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INTRODUCTION

The MSN Student Handbook provides students with information and detailed guidelines that will assist them as they matriculate in the MSN program. Students should refer to the Liberty University MSN website and the Liberty University Graduate Catalog for additional information. The MSN Student Handbook is revised as needed annually. If necessary, students are notified via email about updates in program or procedure prior to the publication of the updated handbook.

THIS HANDBOOK SETS FORTH THE GENERAL GUIDELINES OF LIBERTY UNIVERSITY’S MSN PROGRAM. IT IS NOT AN EXHAUSTIVE, ALL INCLUSIVE SET OF LIBERTY UNIVERSITY’S POLICIES AND REQUIREMENTS FOR THE PROGRAM. OTHER DOCUMENTS AND POLICIES MAY APPLY TO STUDENTS IN THE PROGRAM AND SUCH POLICIES ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. THIS HANDBOOK DOES NOT CONVEY ANY CONTRACTUAL RIGHTS IN, TO OR UPON ANY STUDENT. THESE POLICIES APPLY TO ALL STUDENTS ENROLLED IN NURSING COURSES. IF YOU HAVE SPECIFIC QUESTIONS ABOUT THIS HANDBOOK OR ANY REQUIREMENT OF YOU, YOU ARE INSTRUCTED TO RESOLVE SUCH QUESTIONS BEFORE ENROLLING IN THE PROGRAM. THIS HANDBOOK DOES NOT CONVEY ANY CONTRACTUAL RIGHT IN, TO OR UPON ANY STUDENT. THESE POLICIES APPLY TO ALL STUDENT ENROLLED IN MSN COURSES. IF YOU HAVE SPECIFIC QUESTIONS ABOUT THIS HANDBOOK OR REQUIREMENTS LISTED, YOU MUST RESOLVE ALL QUESTIONSAND CONCERNS BEFORE ENROLLING IN THE PROGRAM.
If You Have Questions

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**MSN Practicum:** Faith Sterling fareichenbach@liberty.edu

**MSN Admissions:** [MSN@liberty.edu](mailto:MSN@liberty.edu)

Certified Background Castle Branch Background Check and document deposit questions:
888-914-7279 or servicedesk.cu@castlebranch.com

**Technical Support:** [http://www.liberty.edu/index.cfm?PID=20708](http://www.liberty.edu/index.cfm?PID=20708)

**MSN Chair:** Dr. Diane Bridge dcbridge@liberty.edu 434-582-2518

**MSN Handbook:**

**Graduate Affairs page with LUO Policies:** [http://www.liberty.edu/index.cfm?PID=19155](http://www.liberty.edu/index.cfm?PID=19155)

**Graduate Writing Center, Graduate Writing Tips, APA Formatting Tips, Tutoring and More:**
[http://www.liberty.edu/academics/graduate/writing/index.cfm?PID=18192](http://www.liberty.edu/academics/graduate/writing/index.cfm?PID=18192)

**IT Market Place purchase software and computers at reduced rates:**

**Liberty University Jerry Falwell Library:** [http://www.liberty.edu/index.cfm?PID=178](http://www.liberty.edu/index.cfm?PID=178)

**Liberty University Institutional Review Board**
[http://www.liberty.edu/academics/graduate/irb/index.cfm?PID=12606](http://www.liberty.edu/academics/graduate/irb/index.cfm?PID=12606)

**Nursing Library Research Page:**
LIBERTY UNIVERSITY INFORMATION

The University
Liberty University is the largest private, nonprofit university in the nation, the largest university in Virginia, and the largest Christian university in the world. Nestled in the Blue Ridge Mountains on more than 7,000 beautiful acres in Lynchburg, VA, Liberty offers over 590 programs from the certificate to the doctoral level, and is home to more than 110,000 residential and online students.

