GRST) 501 as the subject in the course lookup feature when you go to register through ASIST and be sure to select "online" as the instructional method.
- This class is a zero credit hour class and does not affect the student’s GPA.
- The book 'Introduction to Graduate Writing' is available as a free download.
Students take a short quiz every other week.

This class has a few assignments in which students practice making arguments and using sources.

GRST 501 is designed to be taken with NURS 502 because one of the assignments is to submit a research paper to the Online Writing Center which includes at least 8 pages and 4 sources.

The Online Writing Center suggests revisions to the student’s paper and makes recommendations for improvement.

The Graduate Writing Center offers many helpful writing tips, tutorials, tutors and other resources.

### 36.4 Proctor Requirements for NURS 505 Advanced Health/Physical Assessment

Students create a video of an integrated head-to-toe assessment of a consenting adult (18 years of age or older) under the supervision of an approved and qualified proctor. A Clinical Site Affiliation Agreement is not required for NURS 505.

Before clinical for NURS 505, students must, through their own efforts, obtain a proctor that meets one of the following requirements:

- Masters or doctoral level prepared licensed RN
- Holds Advanced Practice Nurse Certification, such as a:
  - Nurse Practitioner
  - Certified Nurse Specialist
  - Nurse Anesthetist
  - Nurse Midwife

#### 36.4.1 NURS 505 Integrated Physical Examination Guidelines

The proctor will:

1. Have an MSN, current RN and an advanced practice nursing license issued in one of the United States.
2. Observe and rate the MSN student performing an integrated system physical examination on a “volunteer patient” (a consenting healthy adult age 18 or older), and complete the exam in one hour.
3. State his/her name and credentials in front of the video camera at the beginning of the exam.
4. Document grade, sign, date, and return the Integrated Physical Examination form to the student.

Note: It is the student’s responsibility to upload the video to their personal YouTube account and submit to Bb.

The student will:

1. Provide the proctor with a copy of the Integrated Systems Physical Examination Guidelines.
2. Scan and submit a copy of the Proctor's CV via Blackboard.
3. Video and upload to student hosted YouTube channel, their Integrated Physical Examination
   a. Identify yourself before beginning the assessment.
b. Scan and submit the grading grid signed, dated, and graded by the proctor via Blackboard upon completion of the Integrated Physical Examination.
c. Email their course instructor the link to the YouTube video for review.

4. Provide the name and contact information of his/her NURS 505 faculty member to their Proctor.
5. Pass their Proctored, Videotaped, Head-to-Toe Physical Assessment to pass this course.

36.5 Graduate Portfolio

36.5.1 Guidelines
As part of course requirements for the final NURS 620, NURS 626 & NURS 630 practicum courses, graduate students are required to complete a portfolio that highlights components of their coursework, special projects, and practicum experiences. The portfolio is finalized and due at the conclusion of this course via electronic submission. In preparation for your portfolio all students are must:

- Begin developing their portfolio as they matriculate through the program.
- Save all previous course assignments and course related documents in preparation for the final portfolio, to a backup drive; this is very important because past student assignments are inaccessible from Blackboard.

Introduction: Students must provide a statement of their philosophy of nursing practice and specific career objectives. Edit and use your NURS 502 philosophy paper.

36.5.2 Well-developed Summary of Professional and Clinical Expertise
This section provides information relevant to what students have to offer as advanced practice nurses within their particular field of specialty. Some students may choose to market their skills and abilities by developing a job description that fits with an area of practice they wish to pursue. Students must provide a narrative about their career goals and objectives.

36.5.3 Examples of Work/Projects
Students are to include materials that demonstrate knowledge and experiences related to selected areas of expertise. Be selective when choosing copies of the projects/papers you have completed throughout the program, include work which showcases your strengths and what you have to offer in your role as an advanced practice nurse. For example:

- Presentations
- Clinical practicum (experiences/related projects)
- Elective course(s)
- Continuing Education/Workshops
- Awards, Certifications
- Community involvement
- Leadership activities
- Practicum logs

36.5.4 Professional Resume/Curriculum Vitae
Update/further develop CV as needed.
36.5.5 **NOTE**
Avoid including any past accomplishments related to undergraduate endeavors unless they serve to strengthen your stated area of expertise. All the above serves as a guideline; your course professor provides you with detailed directions. Portfolios are now submitted electronically, through Blackboard (Refer to Assignment Instructions within the course).

37. **MSN Program Progression**

37.1 **Elective Course**
- Students are required to enroll in one graduate level, 3 credit hour, elective course.
- It is the student’s responsibility to review available graduate level courses offered by Liberty University or another accredited institution.
- Graduate courses offered by Liberty University’s School of Education, School of Business, School of Health Sciences, Seminary, NURS 519, NURS 522, and NURS 600 may be of interest.
- Students taking electives outside of the LU School of Nursing must meet all prerequisites for that elective course. To determine eligibility for enrollment in graduate courses in another school/department, students need to check with academic advisor John East.
- For transfer of an elective course outside Liberty University, an official transcript is required.

