



MIDWAY UNIVERSITY

MASTER'S DEGREE NURSING PROGRAM

Student Handbook

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Midway University

POLICY AGAINST UNLAWFUL DISCRIMINATION AND HARASSMENT

It is the policy of Midway University to maintain a work and academic environment that is free of harassment and discriminatory actions based on race, color, religion, national or ethnic origin, marital status, sex, age, disability, or any other category protected by law. Unlawful discrimination and harassment by officers, managers, faculty, supervisors, employees, students, advisors, vendors, and contractors will not be tolerated.

This policy and procedures are applicable and available to faculty, staff, students, and any third parties with a relationship, contractual or otherwise, to Midway University. Notwithstanding any provision of University policy that may suggest otherwise, allegations and reports of sexual misconduct (i.e., sexual harassment, sexual assault, domestic violence, dating violence, stalking and sexual exploitation) will be addressed and should be reported pursuant to the University's Sexual Misconduct Policy. All other forms of unlawful harassment and discrimination will be addressed and should be reported pursuant to this policy.

Further, any retaliation against an individual who has complained about unlawful discrimination or harassment, or retaliation against individual for cooperating with an investigation of a complaint of unlawful discrimination or harassment, is similarly unlawful and will not be tolerated.

Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, expulsions and/or termination of the contractual relationship.

1. Definitions of Unlawful Discrimination and Harassment:

a) Unlawful Discrimination—Unlawful discrimination is strictly prohibited by the University and will not be tolerated. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the employee's or student's race, color, religion, national or ethnic origin, marital status, sex, age, disability, or any other category protected by law constitutes unlawful discrimination.

b) Harassment—Harassment is any action, oral or written expression, repeated or persistent series of actions, or expressions that are reasonably perceived as creating an intimidating, offensive, hostile or demeaning educational, employment or University living environment for a student or University employee. A hostile environment is one that interferes with an individual's ability to participate in all and any aspects of academic, professional or residential life.

2. Retaliation: It is a violation of this policy to retaliate against a person who has complained about unlawful discrimination or harassment, or for assisting, participating or cooperating in an investigation or grievance of a complaint hereunder.

3. Wrongful Allegations: It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of unlawful discrimination or harassment does not alone constitute proof of a false and/or malicious accusation.

4. Educational Setting: The academic setting is distinct in the workplace, and the University will maintain and encourage academic freedom. Academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute unlawful discrimination or harassment. Those participating in the educational setting bear a responsibility to balance their professional academic responsibilities and academic freedoms with a consideration of the reasonable sensitivities of other participants. Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the University's professional educators.

5. Procedures for Addressing Complaints of Unlawful Discrimination and Harassment:

Anyone who believes he/she has been subjected to discrimination or harassment in violation of this policy should immediately report those concerns to the director of human resources, the assistant vice president for student affairs, instructor, chair, dean or any other member of the administration with whom you feel comfortable in making such a report. No one is required to make a complaint to the person who is the subject of the complaint. The report should be in writing. If the initial report is oral, the person to whom the report was made shall inform the complainant of the right to file a written complaint through these procedures. There is no established time frame for filing a complaint; however individuals are urged to file a complaint as soon as possible after the alleged event or offending act or behavior.

It is the responsibility of all students and employees to bring to the University's attention any indication of unlawful discrimination or harassment and to report promptly any act or event that is believed to be a violation of this policy so that the matter can be investigated promptly and appropriate corrective action taken, if warranted. Complaints or reports shall be directed to the Director of Human Resources, 11 Pinkerton Hall, 512 E. Stephens St., Midway, KY 40347, 859.846.5784.

The director of human resources or her/his designee is responsible for accepting and processing discrimination and harassment complaints under this policy. Instructors, chairs, deans, supervisors and other members of the administration should notify the director of human resources when they receive or otherwise become aware of complaints. To the extent permissible all complaints shall be treated confidentially and will be investigated by the University in an impartial, prompt, and responsible manner.

Each complaint of unlawful discrimination or harassment must be evaluated on a case-by-case basis impartially with reference to the pertinent circumstances. If appropriate, a complaint may be resolved informally. Informal resolutions may be reached by direct communication between the individuals involved or with the help of mediation of a third party. However, such a strategy may be inappropriate when the conduct is severe or when the person responsible for the alleged behavior holds a position of authority. At either Complainant's or Respondent's request any complaint will be removed from an informal resolution process to a formal investigation.

Other complaints will be conducted as formal investigations, including but not necessarily limited to interviews of the Complainant, the Respondent, and witnesses, and review of documents. The rights of both parties are considered in conducting the investigation. Both parties have the right to present witnesses and other evidence on his/her behalf. Both the complainant and the respondent will be notified of the outcome of the investigation and the basis for the decision either orally or in writing. Absent extraordinary circumstances, the investigation will be completed and the parties notified of the results within 15 working days from the date the written complaint is received by the director of human resources. In the event of extraordinary circumstances (to be defined by the director of human resources but to include but not limited to situations with a large number of witnesses or evidence to review, non-cooperation from one or more parties or witnesses), the Complainant and Respondent shall be informed in writing of the need for an extension of time to complete the investigation not to exceed an additional 15 working days, the reasons for an extension of time, and the amount of time needed. In determining whether conduct constitutes a violation of the University's Policy Against Unlawful Discrimination and Harassment, University officials will look at the record as a whole and at all of the circumstances of the situation. The director of human resources or her/his designee, shall conduct the impartial formal investigation and make recommendations for appropriate corrective action and discipline as necessary to the assistant vice president for student affairs where the Respondent is a student and to the provost where the Respondent is an employee or a third party who is not an employee or student of the University. Either the assistant vice president for student affairs or the Provost shall decide appropriate corrective action and discipline as necessary. If a violation of this policy is found, Midway will take steps to prevent further unlawful harassment and/or discrimination.

Members of the University community are also advised that behavior that does not rise to the level of unlawful discrimination or harassment may nonetheless be unprofessional, inappropriate or disruptive in the workplace, classroom, or residence halls and could warrant appropriate corrective action and discipline.

Members of the University community are expected to cooperate in investigations by designated University officials of alleged unlawful discrimination or harassment.

Student complaints of unlawful discrimination or harassment by other students may also be covered by certain provisions of Code of Student Conduct contained in the Midway University Student Handbook, and may be referred to the assistant vice president for student affairs or the Student Conduct Board for final resolution and disciplinary action, if warranted. More complete information concerning the student disciplinary process, rights of the student who is the subject of the complaint, rights of the student bringing forward the complaint, and possible sanctions can be found in the Code of Student Conduct section of the Midway University Student Handbook.

6. Confidentiality

The University will make reasonable efforts to keep all information relating to complaints under this policy confidential on a need-to-know basis, to the extent consistent with the University's legal obligations, its need to investigate allegations, and its need to take corrective and/or disciplinary actions. All participants in the grievance process or any investigation of any allegation hereunder shall respect the confidentiality of the process and violation of confidentiality on a need-to-know basis is a violation of this policy.

7. Corrective and/or Disciplinary Action

In the event that the investigation reveals that unlawful discrimination or harassment or other inappropriate or unprofessional conduct (even if not unlawful) has occurred, further action will be taken, including corrective and/or disciplinary action, up to and including termination or expulsion in accordance with appropriate University procedures (for students see Midway University Student Handbook; staff see Midway University Employee Handbook; faculty see Faculty Handbook). If a violation of this policy is found, Midway will take steps to prevent further unlawful discrimination and/or harassment.

8. State and Federal Agencies

In addition to the above, employees or students who believe they may have been subjected to unlawful discrimination or harassment may file a formal complaint with government agencies. Using the University's complaint process does not prohibit an employee or student from filing a complaint with these agencies.