Accreditation
Liberty University is regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC) to award degrees at associate, baccalaureate, master's, education specialist and doctoral levels. The School of Nursing offers a generic residential Bachelor of Science in Nursing (BSN) degree, a RN to BSN degree, a Master of Science in Nursing (MSN) degree and a Doctor of Nursing Practice degree which are all fully accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Virginia State Board of Nursing.

Academic Facilities
The Arthur S. DeMoss Learning Center houses several large lecture halls, modern classrooms, and simulation labs. The School of Nursing is housed on the second floor of DeMoss Hall and includes 32,300 square feet, an OB Theater equipped with a birthing mannequin, static and high-fidelity mannequins, health assessment suites and an interactive team spot/classroom spot.

Location
In the heart of Virginia, Liberty University is located in Lynchburg on the south banks of the historic James River with the scenic Blue Ridge Mountains as a backdrop. The city is over 200 years old and is noted for its culture, beauty, and educational advantages. Lynchburg is at the crossroads of U.S. highway 29 and 460 and has adequate transportation facilities via bus, railway, and air.

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, 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.
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.
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, doctor of nursing practice at Liberty University is accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036 - 202-887-6791.

Philosophy

The primary goal of the Liberty University School of Nursing is to educate Christian students to minister to others through nursing. The School of Nursing supports the following propositions based on the Bible, nursing process, and Patricia Benner's Nursing Theory.

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. The practice of professional nursing is defined by the seven domains of nursing roles:

1. The Helping Role
2. The Teaching-Coaching Function
3. The Diagnostic and Patient Monitoring Function
4. Effective Management of Rapidly Changing Situations
5. Administering and Monitoring Therapeutic Intervention and Regimens
6. Monitoring and Ensuring the Quality of Healthcare Practices
7. Organizational and Work-Role Competencies
Stress is the individual’s perception physically, emotionally, or intellectually that smooth function has been disrupted. Harm, loss, or challenge is experienced and sorrow, interpretation, or new skill acquisition is required. Coping is a person’s response to stress.

Caring is primary because it sets up what matters to a person, what counts as stressful, and what options are available for coping. Involvement and caring may lead one to experience loss and pain but they also make joy and fulfillment possible. Distance, control, and equanimity in the midst of suffering can trivialize distress.

Ministry is showing the love of Christ to others through service so that they may be drawn to Him.

Health is an individualized perception that can be interpreted differently by each individual. Since health is influenced by societal and cultural norms, it is important to consider both subjective and objective assessments of health.

Baccalaureate nursing education prepares the nurse to function in an active, participant role in the health care system. Nursing prepares the individual to be a leader, to be responsible, and to be accountable for his or her own actions. It also prepares the individual to think critically, problem solve, and make decisions for the provision of health care. Professional nursing prepares the individual to function both independently and in collaboration, coordination, and consultation with other disciplines.

The faculty of the School of Nursing believes that the baccalaureate degree is the minimum educational level of preparation for the professional nurse. The baccalaureate education prepares the graduate to enter professional nursing by providing a broad base in the humanities, social and natural sciences, and the knowledge, values and skills necessary for beginning practice in primary, secondary, and tertiary health care.

Courses in sociology, psychology, philosophy, and religion assist the individual to understand people, families, and groups within the community and to view matters in a broader context. Courses in natural science assist the individual in thinking critically. Courses in religion, theology, evangelism, and Christian service enhance the individual’s understanding of God - His creation and His will. They contribute to the development of a sense of caring as a ministry to others as well as fostering a commitment to the Christian life.

The nursing faculty believes that teaching and learning are interdependent lifelong processes. Learning is a progressive and cumulative experience producing beneficial changes in behavior. Learning takes place in three domains: cognitive, affective, and psychomotor or performance. Motivation and readiness are necessary in classroom environment if learning is to take place.

It is the faculty’s responsibility to oversee and assess individual learning needs and adapt teaching methods as students’ progress from novice to advanced beginners.

As facilitators of student learning, faculty must demonstrate advanced clinical judgment pointing out important cues and assisting students to think critically about clinical situations.