Important Note: Nursing academic policies apply to all elective courses (see page 16).

37.2 **Practicum Probation**
Students who do not perform up to standards during a practicum course are placed on practicum probation (a copy of the remediation plan is filed in the student’s account and their Typhon log). The practicum course professor and preceptor establish a plan of remediation for the student. The student must successfully complete this practicum course with the established plan of remediation with a B- or higher.

If the student does not demonstrate improvement, the student will not successfully complete the practicum course (refer to course repeat policy). More than one incident of Practicum probation merits faculty review and may result in dismissal from the program.

A student may fail a practicum course and be dismissed from the program for unprofessional behaviors, unsafe nursing practice, or practice which does not support attainment of minimal competencies in the practicum site as required by practicum goals and objectives/course requirements.

37.3 **Grievances/Appeal Process**

37.3.1 **Grievances Related to Grades**
A student wishing to appeal a final grade must submit the appeal to their professor and seek to resolve the situation with them. If the student wishes to appeal further, they must within 30 calendar days of the end of the term, submit an appeal to the Online Chair using the Grade Appeal Request Form. To access the form, you need to log in using your Liberty username and password.

Criteria for appeal:
Only final posted grades may be appealed beyond the professor. Appeals are accepted only when the grade assigned conflicts with:

- The published grading rubrics for the course assignments
- Written communication (e.g., email, announcements, etc.)
- Calculation error on an assignment (resulting in a change of the final grade)

Appeals, other than those mentioned above, are not reviewed.

The student must provide written documentation that demonstrates the occurrence of one or more of the above grounds for appeal. Documentation may be in the form of email correspondence, graded assignments, proof of timely submission, etc.

### 37.3.2 Other Grievances

Graduate students must first make a serious effort to resolve the matter with the individual with whom the grievance originated. The next step in this process is to appeal to the student advocate office – per policy. Please refer to [The Liberty University Online Advocate Office](#).

### 38. MSN Program Dismissal

Automatic dismissal without the option for extension, to repeat courses, or to reapply to the MSN program occurs when students:

- Earn more than three graduate course grades of C plus or lower (>3 C’s, or >2 C’s and 1 D, F or FN)
- Earn a GPA lower than 3.0 for two consecutive semesters.
- Fail to report any changes, sanctions, or other updates to their RN license to the MSN program Chair.
- Are in violation of the [Liberty University Online Honor Code](#) (LU Login Required)

Students who begin attendance and then stop participating and cease to progress are withdrawn, and a grade of "FN" is posted (see [Liberty University Online Academic Policies](#)).

#### 38.1 Dismissal Appeal

If you wish to appeal your nursing dismissal, use the online [Dismissal Appeal Form](#), and click “Submit” when you are finished. You must submit your appeal within 4 weeks from the date your official dismissal letter was emailed to you. The School of Nursing will review and respond to your appeal within 4 weeks of your appeal submittal. Please keep in mind that if your appeal is approved and you fail to comply with the conditions listed in your approval letter, you will be dismissed from the program.

In the Dismissal Appeal Form you will need to answer the following questions:

- Why did you fail from your nursing course or courses?
- What have you learned from this experience?
- If you are accepted back into the program, what is your plan to keep from failing again?
39. Research or Evidence Based Practice – Institutional Review Board Policy

All students considering engaging in research or evidence-based practice (EBP) project must consult with the faculty member facilitating their course.

Any project completed while enrolled in the MSN program at Liberty University as part of any course work must first be approved by a faculty member who is willing to guide the student through the process.

Research projects must be approved by the Liberty University Institutional Review Board (IRB) to ensure ethical and legal considerations are met for the protection of human subjects and research methods before the start of the project. Additional education in the protection of human subjects may also be required.

Students must submit all projects, EBP, or research to the affiliate or institution’s (practicum site’s) Institutional Review Board and follow the affiliate’s protocols for project approval.

The three steps for approval before participating in any research project include:

- Approval from an MSN faculty member.
- Approval from the Liberty University Institutional Review Board
- Approval of the affiliate’s or institution’s Institutional Review Board.

This process may take up to six months or more. All students participating in research are required to complete CITI training sessions as directed by the IRB. CITI training is now a required component of NURS 500 - Research. For more information about the IRB and research proposal requirements, please view Liberty University Institutional Review Board website for valuable information and forms.

Please, direct questions to the MSN faculty member or IRB resource. Please copy faculty member on all Liberty University Institutional Review Board email.