U. S. Department/program of Education
Office for Civil Rights
Philadelphia Office
100 Penn Square East, Suite 515
The Wanamaker Building
Philadelphia, PA 19104-3326
(215) 596-6787
TDD: (215) 596-6794

Kentucky Commission on Human Rights
332 W. Broadway, 7th Floor
Louisville, KY 40202
Phone: (502) 595-4024
Toll-free: (800) 292-5566
TDD: (502) 595-4084

U.S. Equal Employment Opportunity Commission
1801 L. Street, N.W.
Washington, D.C. 20507
(800) 669-4000

ACCREDITATION

Midway University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Baccalaureate and graduate degrees.

Southern Association of Colleges and Schools Commission on Colleges
1966 Southern Lane
Decatur, Georgia 30033-4097
404-679-4501

This MSN Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Rd., Suite 850
Atlanta, Georgia 30326
Phone: 404-975-5000
Fax: 404-975-5020
www.acennursing.org

CONGRATULATIONS AND WELCOME... You have made an important decision to return to school to complete a Master's of Science Degree in Nursing.

You enter into education now with a different perspective than you had as a first time University student; this has an impact upon the way you view learning. In addition, you and your peers come to this program with a broad variety of interests, skills, experiences, and motivations. However, you also share common concerns and similarities with one another about returning to school. Do not be hesitant to ask questions about your program or about Midway University. Become engaged with your classmates and your professors. Develop an open mind to accommodate creative thinking and innovation.

The MSN courses are taught online. In order for students to be familiar with online learning practices and technologies, numerous resources have been made available. The Midway University online Learning Management System offers an excellent tutorial to orient you to the system. The Online Support Center offers 24/7 assistances with someone available to help you navigate the system or solve any operating problems. Of course, faculty is also available to assist you. Online learning does require more initiative on your part to communicate with the professors, meet deadlines, and take responsibility for your learning. With most of the MSN courses lasting just 8 weeks, the teaching and course work are conducted at an accelerated pace that demands good time management.

This handbook has been developed with the express intent of keeping you informed as a returning adult learner at Midway University. Students are responsible to know the information and policies in this handbook and in other publications of the University.

OVERVIEW OF MIDWAY UNIVERSITY

Midway University, located in Midway, Kentucky, is a private, non-profit liberal arts college, founded in 1847 by Dr. Lewis L. Pinkerton, as the first school in the United States to serve orphaned and disadvantaged women. Through the years the school evolved and became Pinkerton High School, Midway Junior College, Midway College and on July 1, 2015, Midway University.

Today, Midway University is a leader in providing educational opportunities for men and women who wish to continue their education. The main campus provides a unique learning, living opportunity for students seeking their undergraduate degrees. Midway also offers undergraduate and graduate programs in an accelerated format where students attend classes in the evening or online.

Midway University has long been known for its excellence throughout Kentucky and beyond in the program areas of Business, Equine Studies, Nursing/Healthcare, and Teacher Education. With more than 30 majors and areas of concentrations, our programs are matched with the work force needs of the region and are applicable to many business segments.

Midway University is located in the heart of Central Kentucky's Bluegrass region. Sitting atop rolling hills, the University has views of the small town of Midway one-quarter mile away. The

200-acre campus is a short drive from Lexington, Louisville, and Cincinnati. Major airports and interstates make traveling convenient.

The University is approved to award associate, baccalaureate, and master's degrees.

All statements in this publication are announcements of present policy only and are subject to change at any time without prior notice.

MIDWAY UNIVERSITY MISSION STATEMENT

Midway University shapes and inspires the lives of women and men in undergraduate and graduate programs through a student-centered, global education that leads to rewarding careers and responsible citizenship.

MIDWAY UNIVERSITY VISION STATEMENT

Midway University will become a regional, vibrant institution committed to academic quality and individual achievement.

MIDWAY UNIVERSITY VALUES

Midway University fosters core values shared by the Christian Church (Disciples of Christ) and reflect the beliefs of our founder, Dr. L.L. Pinkerton. These values include:

- Valuing the dignity of all people
- Acting with integrity and responsibility
- Viewing self as part of the community
- Living life within a global context
- Providing service to others
- Pursuing life-long learning

OVERVIEW OF MSN PROGRAM

The Master of Science in Nursing Degree (MSN) program at Midway University is designed to prepare students as highly skilled professionals to lead educational and complex healthcare systems. Graduates will be prepared to assume increasing accountability and responsibility in leadership positions. The curriculum is designed so that graduates of the program are prepared to practice in a culturally and an ethnically diverse global society. Consistent with the mission of Midway University, graduates will be prepared for rewarding careers and responsible citizenship.

Tracks within the Master of Science in Nursing Program include Nursing Administration and Nursing Education. A RN (ADN) to MSN Bridge Option is available for both tracks.

Nursing Administration: The nursing administration track is designed to prepare nurses as professional leaders in a variety of healthcare settings, corporations, and communities. Students focus on professional role development, knowledge translation, quality improvement and safety, ethics and health policy, financial and resource management, and organizational leadership. Evidence-based experiences in various settings provide students with opportunities to function as nurse administrators.

Nursing Education: The nursing education track is designed to prepare nurses for teaching careers in schools of nursing and nursing staff development/education departments in a variety of healthcare settings. Students focus on professional role development, knowledge translation, quality improvement and safety, ethics and health policy, curriculum development and implementation, and outcome measurement and evaluation. Evidence-based experiences in various settings provide students with opportunities to function as nurse educators. This track will address the critical nursing faculty shortage in Kentucky and the United States.

The format will be online with a practicum for each track.

MSN MISSION STATEMENT

The Master of Science in Nursing Degree (MSN) program at Midway University shapes and advances careers of nurses for leadership in healthcare administration and education.

MSN PROGRAM CORE VALUES

- Caring
- Value the dignity of all people/diversity
- Act with integrity and professional responsibility
- View self as part of the professional community
- Provide leadership within a global context
- Through leadership create a culture of holism and patient-centeredness
- Provide service to the profession and others
- Pursue excellence through lifelong learning.

ORGANIZING FRAMEWORK OF THE MSN PROGRAM

The increasing complexity of health care delivery calls for nurse leadership to improve quality outcomes, promote a culture of excellence, build and lead collaborative interprofessional teams, navigate seamless care services, create innovative nursing practices and translate evidence into practice. The following standards provide a framework to effectively accomplish the mission and organize the curriculum of the Midway MSN program:

- *Accreditation Commission for Education in Nursing (ACEN) Accreditation Standards* (2014)
- *American Association of Colleges of Nursing (AACN) The Essentials of Master's Education in Nursing* (2010)
- *American Nurses Association (ANA) Nursing Administration Scope and Standards of Practice* (2009)
- *American Organization of Nurse Executives (AONE) Nurse Executive Competencies* (2015)
- *Institute of Medicine (IOM) Recommendations* (2010)
- *The Joint Commission National Patient Safety Goals* (2015)
- *National League for Nursing (NLN) Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing* (2010)
- *National League for Nursing (NLN) Scope of Practice for Academic Nursing Educators* (2012)
- *Quality and Safety Education for Nurses (QSEN)* (2009)

The program has clearly articulated student learning outcomes (SLOs) and program outcomes that are based on the above standards.

MSN STUDENT LEARNING OUTCOMES

1. Construct effective communication strategies for working effectively in teams and collaboratively with other health care providers.
2. Synthesize best practices and organizational and systems leadership principles to promote high quality and safe patient care.
3. Critique evidence with an understanding of quantitative and qualitative research to guide ethical decision-making.
4. Create innovative approaches to complex issues in healthcare delivery at the local, state, and national levels based on understanding of health policy and principles of advocacy.
5. Analyze current and emerging trends and technologies to support quality healthcare.
6. Conduct a comprehensive systems assessment as a foundation for decision making.
7. Design strategies to promote lifelong learning that incorporate professional nursing standards and accountability for practice.