Excerpts taken from:

Honor Society of Nursing

The Liberty University School of Nursing is a chartered member of Sigma Theta Tau International, Psi Delta, 2011. The criteria for admission to the Psi Delta Chapter are consistent with Sigma Theta Tau International, Incorporated Bylaws. Each year LUSON nursing students are invited to Psi Delta Chapter membership based on the 2013-2015 Biennium Honor Society Bylaws:

- Students in graduate programs shall be eligible for membership if they have achieved excellence according to the standards approved by the Society.
- Graduate program is defined as an accredited program of graduate study in nursing including master, post-master, doctoral, and post-doctoral.
- Students shall have completed a minimum of one-quarter of the required graduate curriculum.
- Students in graduate programs, who are registered nurses, legally recognized to practice in their country, and have a minimum of a baccalaureate degree or equivalent in any field, shall be eligible to be considered as a nurse leader at any point in the program.
- Exceptions may be made at the discretion of the chapter’s governance committee following the guidelines adopted by the International Board of Directors.
MSN PROGRAM OVERVIEW

MSN Program Description

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 and nurse educators for careers in schools of nursing or in other environments such as hospital-based departments of education, or community education. 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.

MSN Mission and Philosophy

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): 5

- 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.

MSN Purpose Statement

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.
STUDENT STATEMENT 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 an 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, 2015. The following statements are standards 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.

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 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.

Cognitive Attributes

Nursing students must exhibit sufficient knowledge and clarity of thinking to process the information and apply it appropriately to situations in 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.

Interpersonal Attributes
Nursing students must possess 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 so as 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 for the impact of these actions on others.
• Abide by the American Nurses Association Code of Ethics (located at http://www.nursingworld.org/codeofethics

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 online database.
• Critically think and concentrate with 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.
# VIRTUES, EXPECTATIONS, AND MANIFESTATIONS

## LOVE
This is love: not that we loved God, but that He loved us and sent His Son as an atoning sacrifice for our sins. Dear friends, since God so loved us, we also ought to love one another. No one has ever seen God; but if we love one another, God lives in us and His love is made complete in us.  

*1 John 4:10-12*

---

## JOY
Lord, you alone are my portion and my cup; you make my lot secure. 

*Psalm 16:5*

- Demonstrate the love of God by exhibiting compassion and a positive spirit in all interactions.

---

## PEACE
Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus. 

*Philippians 4:6-7*

- Foster an environment of peace, walking with the Holy Spirit and upholding others in prayer.

---

## RESPECT
Be devoted to one another in love. Honor one another above yourselves. 

*Romans 12:10*

---

## INTEGRITY
Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out. 

*Proverbs 10:9*

- Demonstrate respect and a positive spirit when interacting with others in written and oral communication.
- Support the mission and leadership of the school and the department by submitting to leadership decisions and following the chain of command.
- Acting in an ethical and moral manner.
- Respond to email communications within 24 hours.
- Demonstrate integrity by holding each other accountable in a loving and Christ centered ways as evidenced by:
  - Maintaining confidentiality, professionalism, and discretion.
  - Choosing honesty inside and outside the classroom.
  - Displaying promptness and responsibility in attendance for class and deadlines.
  - Showing the self-discipline and work ethic essential for being prepared and organized for successfully completing assigned responsibilities.

---

## CONTENTMENT
I have learned the secret of being content in any and every situation, whether well fed or hungry, whether living in plenty or in want. I can do everything through him who gives me strength. 