40. Practicum Guidelines and Expectations

These guidelines provide students with an overview of the practicum experience, including requirements and documents.

- An Overview of Practicum
- Student, Faculty and Preceptor Responsibilities
- Use this link for Typhon Guidelines

40.1 Practicum Guidelines and Overview

The National League for Nursing Nurse Educator competencies serves as the framework for the Nurse Educator students’ practicum.

The American Nurses Association’s Scope and Standards of Nursing Administration serve as the framework for the Nurse Administration students’ practicum.
In the pre-practicum phase, students attest to meeting these Statements of Essential Attributes.

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on the understanding that practicing nursing as a student necessarily involves an agreement to uphold the trust which society has placed in us (ANA Code of Ethics for Nursing Students, 2001). The following statements are standard that comprise four core essential student nursing competencies. In addition to academic qualifications, the Liberty University School of Nursing considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree programs.

40.2.1 Physical Attributes

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom, and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards. Students must be able to:

- **Motor** Move throughout the classroom/clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- **Vision** See and accurately read print, computer screens and hand writing, including patient care orders and other documents, and demonstrate the ability to differentiate colors.
- **Hearing** Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- **Smell** Differentiate smells, such as smoke, bodily fluids, and other odors.
- **Tactile** Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- **Gross/Fine Motor** Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscope, and computers.

40.2.2 Cognitive Attributes

Nursing students must exhibit sufficient knowledge and clarity of thinking to process the information and apply it appropriately to situations in the classroom and clinical experiences. Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials, preparation and presentation of written and oral reports and use of computer based technology.
- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
• Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.
• Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.
• Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) referencing.
• Gather data, develop a plan of action, establish priorities and monitor treatment plans.
• Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

40.2.3 Interpersonal Attributes
Nursing students must possess the ability to identify behaviors and attitudes in themselves and others, as well as to self-regulate their own behaviors and attitudes, to ensure professional practice and delivery of care. Students must be able to:

• Establish rapport with individuals, families, and groups.
• Respect individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.
• Relate effectively to other students, faculty, university/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
• Negotiate interpersonal conflicts effectively.
• Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice to ensure no direct threat to the health or safety of others.
• Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
• Preserve confidentiality in regards to collaboration and patient care.
• Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
• Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities while refraining from posting distasteful, offensive, immoral, unethical or confidential content.
• Accept appropriate ownership of responsibility for their own actions and the impact of these actions on others.
• Abide by the American Nurses Association Code of Ethics (located at http://www.nursingworld.org/codeofethics).

40.2.4 Performance Attributes
Nursing students must be able to maintain clinical agency, University, and nursing program performance standards while upholding and enhancing the reputation of the nursing programs and the University at large. Students must be able to:
- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and settings which may be physically and emotionally demanding.
- Arrange travel to and from academic and clinical sites, both local and distant.
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.
- Timely submit required medical and certification documents to the online database.
- Critically think and concentrate with the ability to respond quickly to changes in patient and unit conditions.
- Maintain integrity of the Liberty University nursing uniform, which is to be worn only in its entirety in approved clinical and academic settings.
- Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

40.3 Practicum Compliance Database - CastleBranch

Students are required to submit the following documents to the MSN approved onboarding database - CastleBranch. Please contact the MSN practicum coordinator or review the information in the Pre-Practicum Blackboard Organization for links and further details. Please communicate with the MSN practicum coordinator or review the information in the Pre-Practicum Blackboard Organization for links and further details.

All documents required must be finalized, signatures obtained, and submitted as instructed before practicum registration will be allowed. Nurse Educator students may need more than one preceptor, e.g., one preceptor for the clinical component of NURS 617 and another preceptor for the education component of NURS 618, 619 and 620. In addition, your practicum site may have onboarding requirements; those must also be completed prior to practicum course registration.

40.3.1 Student Nametag

See page 39 for more information on name tag requirements and ordering. Students must wear their Liberty University Student Nametag while completing practicum hours at their specific facility.

40.3.2 Current RN License

Documentation of a current and active RN license issued in one of the United States, without sanctions, restrictions or disciplines, actual or pending, issued by a State Board of Nursing or other agency must be submitted to CastleBranch. NOTE: The student must notify the practicum coordinator immediately of any disciplines, sanctions, or other action taken against their professional RN nursing license while the student is enrolled in the MSN program.

40.3.3 Malpractice Insurance

Liberty University provides professional malpractice coverage for all students enrolled in the BSN, MSN and DNP curriculum who are required to participate in practicum/clinicals—Liberty University supervised sessions in real world healthcare environments. Liberty students should be aware this coverage is only for Liberty scheduled practicum/clinicals.
Shadowing, moonlighting, employment, and volunteering outside of supervision of Liberty or continuing a relationship that began as an internship beyond the specific clinical hours involved in the clinical internship would not be covered under Liberty’s professional malpractice policy. Students should consider purchasing medical malpractice coverage on a personal policy through a plan offered by one of the professional nursing associations if this is the case.