MSN PROGRAM OUTCOMES

MSN Program outcomes will be measured just prior to graduation and/or within six to twelve months of graduation. The outcomes are:

Outcomes	Outcome Measures
1. A minimum of 85% of students will complete the program within six (6) semesters (full time) and nine (9) semesters (part time).	1. Graduation Rates
2. A minimum of 90% of graduates will be employed in positions for which the program prepared them within six to twelve months of graduation.	2. Job Placement Rates.
3. A minimum of 80% of graduates will pass the certification exam for their specialty track area: CNE or AONE certification exam.	3. Certification Exam Pass Rates

MSN CURRICULUM PLAN

Core Courses:

NSG 510 Professional Role Transition	3 credit hours
NSG 520 Evidence-Based Nursing	3 credit hours
NSG 530 Quality Improvement and Safety	3 credit hours
NSG 540 Ethics and Health Policy	3 credit hours
NSG 610 Informatics and Healthcare Technology	3 credit hours
NSG 620 Translational Research	3 credit hours

Nursing Administration Track:

NSG 570 Role of the Nurse Administrator	3 credit hours
NSG 590 Nursing Leadership of Healthcare Delivery Systems	3 credit hours
NSG 627 Financial Aspects of Health Care	3 credit hours
NSG 652 Nursing Administrator Practicum	3 credit hours
NSG 662 Nursing Administrator Scholarly Project OR	3 credit hours
NSG 672 Nursing Administrator Thesis	3 credit hours
Business electives (choose 1 of the following courses)	3 credit hours
BUSM 540 Organizational Behavior	
BUSM 640 Operations Management	
HCA 602 Advanced Healthcare Financial Management	

Nursing Education Track:

NSG 560 Advanced Pathophysiology/Pharmacology	3 credit hours
NSG 580 Advanced Health Assessment	3 credit hours
NSG 625 Curriculum Development and Implementation	3 credit hours
NSG 635 Outcome Measurement and Evaluation in Education	3 credit hours
NSG 650 Nursing Education Practicum	3 credit hours
NSG 660 Nursing Education Scholarly Project OR	3 credit hours
NSG 670 Nursing Education Thesis	3 credit hours

Total 36 credit hours

NURSING COMPONENT OF THE MSN PROGRAM

MSN Course Objectives

NSG 510 Professional Role Transition **3 credit hours**

Built on a foundation of nursing and leadership theory and research, this course enhances the knowledge and skills through which nurses may influence the future of nursing, nursing administration and nursing education. Students will explore the leadership and communication dynamics necessary to lead collaborative interprofessional teams that promote healthy work environments for staff and quality outcomes for patients. In addition, students will examine the American Association of Colleges of Nursing (AACN) Essentials of Master's Education in Nursing and other professional nursing standards. Areas of skill development include scholarly writing, presentations, and computer-based skill.

NSG 520 Evidence-Based Nursing **3 credit hours**

In this course, students review the history of Evidence-Based Practice (EBP). Students will identify current best evidence and appraise the evidence for rigor and applicability to the practice settings as well as to sustain organizational change. EPB models that promote adoption of evidence into healthcare to improve quality and safety will be examined.

NSG 530 Quality Improvement and Safety **3 credit hours**

The professional nurse's role in reducing preventable healthcare errors and improving patient safety will be the focus of this course. The history of quality improvement and patient safety including the Institute of Medicine reports and the Quality and Safety Education in Nursing program will be examined. Students will conduct a comprehensive systems assessment to identify current practices that impede quality care and construct approaches for systems change that create and maintain a culture of quality and safety.

NSG 540 Ethics and Health Policy **3 credit hours**

Nursing educators and leaders in the 21st century must practice within an ethically and legally sound framework in which they utilize evidence-based policy to influence today's changing healthcare environment. In this course students will assess current policies that influence healthcare practices through ethical and legal lenses. Content will include quality and safety in health care, public policy and advocacy, nurses as change agents, and ethical and legal aspects of nursing practice.

NSG 560 Advanced Pathophysiology/Pharmacology **3 credit hours**

This course examines scientific complexity and integration of pathophysiologic states and utilization of pharmacologic agents for disease management. Pathophysiological mechanisms of disease will be used to explain human responses to potential and actual health problems across the life span as well as corresponding pharmacologic and nonpharmacologic treatments. Also included will be cultural implications, costs of medications, Medicare and Medicaid reimbursement for medications, and issues of dosage and generic use.

NSG 570 Role of the Nurse Administrator **3 credit hours**

In this course, students explore the professional roles and responsibilities of the nurse

administrator including interprofessional collaboration in diverse settings. Students will be encouraged to analyze innovative practices in leadership roles, such as decision making, creating a culture of safety and quality, organizational behaviors, budget development, strategic planning, and effecting change.

NSG 580 Advanced Health Assessment

3 credit hours

This course is designed to enhance the knowledge and skills of the nurse educator to teach and evaluate health assessment in academic and primary or acute care settings. Emphasis will be on advanced systems-focused assessment and interviewing techniques including considerations for cultural variations.

NSG 590 Nursing Leadership of Healthcare Delivery Systems

3 credit hours

The focus of this course is organizational and systems leadership. Students will examine leadership skills needed to be an effective member and transformational leader of interprofessional teams that manage and coordinate care within today's complex healthcare systems. Concepts important in organizational dynamics including systems theory, organizational and management theory, and chaos and complexity theories will be explored.

NSG 610 Informatics and Healthcare Technology

3 credit hours

This course examines the current standards and uses of informatics in patient care delivery and healthcare systems. Electronic healthcare systems will be critiqued regarding current architecture and ethical standards, provider usability and support, and role in patient safety and quality improvement. Students will develop the ability to integrate nursing science, computer science and information science to improve population health. Emerging technologies and innovations will be examined for patient and provider applications in improving health outcomes.

NSG 620 Translational Research

3 credit hours

An emphasis will be placed on the critical examination of current research in the identification and dissemination of best practice for use in professional nursing roles. Content includes quantitative and qualitative research processes, critical research methods, analysis, and ethical aspects of scholarly inquiry. Data analysis techniques will be utilized to translate research into practice. Prerequisite: Statistics course required.

NSG 625 Curriculum Development and Implementation

3 credit hours

This course analyzes the professional role of the nurse educator including curriculum development in both academic and clinical settings. A variety of teaching strategies for diverse learning styles will be examined. Specific education and change theories will be examined in relation to development and implementation of curricula. Content will include continued competencies, educator credentialing, and the importance of lifelong learning.

NSG 627 Financial Aspects of Health Care

3 credit hours

This course will scrutinize financial management issues important for today's nurse administrators functioning within a rapidly changing healthcare delivery system. The financial impact of administrative decisions across healthcare organizations will be examined. Topics in this course will include current trends and future directions in cost/benefit analysis, budgeting, planning and control management of the organization's financial resources, case management,

population health management and outcomes, as well as use of financial management tools. In addition, data that influences third-party reimbursement, such as patient outcomes and patient satisfaction, and their impact on healthcare financing will be explored.

NSG 635 Outcome Measurement and Evaluation in Education **3 credit hours**

This course examines a variety of methodologies the nurse educator utilizes to identify, measure and analyze outcomes of all domains of learning. Students will examine formative and summative evaluation processes in the classroom and clinical settings, as well as nursing program accreditation processes. A nurse educator's responsibility to pursue his/her own continuous professional improvement and ability to function as a transformational leader within the educational environment will be explored.