*Philippians 4:12-13*

- Effectively manage personal emotions and feelings and react reasonably to situations.
<table>
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<th>Wait for the Lord; be strong, and let your heart take courage; wait for the Lord!</th>
<th>Psalm 27:14</th>
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<tr>
<td>COMPASSION</td>
<td>The steadfast love of the Lord never ceases; his mercies never come to an end;</td>
<td>Lamentations 3:22</td>
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<tr>
<td></td>
<td>✓ Demonstrate the belief that everyone can learn.</td>
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<td></td>
<td>✓ Provide opportunities and motivation for everyone to learn.</td>
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<td>✓ Demonstrate empathy and sensitivity to human needs as evidenced by:</td>
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<td>o Discernment in clinical, classroom, and office situations.</td>
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<td>o Supporting colleagues.</td>
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<tr>
<td></td>
<td>o Recognizing the value we have in Christ, realizing that others may be dealing with individual life circumstances that are difficult to handle.</td>
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<td>FAITHFULNESS</td>
<td>But the Lord is faithful. He will establish you and guard you against the evil one.</td>
<td>2 Thessalonians 3:3</td>
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<td>✓ Demonstrate faithfulness to the Lord and the university and support the virtues of the School of Nursing as evidenced by:</td>
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<tr>
<td></td>
<td>o Taking responsibilities seriously.</td>
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<td>o Completing assigned tasks on time.</td>
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</tr>
<tr>
<td></td>
<td>o Following through on commitments.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Attending convocation, meetings and assigned tasks.</td>
<td></td>
</tr>
<tr>
<td>PERSEVERANCE</td>
<td>And let us not grow weary of doing good, for in due season we will reap, if we do not give up.</td>
<td>Galatians 6:9</td>
</tr>
<tr>
<td>HOPE</td>
<td>Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength.</td>
<td>Isaiah 40:30-31a</td>
</tr>
<tr>
<td></td>
<td>✓ Demonstrate a commitment to others success.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Encourages others.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Demonstrate a commitment to excellence.</td>
<td></td>
</tr>
<tr>
<td>KINDNESS &amp; GOODNESS</td>
<td>Let love and faithfulness never leave you; bind them around your neck, write them on the tablet of your heart.</td>
<td>Proverbs 3:3</td>
</tr>
<tr>
<td></td>
<td>✓ Demonstrate a hospitable attitude in word and action.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Display positive tone and attitude in verbal and written communication.</td>
<td></td>
</tr>
<tr>
<td>SELF-CONTROL</td>
<td>Fools give full vent to their rage, but the wise bring calm in the end.</td>
<td>Proverbs 29:11</td>
</tr>
<tr>
<td>HUMILITY</td>
<td>When pride comes, then comes disgrace, but with humility comes wisdom.</td>
<td>Proverbs 11:2</td>
</tr>
<tr>
<td></td>
<td>✓ Effectively manage personal emotions and feelings and react reasonably to situations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Act confidently and maturely.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Accept constructive feedback in a respectful, appropriate manner.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Speak to others in an edifying way in an effort to lift them up.</td>
<td></td>
</tr>
</tbody>
</table>
**MSN ADMISSION INFORMATION**

**MSN Admission Policies**

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

Applicants must have a 3.0 or above cumulative combined GPA for all accredited colleges previously attended or for high school. A regionally or nationally accredited Bachelor’s degree is required for admission in good standing. Please visit our [Admission Requirements Page](#) for more detailed admissions related information.

**All applicants must have one year minimum of nursing practice as a registered nurse and must submit the following:**

- Admission Application
- One Recommendation Form with Recommender's Contact Information.
- Current license to practice as a Registered Nurse.
- Unofficial college transcripts and submit a transcript request form.
- Proof of English proficiency.

**The MSN program offers the following degree completion plans:**

- Nurse Educator
- Nursing Administration
- Nursing Informatics
- MSN/MBA
- MSN MSHA
- RN-BSN-MSN | Nurse Educator
- RN-BSN-MSN | Nursing Administration
- RN-BSN-MSN | Nursing Informatics

Practicum for both Educator and Administration DCPs provides students direction through faculty and approved nurse preceptors to achieve your practicum goals and objectives. A practice learning experience is required for the Informatics DCP.

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 in an approved practicum site location within the United States, or approved U.S. Military bases. Practice learning experience hours will be approved by faculty facilitating Informatics Capstone Course.