40.3.4 Malpractice Insurance for Global Clinical/Practicum Experiences

There may be opportunities for you to complete your clinical practicum hours through global nursing outside of the United States. Often, this is a Liberty-University endorsed trip that is organized either through the Liberty University Office of International Education & Internships, Liberty University College of Osteopathic Medicine, or LU Send. Your participation in an opportunity endorsed by Liberty University, where the nursing care you provide is supervised by another Liberty University faculty member, is covered under the malpractice insurance provided by Liberty University.

Should you choose to participate in a global nursing trip that is not endorsed by Liberty University, you will be required to purchase your own individual malpractice insurance.

40.3.5 CPR

American Heart Association Healthcare Provider Basic Life Support CPR with AED is to be submitted to CastleBranch (only American Heart Association CPR is accepted)

40.3.6 Release of Information Form

This form is required information between Liberty University and the Affiliate and must be submitted to MSN approved student database.

40.3.7 Statement of Essential Attributes Form:

This form is required to document that students have read the Statement of Essential Attributes and are certifying that they meet the standards.

40.3.8 Proof of Immunizations

Submit immunization document to CastleBranch for verification.

___ Hepatitis B
___MMR (Measles, Mumps, and Rubella)
___Varicella (Chickenpox)
___Tetanus
___Tuberculosis (A negative PPD, Quantiferon, or T-Spot test, or a negative chest x-ray)
___Influenza within the past 12 months.

40.3.9 HIPAA Form

All students must read specific information about HIPAA and acknowledge understanding by signing and submitting the HIPAA document located in the pre-practicum course. Additional education may be required by the practicum facility selected by the student.
40.3.10 Bloodborne Pathogens Exposure Control Plan (OSHA)
All students must read through the Bloodborne Pathogens Exposure Training document and acknowledge understanding by signing and submitting pg. 13 to CastleBranch. If you also sign the Hepatitis B Vaccine Declination Form, you must submit that portion to the practicum coordinator through msncontracts@liberty.edu.

40.3.11 Preceptor Verification and Agreement Forms
These forms must be completed and submitted to CastleBranch along with the Preceptor’s Curriculum Vita. The Preceptor Verification and Agreement forms must contain the preceptor’s work email address and phone number. Personal phone numbers and emails are not accepted.

40.3.12 Preceptor Curriculum Vita
The preceptor’s CV must be submitted to the MSN-approved student database with current professional license numbers, current work email, and phone number. The CV must also contain all education schools/degrees and employment history. (Preceptor requirements are located in the Preceptor Section following).

NOTE
Students are responsible for determining ahead of time the availability of a preceptor in their state and their state’s guidelines for working with a preceptor. The MSN program is not responsible for securing or assigning preceptors. Funds expended for the above requirements are not refunded if students are unable to secure a preceptor in their state or if their state guidelines prohibit their completion of practicum hours with a preceptor.

The student is responsible for complying with all practicum requirements and any and all fees associated with practicum, including, but not limited to background checks, drug screen, updating immunization compliance, etc. All students must comply with the pre-practicum requirements for enrollment in practicum courses. Affiliates may require students to complete additional requirements including but not limited to, health screenings, drug screenings, background checks, orientation, and/or in-service education to comply with organizational requirements prior to registering for practicum. Students assume responsibility for all costs associated with pre-practicum requirements, including any and all fees required by the facility. In addition, students may also incur costs related to meals, travel, parking, organizational name badge, preceptor stipend or other expenses related to attending a practicum site for the course practicum experiences. All expenses are the student’s responsibility. The MSN program is not responsible for paying for any extra costs incurred by practicum.

40.4 Typhon
Typhon functions as a complete electronic student tracking system, including comprehensive clinical skill logs and reports, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, student electronic portfolios, student and preceptor databases, clinical site database, and secure document management, and much more.

Students are added to Typhon during the first week of their first practicum course; however, students must pay for their subscription before gaining access to the program. User name and password information are sent to your Liberty email address. All students are required to pay $50 to Typhon for activation of their Typhon account during week one of their first practicum course. This fee covers the
use of Typhon during your practicum enrollment and up to three years post-graduation. Please contact your course instructor or Practicum Coordinator if you do not receive your login information by Friday of week one.

40.5 Background Check and 10-Panel Drug Screen

Students must complete a background check and a 10-panel drug screen through CastleBranch. No other background check or drug screen is accepted. Background checks and drug screens are good for one year. Background checks and drug screens that expire while a student is in practicum requires the student to complete a new background check and/or drug screen.