NSG 650 Nursing Education Practicum **3 credit hours**

This course is designed to provide practical experiences in application, demonstration, and synthesis of educational theory and competencies. Students will utilize innovative teaching methodologies and educational programs in academic or clinical settings. In addition, students will work closely with an experienced nurse educator in either an academic or clinical setting to meet the students' individual and course objectives. (135 practicum hours equals 3 credit hours).

NSG 652 Nursing Administration Practicum **3 credit hours**

This course provides practical experiences in application, demonstration, and synthesis of leadership and administration theories and competencies. Students will incorporate change theory and transformational leadership strategies in implementation of a practice change. In addition, students will work closely with an experienced leader/administrator in a healthcare delivery system to meet the students' individual and course objectives (135 practicum hours equals 3 credit hours).

NSG 660 Nursing Education Scholarly Project **3 credit hours**

The nursing education scholarly project addresses an in-depth investigation of a nursing- focused question or problem related to a nursing education issue. Students work individually to develop and implement an innovative teaching methodology or educational program in an academic or clinical setting demonstrating transformational leadership skills. The project will be individualized by the student and approved by faculty. The proposal will be written in a scholarly format that includes statistical analysis of outcomes data.

NSG 662 Nursing Administration Scholarly Project **3 credit hours**

The nursing administration scholarly project addresses an in-depth investigation of a nursing- focused question or problem related to a healthcare delivery system issue. Students work individually to lead a change process demonstrating transformational leadership skills. The project will be individualized by the student and approved by faculty. The proposal will be written in a scholarly format that includes statistical analysis of outcomes data.

NSG 670 Nursing Education Thesis **3 credit hours**

The nursing education thesis is a research investigation of phenomena of interest to academic or clinical nursing education. Students will work individually with a faculty committee to complete a research study that generates new knowledge in the field of nursing education.

NSG 672 Nursing Administration Thesis

3 credit hours

The nursing administration thesis is a research investigation of phenomena of interest to nursing leadership of complex healthcare systems. Students will work individually with a faculty committee to complete a research study that generates new knowledge in the field of nursing administration.

MSN ADMISSION CRITERIA

Admission Deadlines

Applications to the MSN program will be reviewed throughout the year. It is strongly recommended that prospective students complete the application process 2-3 months prior to the semester within which they would like to begin matriculating.

Admission Criteria

BSN-MSN Track

1. Complete the application process for Midway University.
2. Complete the application process for the MSN Nursing Program including the following:
 - a. Must have BSN degree from CCNE or ACEN accredited program whose parent institution is regionally accredited. Degrees from foreign institutions will be reviewed on an individual basis.
 - b. Recommended minimum cumulative grade point average of 3.0 in nursing (on a 4.0 scale).
 - c. Must hold current and unencumbered registered nurse (RN) license in Kentucky or compact state.
 - d. Submit professional resume or curriculum vitae.
 - e. Participate in interview with the Dean of the School of Health Sciences or designee.
 - f. Three (3) professional recommendations are required with your application. The strongest recommendations are from managers, directors, professors or others in a supervisory capacity. Recommendations from friends, other students, co-workers, or family members are not acceptable.
 - g. Writing requirement: Applicants must submit a typed paper on their professional goals and how graduate study will support those goals (limit 2 pages).

RN (ADN)-MSN Bridge Program

In addition to the above admission requirements, applicants to the RN (ADN)-MSN Bridge option must also include the following admission criteria:

1. Must have ADN degree from CCNE or ACEN accredited program whose parent institution is regionally accredited. Degrees from foreign institutions will be reviewed on an individual basis.

International Applicants

In addition to meeting the above requirements for admission, applicants who fall into any of the following categories should supply an official TOEFL score:

1. Born outside the United States;
2. For whom English is a second language;
3. Have a degree or transcripts from a non-U.S. institution.

A score of 550 (paper-based), 213 (computer-based) or 79-80 (Internet based) or higher on the Test of English as a Foreign Language (TOEFL) will be required of those who are not U.S. citizens and for whom English is not a first language. The TOEFL is offered at several locations within the College's service area.

Degree Requirements

1. 36 hours of graduate credits in nursing for the education track; 36 hours of graduate credits in nursing and business administration for the administration track.
2. Minimum of 30 hours of graduate credits earned in residence at Midway University. No more than six credits of CORE courses may be transferred.
3. Maintain a 3.0 GPA out of 4.0 overall grade point average throughout the program in support courses, including electives.
4. Students must meet all Midway College graduation requirements for the Masters degree.
5. Full-time students must complete degree requirements within six (6) semesters, and part-time students within nine (9) semesters, from time of entry into the MSN program.

MSN PROGRAM REQUIREMENTS

1. The student is expected to provide transportation to practicum facilities.
2. The student is expected to satisfy all University requirements for graduation.
 - a) Students must complete a program plan with their advisor in the Student Planning software during their first semester. In each subsequent semester, students should check their progress with general education and Nursing course requirements in the Student Planning software.
 - b) It is the student's responsibility, in consultation with their advisor, to register for and successfully complete all courses needed to meet graduation requirements.
3. Students are encouraged to be employed in the health care setting while enrolled in classes.

4. Technology requirements for online courses:
 - Computer with online access, .pdf reader, and flash.
 - Web browsers
 - Mac users will need Safari 3 or higher, Firefox 3 or higher, or Google Chrome 4 or higher
 - PC users will need Firefox 3 or higher, or Google Chrome 4 or higher.
 - Students will also need the equipment to record themselves giving oral presentations and to post those presentations online.

5. Provide the following: evidence of immunizations or immunity for hepatitis B, measles, mumps, rubella, and varicella; current negative tuberculin skin test; current TDAP; influenza vaccination; current CPR certification; and evidence of health insurance prior to admission to NSG 510. Most practicum sites also require influenza vaccine.

IMMUNIZATIONS & REQUIREMENTS PRIOR TO PRACTICUM:

All required immunizations, certifications, and other items listed below are to be submitted to the Nursing Office for students entering the MSN Program. No student will be allowed to attend practicum until these requirements are met and appropriate documentation is on file in the Nursing Office.

MMR (Measles (Rubeola), Mumps, and Rubella)

1. Official immunization record containing 2 documented MMR vaccination dates or;
2. Titer results showing positive immunity for each component of MMR

Varicella (Chicken Pox)

1. Official immunization record containing 2 documented varicella vaccination dates or;
2. Titer results showing positive immunity for varicella
 - Students may be required to provide titer results showing immunity to varicella before attending practicum rotations at particular facilities. These students will be notified at the time of practicum assignment, if documentation of a titer is not already on file.

Hepatitis B

1. Official immunization record containing dates of all vaccinations or;
2. Titer results showing positive immunity for Hepatitis B Surface Antibody or;
3. If a student does not wish to obtain the Hepatitis B vaccine or is not complete with the series, the Hepatitis B Waiver form should be signed and placed in the student's file. The form is available in the Nursing Office. Should the student complete the vaccine series or obtain a titer, it is the student's responsibility to submit documentation to the Nursing Office.

TDAP

1. Official immunization record containing date of vaccine.

TB skin test or T-Spot test

1. Students must retest and submit documentation annually.
2. Students testing positive for TB the first-time should be re-evaluated by chest x-ray and submit results. Documentation of symptom screening for TB performed by a primary healthcare provider must be submitted annually thereafter.

CPR

1. Infant, Child, and Adult Resuscitation are required for certification.
2. American Heart Association Basic Life Support for the Healthcare Provider
*This is the only certification accepted. Please call the Nursing Office with any questions.
3. It is the student's responsibility to recertify and submit documentation prior to the expiration date provided on the front of the CPR card.

Influenza Vaccination

Most practicum sites, contracted with Midway University's Nursing Program, require employees and students to provide documentation of influenza vaccination during the flu season. Any deferments would need to be approved by the contracted site. A copy of the vaccination documentation should be provided to the Nursing Office.