**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.

**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 is 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.

Valid RN Licensure

Students are required to hold and maintain a valid current and active Registered Nurse license issued in one 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 will be reviewed by a School of Nursing Review committee to determine if they will be able to 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 current 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”.

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)

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, prior to enrollment in any MSN courses.
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

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.

Prerequisites

- Students are responsible to know pre-requisite 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 graduate courses.
- Students are strongly encouraged to contact their MSN Student Liaison 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.

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.

COURSE REGISTRATION AND PAYMENT

Students who are ready to register for courses may contact the Nursing Academic Advisor or call 855-LUNURSE. However, students are also able to register themselves via ASIST.
Tuition and Fees

- Undergraduate degrees $390/credit hour for full time (at least 12 hours)
- Undergraduate degrees $455/credit hour for part time
- Graduation fee $100
- Course materials such as books are purchased separately through MBS Direct.

Late Financial Check-In Fee

Students will be charged a late financial check-in fee if check-in is not completed by the financial check-in deadline. Students who have not completed check-in by this date will be dropped from courses (excluding military students who pay by Tuition Assistance).

Broken Enrollment Fee

If a student does not take a course within an academic year, he or she will break enrollment by the start of the next academic year. The student must submit a new application to Liberty Online. There will be a re-application fee of $50 for all students who have broken enrollment. This fee will apply to students who allow more than one year to elapse from their original course end date before they begin a new course.

Methods of Payment

Students may pay for their courses in one of four ways:

- Out of pocket – credit card, check, money order (payment plans are available)
- Employer Tuition Assistance
- Military Tuition Assistance
- Financial Aid

Once the method of payment is selected and students are registered for courses then you must complete Financial Check-In.
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).

Master of Science in Nursing (M.S.N.) 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).
Master of Science in Nursing (M.S.N.) 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).

Master of Science in Nursing (M.S.N.) 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).
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.

The program will expand your knowledge in:

- Health Policy and Ethics
- Managing Population Health
- Legal Issues in Business
- The Global Economic Environment

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.) – 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
CURRICULAR PLAN OF STUDY

- All MSN online classes are offered at least once a year 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 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.

Student Pre-Enrollment Responsibilities

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

1. Check with their states 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 and nurse educator, nursing informatics certification.*
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/or 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.

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, etc.)
GRADING

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
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<tbody>
<tr>
<td>A</td>
<td>940–1010</td>
</tr>
<tr>
<td>A-</td>
<td>920 - 939</td>
</tr>
<tr>
<td>B</td>
<td>860-899</td>
</tr>
<tr>
<td>B-</td>
<td>840 - 859</td>
</tr>
<tr>
<td>C</td>
<td>820–839</td>
</tr>
<tr>
<td>C+</td>
<td>780-819</td>
</tr>
<tr>
<td>C-</td>
<td>760 - 779</td>
</tr>
<tr>
<td>D+</td>
<td>740-759</td>
</tr>
<tr>
<td>D</td>
<td>700-739</td>
</tr>
<tr>
<td>D-</td>
<td>680 - 699</td>
</tr>
<tr>
<td>F</td>
<td>679 and below</td>
</tr>
</tbody>
</table>

NOTE: A grade of C+, C or C- is unacceptable for successful completion of a course. Plus and minus course work 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.

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.

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 more than one graduate course grade of D plus, D, D minus, 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).
STUDENT TECHNOLOGY REQUIREMENTS

Computer Needs

Each student accepted into the MSN program must have basic computer competencies. Students will complete assignments using various software applications. In order to successfully complete assignments students must have access to a computer that has the capacity to:

Read and write in Microsoft Word. (Microsoft Office 2016 is available through Liberty University at no cost.)
  - PowerPoint
  - Access online sites including the Liberty sites.
  - Daily send and receive email via Liberty webmail.

It is recommended that MSN students also have the following programs installed on the computer:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Access
  - Adobe Reader

Upon admission each student is assigned a Liberty University User ID account and an email address on Liberty University’s network computer system. Correspondence from the campus, including the School of Nursing faculty and staff is delivered to your Liberty email address, please check your email daily.