40.5.1 Liberty University SCHOOL of Nursing MSN Criminal Background Check Policy and Drug Screen Policy

1. All MSN students are required to complete a background check and 10-panel drug screen through CastleBranch (link provided during pre-practicum) at the student’s cost.

2. All students are required to report any prior and current or pending criminal, civil, and traffic charges, and arrests convicted and any criminal arrests or convictions occurring during enrollment to the Practicum Coordinator. Certain criminal convictions and unresolved criminal matters reported on the background check may result in the student’s inability to enroll in a practicum course and may result in dismissal from the Nursing program. Every prior conviction is not an automatic bar to participation in a practicum (or completion of the nursing program), only matters relevant to the nursing profession are taken into account.

3. The School of Nursing reserves the right to determine the location of practicum placement eligibility and to use information regarding a student’s criminal history and drug screen results in making such decisions.

4. Background checks and drug screen results may be shared with the practicum facility. Should the practicum facility make this request, the MSN Practicum Coordinator sends an official copy of your background check, if the student wishes to proceed with that site.

40.5.2 Background Check Progression

1. MSN students complete the background check, and drug screen application through CastleBranch. A report is generated and sent to the MSN Practicum Coordinator.

2. Reports are reviewed by the MSN Practicum Coordinator as part of the pre-practicum approval process before the student’s approval for practicum enrollment. The review process begins with the receipt of the background check and 10-panel drug screen. The results of the background check and drug screen are either:

   a. NOT FLAGGED - Clear, no discrepancies or caution warranted - the background check and 10-panel drug screen are filed, and the pre-practicum process continues.

   b. FLAGGED - Caution warranted – the background check and/or 10-panel drug screen is sent to the Nursing Review Committee, a hold is placed on the pre-practicum process until the school of nursing has cleared the
applicant’s background check and/or drug screen or has rejected the practicum application.

3. If flagged:
   a. The student is contacted and asked to review the report.
   b. The student must write an explanation:
      i. As to the circumstances surrounding the incident reported or provide proof of prescription medication.
      ii. As to why the information reported should not be considered a disqualifying factor for placement in a nursing practicum or for continuing in the nursing program.

4. A conference call may be scheduled with the student and the Nursing Review Committee to give the applicant an opportunity to provide additional information regarding the findings of the background check and/or drug screen report.

5. During the flagged review process, the student must demonstrate essential character traits, free from disqualifying legal and ethical indicators, in order to be placed in a professional nursing practicum site with a preceptor.

6. The Nursing Review Committee reviews all material presented and reserves the right to make a decision regarding eligibility for practicum placement. If a student is deemed eligible for practicum placement, a signed records release document may be required to secure this approval. This information may be shared within the University on a need to know basis. Certain criminal convictions and pending criminal charges reported on the background check or reported by a student may result in limitations on a student’s practicum placement, a student’s ineligibility for practicum placement and in some cases dismissal from the nursing program.

40.6 Liberty University Clinical Program Affiliation Agreement

   o Students are encouraged to work with affiliates that accept the Liberty University Clinical Program Affiliation Agreement form. If the students work with an affiliate which requires the use of their form/contract, this may delay the approval process, pending legal and administration negotiations for both parties. In rare instances, an agreement may not be reached. Liberty University is under no obligation to agree to affiliate contracts.

   o Both Liberty University and the practicum facility must sign and receive the affiliation agreement. Nurse Educator students may require more than one affiliation agreement, i.e., both the clinical component of NURS 617 and the education component of NURS 618, 619 and 620.

Note: Students are permitted to complete their practicum within their current workplace, provided the following is met:

   ➢ As long as your practicum hours are unpaid
   ➢ You have established a Clinical Program Affiliation Agreement between Liberty University and your place of work.
   ➢ The practicum site meets your practicum course requirements.
   ➢ You work in a different program, level, course, unit, department, where you are not currently employed.
Preceptor Requirements

All preceptors* for Nursing Administration or Nurse Educator students must meet the following requirements:

- Hold an RN license in good standing issued in one of the 50 United States.  
  Note: Preceptors who incur a disciplinary action against their license while precepting an MSN student, are not approved to continue acting as a preceptor. The MSN student needs to find a new preceptor with a clear license to complete their practicum hours.
- Hold a Master's of Science in Nursing. Any other degree such as a Master's in Education is not acceptable. If you are unsure if your preceptor meets these requirements, please send preceptor CV to the MSN Practicum Coordinator for review.
- Meet approval of Liberty University School of Nursing  
  *No Physicians or Physician Assistants may serve as preceptors for practicum. *Certification is preferred, but not required for Nurse Educator and Nursing Administration Preceptors. *It is preferable for Nurse Educator or Administration Preceptors to hold a doctorate level degree, either Ph.D., DNP or Ed.D
- 2 years of experience as a nurse, preferred.
- Nurse Educator Preceptors must be in patient care, with an assigned patient load, having knowledge and skills specific to an area of clinical practice, such as oncology nursing, surgical nursing, maternal-child, critical care, acute care, mental health, or emergency services, for the first practicum course, NURS 617. For NURS 618, 619 & 620, preceptors must be in an education setting, such as staff education, patient education or the academic setting.
- If you plan to take NURS 618, 619, or 620 during one of the summer terms & you are in an academic setting, you must first make sure your student body is meeting for coursework. Often, academic courses do not meet during the summer months. You must have access to your population during the term in which you are enrolled in the practicum course. It is not acceptable to conduct research or spend the entire term developing a course with no actual contact with the student body.
- Nursing Administration preceptor must be in a formal leadership position, responsible for people, policy, and procedure.
- Preceptors must be approved by the practicum coordinator and Chair of the MSN program. Students must work with one preceptor during a course who will provide the evaluation at the conclusion of the course. There are times when preceptors must change between courses, but this may not occur during the course. Additionally, the approved preceptor is the person the student will spend 80% of their time with. It is understood students will sometimes attend meetings which may support their learning and goals or objectives. However, it should be noted the approved preceptor is the student’s primary point of contact throughout the course.

Preceptor Qualification and Responsibilities

Liberty University School of Nursing reserves the right to approve or disapprove of any preceptor candidate. The student must submit all preceptor documentation, curriculum vitae and agreement for consideration.

40.8.1 The Preceptor:

- Is capable of assisting, guiding, and directing graduate students to meet their clinical, administration or education focused, practicum goals and objectives.
- Is an experienced professional role model, resource person, consultant, and mentor who is committed to teaching.
- Works one-on-one providing direct supervision of the student, and collaboratively with the faculty to facilitate meaningful and appropriate learning experiences for the student.
- Engages with the student in the process and summative evaluation of the practicum experience. The preceptor will validate the number of hours completed by the student in practicum.
- Will maintain communication throughout the student’s enrollment in practicum courses [should interact/conference at least every week and more often if necessary].
- Works with the student to ensure safe, professional practice occurs at the graduate student level. If the preceptor has concerns about the student’s practice, he/she should discuss with the student any incidents of unsafe or unprofessional practice. If the matter cannot be resolved, the preceptor should immediately contact the professor by email or phone. The preceptor will be under direct authority as the supervisor or manager of the student.
- Completes Preceptor Evaluation of Nursing Student through Typhon.

40.8.2 The Student:
- Meets with their preceptor, during the course term dates, prior to logging practicum hours to review:
  - Course syllabus
  - MSN handbook practicum section
  - Goals and objectives
  - Practicum schedule.
    - This initial meeting with your preceptor, if you choose, may be logged as practicum hours.
- Completes their evaluation of site & preceptor through Typhon.

40.9 Professor/Student Practicum Relationship

40.9.1 The Course Professor:
- Works with the School of Nursing approved preceptors.
- Communicates with the student and preceptor periodically for problem-solving and to discuss progress.
- Monitors student’s achievement of goals and objectives and final evaluation of student performance.
- Provides feedback on the student’s practicum log throughout the practicum experience.
- Is available by phone, Liberty University email to student and preceptor for support and consultation.

40.9.2 The Student:
- Provides goals/objectives for approval to course Professor.
- Waits to begin practicum with Preceptor until course Professor issues FINAL approval.
- Notifies the Practicum Coordinator and course Professor if the preceptor goes on medical leave or if their employment status changes.
41. Practicum

41.1 Nurse Education and Nursing Administration Practicum Basics

- All prerequisites must be met prior to enrollment.
- The approval to begin practicum is a two-step process:
  - The student must complete all pre-practicum requirements and receive approval for their first practicum course registration from the Practicum Coordinator before enrollment. Students are responsible for keeping all immunizations and certifications current in order to proceed with subsequent practicum courses.
  - Once enrolled in a practicum course, the student’s goals and objectives are approved by the practicum professor. The professor provides final approval for the student to start practicum. The student gives the preceptor a copy of the final goals & objectives once the professor has approved them.
- Students may enroll in one practicum course per sub-term. Due to the shorter length of the summer semester, the B and D sub-terms overlap. Students are not permitted to take a prerequisite to a practicum course and a practicum course, or two practicum courses in the summer.
- Practicum hours must be completed during the course term dates not before or after the term starts or ends.
- Students must complete all assigned hours in each practicum course for consideration of a passing grade. The Graduate Nursing grading policy applies.
- Practicum hours are documented in Typhon; all hours of practicum must be logged in Typhon and be accompanied by a practicum log. Instructions on how to create the practicum log are located in the Practicum Logs folder in each practicum course.