HIPAA (Health Insurance Portability Accountability Act)

Students must complete and sign the "Midway University Nursing Students HIPAA Confidentiality Agreement".

Student Health Insurance

Midway University requires students registering for internships, practicums, clinical and student teaching to purchase their own health insurance and provide evidence of current insurance card. A copy of the insurance card must be submitted to the Nursing Office prior to attending clinical rotation. See University Catalog at <https://orgsync.com/114283/files/824905/show> and refer to the following section, Student Affairs/Student Health Insurance.

SELECTED UNIVERSITY POLICIES

The following University policies apply to all students of Midway University. For more information about these and other University policies, please refer to the University catalog and your advisor for details.

Graduating Student Assessments

Nursing Program faculty will administer MSN Exit Interview Survey and Program Self-Assessment Survey (PSAS).

Academic Honesty

Midway University seeks to promote the highest standards of academic and personal integrity in faculty and students. All persons associated with the University's academic community have a responsibility to establish, maintain, and foster an understanding and appreciation of academic standards and values. Academic dishonesty in any form cannot be tolerated in such an environment.

Academic dishonesty is regarded as an act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty also includes forging academic documents, impeding or damaging the academic work of others, or assisting students in acts of dishonesty. In essence, academic dishonesty can be categorized and defined as follows:

Cheating: Cheating is defined as using or attempting to use unauthorized materials, information or study aids in any academic exercise. Cheating includes, but is not limited to, wrongfully giving, taking or receiving aid on any academic exercise for which the student will receive credit.

Fabrication: Fabrication is the falsification or invention of any information or citation in an academic exercise. Fabrication includes, but is not limited to, falsely citing a source which does not exist and incorrectly citing a source (e.g. improperly citing an article's page numbers, volume number, etc.).

Plagiarism: Plagiarism is any representation of the words or ideas of another as one's own. All academic assignments submitted to the student's professor shall be the result of the student's own ideas, research, composition, and expression. A student who submits any exercise which uses someone else's ideas, words, expressions, or pattern of organization without properly citing/acknowledging the author is guilty of plagiarism.

Plagiarism also includes reproducing another's work and submitting it as one's own, whether it is an article, pages of a book, a paper from a friend, a file, or any other work. A student who has someone alter or revise their work and then submits it as their own is also guilty of plagiarism.

Although students may discuss assignments with each other and with their professor, any work submitted to the professor should be done solely by the student who claims it as their own.

All members of the University community, including faculty, students, staff and administration should report any alleged incident of academic dishonesty. (See the University catalog for the process of handling cases of reported academic dishonesty.)

Academic Grievances

If a student thinks that the final grade awarded to him/her in a course was unjust, the student must contact course professor within two (2) weeks of the posting of grades for the academic term in which grade was received. If the student has not been able to resolve the situation by speaking to the course professor, then the student may file an academic grievance with the Vice President/Dean of School for Career Development. This must be done by the student within five academic days after contacting or attempting to contact the course professor. (Upon notification of a student appeal, the professor will inform the program chairperson whose opinion and advice will be solicited at this time.) The Vice President/Dean of School for Career Development will attempt to mediate the dispute with the course professor and the student.

See University catalog under academic grievances for details concerning unsuccessful mediation.

Student Grievance Procedure

United States Code §1099b(a)(5)(1)(1999) and the United States Department of Education Regulations[34 CFR Ch. VI. 602.26(b)(11.) and July 2002 at 602.16(a)(1)(ix)] requires accrediting agencies to evaluate an institution on specific indicators. One of those indicators is student complaints. An institution of higher education must keep a record of student complaints and resolution of complaints.

Included in the Midway University catalog and the Student Handbook are policies and procedures for receipt of and response to student grievances or appeals in a variety of areas; for example, charges of academic dishonesty, grades, administrative withdrawals (suspensions, etc.), records content and access, discrimination, harassment, sexual harassment and assault, and disciplinary actions and procedures. These defined procedures should be utilized if they apply to a specific student grievance.

If a grievance is related to an area for which there are not defined procedures, students may take the following steps:

1. Whenever possible, the aggrieved student should first discuss the matter with the person or persons directly involved in an attempt to resolve the grievance through informal discussion.
2. If there is no resolution, the aggrieved student should discuss the matter with the supervisor to whom those directly involved report. The supervisor will attempt to mediate an informal resolution.

3. If there is no resolution, the aggrieved student should write a statement giving all pertinent information, sign and date the statement, and submit it to the Assistant Vice President for Student Affairs, either in person or by mail. An e-mail or a conversation does not constitute the submission of a grievance.

4. The Assistant Vice President for Student Affairs will determine which University administrators should handle the issue and work with that individual to ensure that the grievance is investigated and, if the grievance is determined to be valid, that any appropriate actions to resolve the grievance are taken.

5. The Assistant Vice President for Student Affairs will maintain a record of all grievances addressed through this process.

Sexual Misconduct Policy

Midway University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of sexual misconduct. Therefore, the University will not tolerate sexual misconduct as defined in this policy. Such acts are prohibited by University policy, as well as state and federal law. Persons whom the University determines more likely than not have violated this policy are subject to penalties up to and including dismissal or separation from the University, regardless of whether they are also facing criminal or civil charges before a government agency or court of law.

This policy applies to all University students, faculty and staff, as well as third parties who interact with the University community, and all University-sponsored programs, events and activities, regardless of where the alleged sexual misconduct occurs. Gender discrimination that is not covered by this policy should be addressed through the University's other policies on discrimination.

The complete Sexual Misconduct Policy can be found in the Midway University Student Handbook and on the Midway University website: <http://www.midway.edu/non-discrimination-policy/>

POLICIES SPECIFIC TO THE MSN PROGRAM

- 1.0 24 month/36 month tracks:** The MSN program may be completed in 24 month track or 36 month track.
- 1.1 Change of Name or Address:** It is the student's responsibility to keep the nursing office, University registrar, IT (for email), business office and financial aid office abreast of current address, phone number, and name changes. If you should change any of the above, notify the Registrar (859-846-5340) and Nursing Office (859-846-5725) immediately. You may miss important student information if your records are not current.
- 1.2 E-mail Address:** All Midway University MSN students are responsible for obtaining Midway University e-mail address and keeping the Nursing Office apprised of that address. Students are expected to check their e-mails at least daily for time-sensitive information and communication from the University or their instructor. All email communication will be through Midway University email with Midway University email addresses.
- 1.3 Recent Graduates:** Recent Associate Degree graduates planning to enter the RN (ADN)-MSN Bridge Program are encouraged to:
- Indicate intentions to enter the RN (ADN)-MSN Bridge at least one month prior to entrance.
 - Complete NCLEX successfully prior to admission to RN (ADN)-MSN Bridge program.
 - Gain 1-2 years' of clinical experience prior to application to the ADN-MSN Bridge Program
- 2.0 Transfer of Credit:** Minimum of 30 hours of graduate credits earned in residence at Midway University. No more than six credits of CORE courses may be transferred from a CCNE or ACEN accredited program whose parent institution is regionally accredited.
- 3.0 Class/Practicum/Credit Hour Ratio:**
- Class:** The ratio of clock hours to credit hours is 50 minutes: 1 credit hour. For each credit hour enrolled the student is expected to spend one 50 minute hour per week in the online classroom.
- Practicum:** The ratio of clock hours to credit hours is 3:1. In the courses NSG 650 Nursing Education Practicum and NSG 652 Nursing Administration Practicum, three 60 minute practicum hours per week are equivalent to one credit hour.
- 4.0 Expenses:** In addition to tuition and fees, additional expenses related to nursing courses may be incurred. The nursing faculty makes every attempt to keep these costs to a minimum.