Email and ASIST Instructions

Students are required to check their Liberty email at minimum, every 48 hours.

How do I create my username and password?
  - Log into myLU Sign In
  - Click on the ‘Account Login’ option, followed by ‘Claim Account’
  - You will need to enter your student ID# which has been provided for you. Once your username and password has been created, close the window

How do I change my password?
  - Log into myLU Sign In
  - Click on ‘Forgot password’
  - Follow the instructions to change your password

How do I logon to my ASIST account?
  - Log into myLU Sign In
  - Click on “ASIST”
How do I logon to my webmail account?

- Log into myLU Sign In
- Click on “Webmail”
- Enter your username and password in the Microsoft Outlook page

Blackboard

Blackboard is the online learning environment used to support the School of Nursing as well as most other Liberty University academic departments. Blackboard is user friendly and provides a direct link between the student and the professor. Each course in the RN-BSN completion program includes Blackboard support.

Required Writing Resources


APA Manual
MSN PROGRAM PROGRESSION

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 the Liberty University’s School of Nursing and the 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 greater burden on the student will rule.

Written Assignments/Scholarship

Students seeking additional instruction in APA writing style and formatting may enroll in GRST 500: 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 will help students to research and write at the graduate level.

- The course fee is $100. If a student repeats, the student is charged an additional $100 for every subsequent registration
- Register for GRST 500 through ASIST. Select "Graduate Studies" GRST 500 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 the class will not affect the student’s GPA.
- The book ‘Introduction to Graduate Writing’ is available as a free download.
- Students will take a short quiz every other week.
- This class has a few assignments in which student’s practice making arguments and using sources.
- GRST 500 is designed to be taken with your first course.
- The Online Writing Center will suggest revisions the student’s paper and make recommendations for improvement.

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

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, and NURS 520 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 MSN Student Liaison 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).

Preceptor 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.

Prior to 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
- Preferably an Advanced Practice Nurse, such as a:
  - Nurse Practitioner
  - Certified Nurse Specialist
  - Nurse Anesthetist
  - Nurse Midwife

NURS 505 INTEGRATED PHYSICAL EXAMINATION GUIDELINES

The proctor will:

1. Have an MSN, current RN and if applicable 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 prior to 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.

Practicum Probation

Students who do not perform up to standards during a practicum course are placed on practicum probation (documentation is recorded in student’s file). The practicum course professor and preceptor will 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, student will not successfully complete the practicum course (refer to course repeat policy). More than one incident of practicum probation will merit 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.

**Grievances/Appeal Process**

**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 login 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 to 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.

**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.

**Graduate Portfolio**

**GUIDELINES**

As part of course requirements for the final NURS 620 & NURS 626 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: Student must provide a statement of their philosophy of nursing practice and specific career objectives. Edit and use your NURS 502 philosophy paper.

**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.

**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

**PROFESSIONAL RESUME/CURRICULUM VITAE:** Update/further develop CV as needed.

**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 will provide you with detailed directions. Portfolios are now submitted electronically, through either Typhon or Blackboard (Refer to Assignment Instructions with the course).

**RESEARCH OR EVIDENCE BASED PRACTICE - INSTITUTIONAL REVIEW BOARD PROCESS**

All students considering engaging in a 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 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 prior to start of the project. Additional education in the protection of human subjects may also be required.
Students will 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 prior to participation in any research project include:

- Approval from a MSN faculty member.
- Approval from the Liberty University Institutional Review Board
- Approval of the affiliate’s or institution’s Instructional 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. For more information about the IRB and research proposal requirements, please view Liberty University Institutional Review Board website for important 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.
PRACTICUM GUIDELINES AND EXPECTATIONS

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

This guideline has three areas of information:

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

Practicum Guidelines and Overview

The National League for Nursing Nurse Educator competencies serve 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.

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.