41.2 Nurse Educator Practicum

Nurse Educator students focus on nursing education and the role of the nurse educator. Most students plan to pursue careers as nursing faculty in schools of nursing; however, some students may opt to focus more on the role of nurse educator within other venues such as hospital-based Departments of Education, Staff Development, or community-based settings.

Use the chart below to determine your first practicum course:

<table>
<thead>
<tr>
<th>Nurse Educator DCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 617 – 50 Practicum Hours</td>
</tr>
<tr>
<td>NURS 618 – 50 Practicum Hours</td>
</tr>
<tr>
<td>NURS 619 – 50 Practicum Hours</td>
</tr>
<tr>
<td>NURS 620 – 50 Practicum Hours</td>
</tr>
<tr>
<td>Total: 200 Hours</td>
</tr>
<tr>
<td>2 Sets of Goals and Objectives (see below)</td>
</tr>
</tbody>
</table>
Practicum hours for NURS 617 must be logged with a preceptor in a direct access patient population setting, not in a classroom or online setting. Settings which have remote access to patients, such as telehealth, are not applicable for this practicum unless there is an opportunity for hands-on patient assessment.

There may be opportunities for global nursing. Students are responsible for any fees or added expenses incurred.

Knowledge gained from your advanced practice core courses of pharmacology (NURS 504), physical assessment (NURS 505), and pathophysiology (NURS 506) are used to evaluate care given to a selected patient population, under the observation of your preceptor.

The student’s NURS 617 preceptor must have an MSN degree or higher. Appropriate preceptors include, but are not limited to:

- Clinical Nurse Specialist
- Nurse Practitioner
- Certified Nurse Midwife
- Nurse Anesthetist

Practicum hours for NURS 618, 619, 620 may include projects or initiatives in:

- Hospital settings:
  - Teaching patients and staff
- Academic settings:
  - Developing course/curriculum materials
  - Engaging in various teaching methods
  - Using research or EBP to explore nursing education theory and application to NLN’s Nurse Educator Competencies

### 41.2.1 Nurse Educator Practicum Goals and Objectives

Nurse Educator students work with their course preceptor to develop practicum goals and objectives based on the National League for Nursing’s (NLN) Nurse Educator Competencies prior to logging practicum hours.

- Students enrolled in NURS 617 must develop a separate set of goals and objectives for NURS 617 to be met at the conclusion of the course. These goals & objectives will focus on the 3 Ps, known as Pathophysiology, Pharmacology, & Physical Assessment.
- Nurse Educator students will establish a set of goals and objectives developed in NURS 618 that will follow the student through the remaining practicum courses and should be met by the conclusion of NURS 620. These goals are focused on the role as an educator.
Nursing Administration Practicum

41.3.1 Nursing Administration Practicum Options and Overview
Nursing Administration students focus on nursing administration/leadership, and the role of nurse administrator. Most students plan to pursue careers as nursing leaders, unit managers, directors or nurse executives in health care systems or facilities.

<table>
<thead>
<tr>
<th>Nursing Administration DCP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NURS 623</strong> – 50 Practicum Hours</td>
</tr>
<tr>
<td><strong>NURS 624</strong> – 50 Practicum Hours</td>
</tr>
<tr>
<td><strong>NURS 625</strong> – 50 Practicum Hours</td>
</tr>
<tr>
<td><strong>NURS 626</strong> – 50 Practicum Hours</td>
</tr>
<tr>
<td><strong>Total</strong>: 200 Hours</td>
</tr>
</tbody>
</table>

1 Set of Goals and Objectives (see below)

41.3.2 Nursing Administration Practicum Goals and Objectives
Students develop practicum goals and objectives based on the American Nurses Association (ANA) Scope and Standards for Nurse Administrator Competencies prior to logging practicum hours.

Practicum hours in NURS 623, 624, 625, and 626 may include projects or initiatives in such as:
- Systems Leadership
- Resource Management with Financial Management
- Developing Practicing Environments
- Apply Regulations
- Legal and Ethical Consideration to Policy and Procedures
- Using research or EBP to explore theory and application to the ANA’s Scope and Standard of Nursing Practice.

41.4 Breakdown of Practicum Hours

41.4.1 Nurse Educators and Nursing Administrators

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Percentage of All Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development</td>
<td>Up to 20</td>
<td>10%</td>
</tr>
<tr>
<td>Goal Development/Research</td>
<td>Up to 20</td>
<td>10%</td>
</tr>
<tr>
<td>Preceptor Supervised Setting</td>
<td>160 or Remaining</td>
<td>80% or Remaining</td>
</tr>
</tbody>
</table>

- Students are required to submit a CE form documenting hours to the practicum professor that is then uploaded to Typhon under External Documents.
- Students may be awarded practicum hours for completion of their goals and objectives.
41.5 Practicum Professional Behavior

41.5.1 Attendance

Students are expected to arrange a schedule for the semester with the preceptor. Students must be punctual in attendance. If an emergency situation arises and the student cannot attend practicum, they are to notify their preceptor prior to the start of the scheduled shift/hours. Students are expected to complete all practicum hours for each course during the assigned practicum schedule.