- 4.1 Name Pin:** A name pin (your name, RN, Midway University MSN nursing student) is provided by Midway University. Replacement pins may be purchased through the nursing office (approximate cost \$15.00 payable in advance).
- 4.2 White Lab Coat:** To be purchased independently by the student.
- 4.3 Books:** The cost of textbooks ranges from \$75 to \$250 per semester. Textbooks may be ordered through e-campus.com or vendor of student's choice. The current edition of the **APA Publication Manual** is required for all MSN courses.
- 4.4 Equipment:** NSG 580, Health Assessment requires the following:
- Penlight (\$5-\$10)
 - Measuring tape (\$5-\$10)
 - Double-head stethoscope with diaphragm and bell (\$40-\$100)
 - Clear six-inch ruler marked in centimeters (\$5-\$10)
- 4.5 Transportation:** Students provide their own transportation to practicum sites.
- 4.6 MSN Nursing Hood:** Graduating seniors may purchase the hood to wear after graduation. The cost of the hood varies according to current market prices.
- 4.7 Graduation Fees:** There is a \$200.00 fee per diploma.

4.8 Emergency Medical Care: During the educational program, the student is required to attend practicum in a variety of settings within the community. Should medical treatment become necessary, during a practicum, the clinical agencies may be willing to provide emergency care, or to insure the student is transported to a site where emergency care can be provided. The student must accept the financial responsibility for such care and transportation.
*Students must provide evidence of health insurance prior to attending practicum.

5.0 Tuition Structure: MSN students are assessed tuition based on the number of credits for which they register.

Our MSN program is still in the approval process for students to be eligible to receive federal financial aid through the FAFSA, such as federal Direct Loans. At this time, there are no options through the FAFSA for students.

Students have a couple of options to cover their balance. They may establish a payment plan with the business office or may pursue a private education loan. Payment plan details are available here <http://www.midway.edu/admissions-aid/cost-aid/student-account/payment-options/>.

The private education loan market differs considerably from the Direct Loan Program offered by the Department of Education. Students are advised to treat the pursuit of a private education loan the same as they would any major purchase or loan. It is important to find a lender that suits students' needs as terms and conditions may vary

from lender to lender. If students are interested in the private loan market, it is recommended they use the interactive tool link, Private Student Loan Options, available here <http://www.midway.edu/admissions-aid/cost-aid/apply-for-aid/loan-programs/>. Select Private Student Loan Options and then Private Loan Information on the following page, and students will be walked through an interactive tutorial that highlights key information needed to be a savvy borrower.

In addition, some employers offer tuition reimbursement benefits to their employees, so students may wish to investigate that possibility if it is applicable.

- 6.0 Liability Insurance:** It is strongly encouraged that students be covered by malpractice insurance prior to entering practicum courses.
- 7.0 Dress Code:** When in the practicum setting, students may wear lab coats as appropriate and the official name pin identifying the individual as a registered nurse and MSN student of Midway University. If the clinical agency designates a specific student dress code this must be followed. Lab coats are to be provided by the student, and name pins are provided through the nursing office. Students are expected to project a professional image as students of Midway University. Attire under the lab coat should be appropriate to the setting (e.g. scrubs may be worn in the trauma or critical care areas). **Blue jeans are not acceptable in the practicum area.**
- 8.0 Attendance:** It is expected that all students attend scheduled class and practicum experiences. In addition to the general policies stated here, specific course policies concerning class and practicum attendance are listed in the respective course syllabi.
- 8.1 Class Attendance:** It is expected that all students attend scheduled course and practicum experiences. In addition to the general policies stated here, specific course policies concerning class and practicum attendance are listed in the respective course syllabi.
- 8.2 Practicum Attendance:** Students in Practicum will be required to complete 135 hours of clinical experience. Students are expected to keep a log documenting these hours.
- 9.0 Written Assignments:** All assignments must follow current APA style. All assignments are to be turned in on or before the assigned time. Late assignments may be penalized. Unless otherwise determined by faculty, written assignments must be typewritten.
- 10.0 Grading:** A grade of "B" or better is required in all courses required for the MSN Program. Courses with grades below "B" must be repeated.
- 10.1 Grading Scale:**

90 - 100	=	A (High Achievement)
80 - 89	=	B (Satisfactory Achievement)
70 - 79	=	C
60 - 69	=	D
60 and below	=	F

10.2 Practicum: Practia are graded as satisfactory or unsatisfactory based upon achievement of course objectives.

10.3 Progression: A letter grade of C can be repeated with approval of the dean, with only one attempt at a repeat allowed in each course. Withdrawals count as attempts. Only the grade earned on the second attempt will be used to compute the GPA, but both grades will appear on the student's transcript.

Students may not earn more than two C's. Students who earn a third C will be dismissed from the program.

A student whose term GPA falls below 3.00 will be placed on academic probation for the subsequent term (8-week or 16-week). If at the end of the subsequent term the cumulative GPA has not reached 3.00, the student will be dismissed from the program.

11.0 Exams: Policies concerning makeup exams are determined by the course professor and will be included in each course syllabus. If a student must be absent for an exam, it is the responsibility of the student to inform the professor of the reason for the absence.

12.0 Evaluations: Evaluation methods of class content will be determined by the respective professor of that course and will appear on the course syllabus. Practicum evaluations and conferences will be mutually arranged between student and professor. Student evaluations of faculty will follow established protocol of Midway University

12.1 Participation in On-Line Education: The online learning environment improves access to education opportunities for adult learners. Students save time by avoiding commutes to campus and they are able to customize study and completion of assignments to accommodate work and family obligations. However, online education at Midway University is not independent learning. At Midway we strive to create a learning community through facilitated communication between students and faculty and between students enrolled in courses. Online learning requires student investment of time to study and complete assignments. A three-credit course requires between 135-180 hours of student work. Therefore, expect to spend approximately 17-20 hours a week preparing for and actively participating in this course. As future nurse leaders, students are expected to demonstrate proactive stewardship of time and resources for success.

- 13.0 Learning assistance:** Learning assistance is available through several campus services listed in the University Catalog.
- 13.1 Student Development Center** (Midway Campus): Assistance for all students is available on an individual bases through the office of Student Development. The Center is located in the Library; Room 110 the phone number is 859-846-6227.
- 14.0 Extracurricular Activities:** Student participation in all aspects of the program is encouraged.
- 15.0 Recognition of Student Achievement**
- 15.1 Hooding Ceremony:** The hooding ceremony at Midway University is a special recognition ceremony which signifies a scholarly and personal achievement. Each graduate invites his or her academic advisor, Dean, or faculty member to perform the hooding. During the ceremony the faculty member or Dean places the academic hood over the head of the graduate signifying his or her success in completing the graduate program and as a symbol of passage from student to “master”.
- 15.2 MSN Professional Excellence Award:** Recognition of outstanding professional achievements.