Student Nametag

Students must wear their Liberty University Student Nametag while completing practicum hours at their specific facility. See Practicum section for details on ordering nametag.

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.

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.

**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.

**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)

**Release of Information Form**

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

**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.

**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.

**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.
**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.

**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.

**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.

**Background Check and 10 Panel Drug Screen**
Students must complete a background check and a 10 panel drug screen. No other background check or drug screen is accepted. Background checks and drug screens are good for one year. If a background check and/or drug screen expires while in practicum, the student is required to complete a new background check and/or drug screen.

**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 the MSN approved database (link provided during pre-practicum) at the student’s cost.
2. All students are required to report any prior and/or 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 make determine 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 will send an official copy of your background check, if the student wishes to proceed with that site.

BACKGROUND CHECK PROGRESSION

1. MSN students complete the background check and drug screen application through the MSN approved student database. 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 prior to 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/or drug screen are either:
   a. NOT FLAGGED - Clear, no discrepancies or caution warranted- the background check and 10 panel drug screen is 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. This will provide the applicant an opportunity to provide additional information regarding the findings of the background 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 will review all material presented and reserves the right to make a decision regarding eligibility for practicum placement. If student is deemed eligible for practicum placement a signed records release document may be required in order 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.

**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.

**Liberty University Clinical Program Affiliation Agreement**

- Students are encouraged to work with affiliates that will accept the Liberty University Clinical Program Affiliation Agreement form. If the students work with an affiliate which requires the use of their own 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.
- 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 existing 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

Two 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.

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 closely with the student and collaboratively with the faculty advisor to facilitate meaningful and appropriate learning experiences for the student.
- Engages with the student in 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].
Agrees to email the student’s evaluation from his/her work email address to the course professor or complete the online evaluation if requested to do so.

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.

Must complete Preceptor Evaluation of Nursing Student through Typhon.

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.

Professor/Student Practicum Relationship

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 e-mail to student and preceptor for support and consultation.

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.
PRACTICUM

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 your first practicum course registration from the Practicum Coordinator before enrollment. Students are responsible to keep 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 by two weeks. 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.
- The student must meet with their preceptor, during the course term dates, prior to logging practicum hours to review:
  - Course syllabus
  - MSN handbook practicum section
  - Goals and objectives
  - Create a practicum schedule.
- During week one of the practicum course students provide:
  - The preceptor’s contact information to the course professor.
  - The course professor’s name and Liberty University email address to the preceptor.
  
  *This initial meeting with your preceptor, if you choose, may be logged as practicum hours.*
- To create a practicum log:
  - Practicum Students use Typhon
- Students must complete all assigned hours in each practicum course for consideration of a passing grade. The Graduate Nursing grading policy applies.
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 Practicum Hours</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>
</tbody>
</table>

2 Sets of Goals and Objectives (see below)

- 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 in NURS 617. Together with the Liberty University College of Medicine, medical mission trips to Guatemala take place twice per year. There may be other mission trips that qualify for your practicum experience in NURS 617. These will be approved on an individual basis. Satisfactory academic performance is required in order for approval to be given for a global clinical experience. An approved preceptor must accompany you on the mission trip.
- 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 a MSN degree or higher. Appropriate preceptors include but are not limited to:
  - CNS, Nurse Practitioner
  - Certified Nurse Midwife
  - Nurse Anesthetist

Practicum hours 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.

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

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

1 Set of Goals and Objectives (see below)

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

Practicum hours 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.
Break Down of Practicum Hours

<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.

Practicum Professional Behavior

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.

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.

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.

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.

**Hair**
No unnatural hair colors, such as blue or pink.

**Nails**
Cut short; if polish is worn, it should be a clear or light pink tint, no bright colors.

**Jewelry**
A wrist watch and wedding ring may be worn in the practicum site.

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

**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.

**Student Identification Name Badge**
The student must comply with requirements of the practicum site. Students must obtain a Liberty University Student ID 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.

*Identification Badge must be gold with black lettering.*

![Identification Badge Template](image)