41.5.2 Professionalism

Students are to adhere to the professional scope and standards of practice within the policies and procedures of the affiliated practicum institution. Students may be required to attend additional orientation or in-services prior to using computer systems or engaging in other responsibilities to adhere to the affiliate policies. Students should perform at the graduate student nurse level under the guidance of their preceptor. Any unsafe or unprofessional, unsatisfactory performance in the practicum site will result in clinical/practicum probation and may result in clinical failure of the course and/or dismissal from the MSN program. Students should not use their personal cell phone for calls/texts/emails or surf the web while in practicum. All activities should be directed at obtaining practicum goals and objectives. Students should be highly motivated, self-directed adult learners, and seek opportunities to learn and assist others throughout the clinical practicum experience. The student is expected to be highly motivated, self-directed, and responsible for their own learning throughout the clinical practicum experience.

41.5.3 Professional Interactions

Face to face, written, email, phone calls, etc., with the preceptor, Liberty University professor, staff, co-workers, patients, and the public at-large are expected by the student. Any breach of professional behavior may result in a practicum failure and/or sanctions in accordance with the LUO Code of Honor.

41.5.4 Attire

Nurse Educators and Nursing Administration students should dress professionally at all times while in the practicum setting with neat, clean, pressed, and professional looking attire. Should a female student wear a dress/skirt it must be knee length, two-inch wide shoulder straps are required, modest neck lines. No tight fitting attire. Wear clean, neat dress shoes with an appropriate level heel. Some clinical areas may not permit open toed shoes for safety/OSHA standards; please check with your affiliate. Men should wear khaki or dress pants, coat, or dress shirt/tie or polo shirt. Clean dress shoes and socks are required. A lab coat may be required. Students in the healthcare facility should wear dress clothes or scrub attire, with a lab coat, as directed by the practicum site and on-site activities for the day.

41.5.5 Hair

No unnatural hair colors, such as blue or pink.

41.5.6 Nails

Cut short; if polish is worn, it should be a clear or light pink tint, no bright colors.
41.5.7 Jewelry
A wrist watch and wedding ring may be worn in the practicum site.

41.5.8 Piercings
If earrings are worn, only one small post earring on each ear lobe is acceptable. Other ear or body piercings must be covered.

41.5.9 Tattoos
Covered at all times while in the practicum setting.

NOTE
All students must adhere to the dress code policies of the affiliate whichever provides a more professional dress code.

41.6 Student Identification Name Badge
The student must comply with requirements of the practicum site. Students must obtain a Liberty University Student ID Name Badge.
NOTE: Student may also be requested to purchase an affiliate ID badge. All expenses related to student ID are the student's responsibility. For students who reside in the Lynchburg area: Lynchburg Specialty Engraving provides name badges to these specifications for $7.80 per badge and has the template below on file. Prices are subject to change. Shipping and Handling may apply.

Identification Badge must be gold with black lettering.

41.7 Parking on Liberty Campus
Students must plan ahead and contact the Liberty University Police Department to obtain an appropriate level parking sticker prior to parking on campus. All students must abide by all Liberty University parking and driving regulations while on campus. Failure to do so may result in your vehicle being towed at owner expense. Daily parking is available in the parking garage.
42. Useful links

Degree Completion Plan 2017-18 Nurse Educator
Degree Completion Plan 2017-18 Nursing Administration
Degree Completion Plan 2017-18 Nursing Informatics

Degree Completion Plan 2017-18 Master of Science in Nursing (M.S.N.) and Master of Business Administration (M.B.A.)
Degree Completion Plan 2017-18 Master of Science in Nursing (M.S.N.) and Master of Science in Healthcare Administration (M.S.)


Academic Calendar
Liberty Commencement Twitter
Online Student Registration
Video Tutorials

Blackboard Tutorials
Liberty Nursing Facebook
Online University
Forms and Downloads

Center for Writing and Languages
Writing Tutorial Videos
Liberty Online Communities
Ordering Course Books & Materials

Commencement
Liberty Online Website
Recommendation for Graduate MSN Program

Graduate Course Catalogs
Liberty University
Online Academic Policies
Syllabus

Graduate Nursing Course Guides
Liberty University
Online Student Support

IT Services for Online Students
Liberty University MSN Website