**PROGRAM FACT SHEET
MSN PROGRAM
MIDWAY UNIVERSITY**

	Midway Campus
Dean, School of Health Sciences	Dr. Barbara Kitchen (859) 846-5335 bkitchen@midway.edu
MSN Faculty	Dr. Linda Cain (859) 846-5319 lcain@midway.edu
	Dr. Nancy Barnum (859) 846-5331 nbarnum@midway.edu
	Dr. H. Anthony Couch hcouch@midway.edu
	Dr. Lorrie Thompson (859) 324-9989 lthompson@midway.edu
Nursing Administrative Assistant	(859) 846-5318
Nursing Office Fax	(859) 846-5876

ADMINISTRATIVE OFFICE DIRECTORY

Academic Affairs	846-5778/6055
Business Office	846-5402
Campus Health Clinic	846-5418
Communication Center	846-5857
Enrollment Services	888-956-4392
Financial Aid.....	846-5410
Food Service	846-5380
Information Systems	846-5781/4357
Library	846-5316
Nursing Office	846-5725
Nursing Lab	846-5746
President's Office.....	846-5310/5311
Registrar	846-5340/5341/5725
Security	846-5419
Student Affairs	846-5390/5391
Student Center Lobby	846-5385
Student Development Center	846-6227

EMERGENCY NUMBERS = 911

Ambulance	873-8161
Doctor	846-4445
Fire Department	846-4100
Hospital	873-3111
Police	873-7374
Post Office	846-4115
Sheriff	873-3119

APPENDIX

**MIDWAY ADN GRADUATES
CONSENT TO COPY IMMUNIZATION SECTION OF HEALTH FORM
(MSN Student File Copy)
Please read carefully before signing.**

The immunization records reviewed and copied will be used by the MSN Program to verify your immunizations that are required for practicums. We are only interested in the immunization records and this information will be held in strict confidence. Please sign both portions of consent form (one for BSN student file and one for campus nurse.)

Thank you!

TO BE COMPLETED BY STUDENT (If Midway ADN Graduate):

This is to certify that I, _____ authorize Midway University
(student name - print)

to release of my immunization records which are listed on the University health form or in the ADN student file to the MSN Program Chair so that I may be approved to enter the practicum setting.

Signature: _____

Date: _____

**MIDWAY UNIVERSITY
MSN PROGRAM
EMERGENCY MEDICAL CARE**

Should medical treatment become necessary during the practicum experience, the clinical agencies may be willing to provide emergency care, or to insure the student is transported to a site where emergency care can be provided. The student must accept the financial responsibility for such care and transportation.

Students must provide evidence of health insurance prior to attending practicum.

This form must be signed and retained in the student's file in the Nursing Office prior to the student beginning practicum courses.

I accept the financial responsibility for any emergency medical care provided while in clinical practice as a Midway University MSN nursing student.

Print Name

Signature of Student

Date

**MIDWAY UNIVERSITY
MSN PROGRAM
AUTHORIZATION FOR RELEASE OF INFORMATION**

The regulatory and accrediting bodies of the Accreditation Commission for Education in Nursing, INC. (ACEN) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) periodically review the Master's Nursing Program. A component of this review process includes the inspection and review of nursing students' educational work such as papers, projects, and tests. Written consent of the student is required for such review. No information shall be released from a student's record without written permission of the student.

I, _____, give my consent for site visitors from
(student name - print)

regulatory and accrediting bodies to inspect and review my educational works.

Signature of Student

Date

**MIDWAY UNIVERSITY
MSN PROGRAM
STUDENT FILE/IMMUNIZATIONS CHECKLIST**

Name _____ Date of Program Entry _____

- _____ Interview
- _____ Transcripts _____ HIPPA
- _____ Resume _____ Health Insurance
- _____ RN License
- _____ MSN Background Form
- _____ Writing Requirement
- _____ Professional Recommendations (Three)
- _____ MSN Acceptance Letter
- _____ MSN Curriculum Worksheet
- _____ Application to Midway University
- _____ Midway Admission Decision Form
- _____ Midway University Acceptance Letter
- _____ College GPA: _____

Requirement	Dates
Tb Skin or T-Spot Test (Dates of expiration)	1 _____ 2 _____ 3 _____ 4 _____
CPR Certification (Dates of expiration)	1 _____ 2 _____ 3 _____
*MMR	#1 _____ and #2 _____ or Titer & Results _____
Measles	#1 _____ and #2 _____ or Titer & Results _____
Mumps	#1 _____ and #2 _____ or Titer & Results _____
Rubella	#1 _____ and #2 _____ or Titer & Results _____
Hepatitis B	#1 _____ #2 _____ #3 _____ or Titer & Results _____
Hepatitis B Waiver	Date signed _____
Varicella	#1 _____ and #2 _____ or Titer & Results _____
Influenza	1 _____ 2 _____ 3 _____ 4 _____
Tdap	_____
Consent to Copy Immunization Section of Student Health Form Date signed _____	
*Only one MMR vaccination needed for persons born before 1957. Birthdate _____	

**MIDWAY UNIVERSITY
RECOMMENDATION FORM
MASTER OF SCIENCE IN NURSING**

APPLICANT: Fill in your name and forward one copy to each respondent. Please provide a stamped, addressed envelope along with each form. **Three recommendations are required with your application:** should be from supervisor/employer, clergy, coach or current or former academic faculty.

Read the statement below, and, if you choose, sign it where indicated. The Family Education Rights and Privacy Act of 1974 entitles Nursing graduate students to have access to letters of evaluation in their records at the School. The applicant may waive the right of access to letters of evaluation in which case letters of evaluation will be considered confidential and will not be available to the student. If you wish to waive your right to access this letter of evaluation, please sign your name on the line below the following statement.

I, undersigned, hereby waive all rights or privileges provided by Public Law 93-380 to inspect or challenge the content and comments appearing in this letter of evaluation.

Name of Applicant: _____

Signature: _____ **Date:** _____

RECOMMENDER: The admission procedure for Midway University Nursing requires applicants to gather individual recommendations. Please complete and return this form to Midway University.

Recommender Name: _____

Position/Title: _____

Institution/Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Number: _____ Cell Phone: _____

Email address: _____

Please check the box that best describes your relationship with the applicant:

Faculty/Instructor Supervisor Employer Other

If other, please explain: _____

Signature: _____ **Date:** _____

MIDWAY UNIVERSITY MSN PROGRAM RECOMMENDATION FORM

Please rate the applicant in the areas indicated below by checking the appropriate responses; outstanding, above average, satisfactory, below average, or indicate "unable to comment."

Area	Outstanding	Above Average	Satisfactory	Below Average
Intellectual Ability				
Critical Thinking Ability				
Problem Solving Ability				
Quality of Oral Communication				
Quality of Written Communication				
Motivation				
Emotional Maturity				
Self-Image				
Independence				
Creativity				
Leadership Ability				
Teaching Ability				
Perseverance				
Organizational Ability				
Sense of Humor				
General Knowledge of Nursing				
Ability to Meet a Deadline				
Ability to Work with Others or in Groups				
Commitment to Nursing				
Professional Integrity				

How long have you known the applicant and in what capacity?

What do you consider to be the applicant's strengths?

Do you know any special circumstances in the applicant's social or academic background or emotional makeup that should be considered in the evaluation of this applicant for graduate studies?

What do you consider to be areas for improvement, including those that may limit the applicant's ability to succeed in a graduate program?

Additional Comments. (Please feel free to attach additional pages if necessary.)

Please rate the applicant's overall ability to do graduate level work:

Poor

Fair

Good

Excellent

MSN CURRICULUM PLANNER

Office of the Registrar
 MIDWAY UNIVERSITY
 Midway, Kentucky
 40347
 (859) 846-5340

Student Name
ID#

RN (AND OR DIPLOMA)-MSN Nursing Administration Track, MAJOR: NURSING – 2017-2018

SUPPORTING COURSES

Code	No.	Course title	REQ.	GRADE	TAKEN	TRANS	BALANCE
MTH	245	PROBABILITY and STATISTICS	3				
PHIL	301	ETHICS	3				
Sub-Total Supporting Courses..... >>			6				

BRIDGE COURSES

NSG	310	INTRO TO PROFESSIONAL NURSING	3				
NSG	370	ADAPTATION: ADV CONCEPTS A/C ILLNESS	3				
NSG	410	COMMUNITY HEALTH NURSING	3				
NSG	430	INTRO TO EVID BASED PRACTICE	3				
NSG	460	NURSING LEADERSHIP AND MANAGEMENT	4				
Sub-Total Bridge Courses >>			16				

MSN NURSIN REQUIREMENTS

NSG	510	PROFESSIONAL ROLE TRANSITION	3				
NSG	520	EVIDENCE-BASED NURSING	3				
NSG	530	QUALITY IMPROVEMENT AND SAFETY	3				
NSG	540	ETHICS AND HEALTH POLICY	3				
NSG	570	ROLE OF THE NURSE ADMINISTRATOR	3				
NSG	590	NURSE LEADERSHIP HEALTHCARE DELIVERY SYS	3				
NSG	610	INFORMATICS AND HEALTHCARE TECH	3				
NSG	620	TRANSATIONAL RESEARCH	3				
NSG	627	FINANCIAL ASPECTS OF HEALTHCARE	3				
NSG	652	NURE ADMIN PRACTICUM	3				
NSG	662	NURSE ADMIN SCHOLARLY PROJECT OR	3				
NSG	672	NURSE ADMIN THESIS					
BUSM	XXX	BUSINESS ELECTIVE (BUSM 540 OR BUSM 640)	3				
Sub-Total MSN NURSING..... >>			36				

TOTAL HOURS REQUIRED FOR DEGREE >>	58	
--	-----------	--

Grade of 'C' or higher required for undergraduate courses.
 Grade of 'B' or higher required for graduate courses.

Prepared by:	
Today's date"	

Maximum number of hours accepted in transfer toward this degree = 6

Office of the Registrar
 MIDWAY UNIVERSITY
 Midway, Kentucky
 40347
 (859) 846-5340

Student Name
ID#

RN (AND OR DIPLOMA)-MSN Nursing Education Track, MAJOR: NURSING – 2017-2018

SUPPORTING COURSES

Code	No.	Course title	REQ.	GRADE	TAKEN	TRANS	BALANCE
MTH	245	PROBABILITY and STATISTICS	3				
PHIL	301	ETHICS	3				
Sub-Total Supporting Courses..... >>			6				

BRIDGE COURSES

NSG	310	INTRO TO PROFESSIONAL NURSING	3				
NSG	370	ADAPTATION: ADV CONCEPTS A/C ILLNESS	3				
NSG	410	COMMUNITY HEALTH NURSING	3				
NSG	430	INTRO TO EVID BASED PRACTICE	3				
NSG	460	NURSING LEADERSHIP AND MANAGEMENT	4				
Sub-Total Bridge Courses.....>>			16				

MSN NURSING REQUIREMENTS

NSG	510	PROFESSIONAL ROLE TRANSITION	3				
NSG	520	EVIDENCE-BASED NURSING	3				
NSG	530	QUALITY IMPROVEMENT AND SAFETY	3				
NSG	540	ETHICS AND HEALTH POLICY	3				
NSG	560	ADV PATHO/PHARMACOLOGY	3				
NSG	580	ADV HEALTH ASSESSMENT	3				
NSG	610	INFORMATICS AND HEALTHCARE TECH	3				
NSG	620	TRANSATIONAL RESEARCH	3				
NSG	625	CURR DEV AND IMPLEMENTATOIN	3				
NSG	635	OUTCOME MEASUREMENT AND EVALUATION	3				
NSG	650	NURSE EDUCATION PRACTICUM	3				
NSG	660	NURSE ADMIN SCHOLARLY PROJECT OR	3				
NSG	670	NURSE ADMIN THESIS	3				
Sub-Total MSN NURSING..... >>			36				

TOTAL HOURS REQUIRED FOR DEGREE..... >>	58	
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Grade of 'C' or higher required for undergraduate courses.
 Grade of 'B' or higher required for graduate courses.

Prepared by:	
Today's date"	

Maximum number of hours accepted in transfer toward this degree = 6

Office of the Registrar
 MIDWAY UNIVERSITY
 Midway, Kentucky
 40347
 (859) 846-5340

Student Name
ID#

BSN-MSN Nursing Administration Track, MAJOR: NURSING – 2017-2018

MSN NURSING REQUIREMENTS

NSG	510	PROFESSIONAL ROLE TRANSITION	3	
NSG	520	EVIDENCE-BASED NURSING	3	
NSG	530	QUALITY IMPROVEMENT AND SAFETY	3	
NSG	540	ETHICS AND HEALTH POLICY	3	
NSG	570	ROLE OF THE NURSE ADMINISTRATOR	3	
NSG	590	NURSE LEADERSHIP HEALTHCARE DELIVERY SYS	3	
NSG	610	INFORMATICS AND HEALTHCARE TECH	3	
NSG	620	TRANSATIONAL RESEARCH	3	
NSG	627	FINANCIAL ASPECTS OF HEALTHCARE	3	
NSG	652	NURE ADMIN PRACTICUM	3	
NSG	662	NURSE ADMIN SCHOLARLY PROJECT (OR THESIS)	3	
NSG	672	NURSE ADMIN THESIS (OR SCHOLARLY PROJECT)	3	
BUSM	XXX	BUSINESS ELECTIVE (BUSM 540 OR BUSM 640)	3	
		Sub-Total MSN NURSING..... >>	36	

TOTAL HOURS REQUIRED FOR DEGREE..... >>	36	
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Grade of 'B' or higher required for graduate courses.

Prepared by:	
Today's date"	

Maximum number of hours accepted in transfer toward this degree = 6

Office of the Registrar
 MIDWAY UNIVERSITY
 Midway, Kentucky
 40347
 (859) 846-5340

Student Name
ID#

RN (AND OR DIPLOMA)-MSN Nursing Education Track, MAJOR: NURSING – 2017-2018

MSN NURSING REQUIREMENTS

NSG	510	PROFESSIONAL ROLE TRANSITION	3	
NSG	520	EVIDENCE-BASED NURSING	3	
NSG	530	QUALITY IMPROVEMENT AND SAFETY	3	
NSG	540	ETHICS AND HEALTH POLICY	3	
NSG	560	ADV PATHO/PHARMACOLOGY	3	
NSG	580	ADV HEALTH ASSESSMENT	3	
NSG	610	INFORMATICS AND HEALTHCARE TECH	3	
NSG	620	TRANSNATIONAL RESEARCH	3	
NSG	625	CURR DEV AND IMPLEMENTATION	3	
NSG	635	OUTCOME MEASUREMENT AND EVALUATION	3	
NSG	650	NURSE EDUCATION PRACTICUM	3	
NSG	660	NURSE ADMIN SCHOLARLY PROJECT (OR THESIS)	3	
NSG	670	NURSE ADMIN THESIS (OR SCHOLARLY PROJECT)	3	
		Sub-Total MSN NURSING..... >>	36	

TOTAL HOURS REQUIRED FOR DEGREE..... >>	36	
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Grade of 'B' or higher required for graduate courses.

Prepared by:	
Today's date"	

Maximum number of hours accepted in transfer toward this degree = 6

**MIDWAY UNIVERSITY
NURSING PROGRAM
HANDBOOK ACKNOWLEDGEMENT FORM**

The Student Handbook outlines the Nursing Program and your responsibilities as a student.

Please read the handbook; sign, date, and return this receipt to the Nursing administrative office for placement in your student file.

I have read and understand the Midway University Student Handbook effective for the 2017-2018 academic year.

Print Name

Student Signature

Date



MIDWAY UNIVERSITY

MSN PROGRAM STUDENT DEMOGRAPHIC SHEET

Full Name: _____
(First, Middle, Last) (Maiden)

Address: _____
(Street, Route, PO Box, Apt.)

(City, State, Zip)

Phone: _____ (Home) _____ (Cell)

(Work)

Calling Instructions: _____

Email Address: _____

Can the above information be shared with classmates: Yes: ___ No: ___

Emergency Contact: _____
(Name and Relationship)

(Street, Route, PO Box, Apt.)

(City, State, Zip)

(Home) _____ (Cell)

(Work)