Students are responsible for becoming familiar with the published polices governing the regulation and procedures of the Lourdes University College of Nursing (CON) Graduate School.

These policies and procedures are subject to change without notice by action of the appropriate University authority. For updates, please visit our website at

http://www.lourdes.edu/admissions/graduate-admissions/msn/

or view our catalog at

http://www.lourdes.edu/academics/academic-calendar-schedules/

This handbook is published for informational purposes only. It creates no contract rights for either students or staff. All questions concerning the application of any stated policy to an individual must be referred to the appropriate University officials for final determination.

(Reviewed and Revised 5/2018)
LOURDES UNIVERSITY MISSION
Lourdes University, rooted in Catholic and Franciscan traditions, provides a values-centered education that enriches lives and advances academic excellence through the integration of the liberal arts and professional studies.
Message from the Dean

Congratulations! Your decision to pursue a graduate degree in Nursing at Lourdes University will have a deep impact on your life now and into the future. Graduate study is a transformative experience that will expand your horizons and introduce you to new opportunities and challenges. To those of you who have been members of the Lourdes Community in your undergraduate study, I say welcome back. To those of you who are new to the Lourdes experience, welcome to a community of learning, reverence and service.

There are certainly many benefits to graduate study. A master’s degree can enhance your career path and positively affect your earnings over your life time. Graduate education allows you to explore an exciting field of study, interact with a dedicated faculty, with your peers and with professionals in the discipline. It is an excellent investment in yourself and the future that enables you to have a positive influence in the world.

Lourdes College of Nursing Graduate programs provide a superior education which goes far beyond professional training and career opportunities. Your graduate education will lead to broadening your ideas, considering new questions and new perspectives, engaging in rich conversation with a variety of people whose experiences and ideas can add to your own. You will be challenged to develop critical thinking, problem solving, analytical and communication skills and to expand your knowledge of yourself and the world. You will be encouraged to grow professionally and to develop a personal ethic that is in keeping with the Franciscan values of learning, reverence and service. In the end you will find you are a lifelong learner with a thirst for knowledge and the truth that will serve you throughout your life.

In selecting Lourdes University for graduate studies you made an excellent choice. I challenge you to make the most of this opportunity through dedication to your studies, and open mind and heart to all that you can learn both inside and outside the classroom. Welcome to a community that is delighted to have you join the journey. I wish you every blessing and success in this exciting and marvelous adventure.

Sincerely,

[Signature]

Dean, College of Nursing
Lourdes University
hhamilton@lourdes.edu
419-517-8905
Graduate Studies Personnel

Hollis Hamilton, DNP, RN
Assistant Professor
Dean, College of Nursing
Affiliate Graduate Faculty
419-517-8905
hhamilton@lourdes.edu

Tara Hanna, MOL
Director of Graduate Admissions
419-517-8908
thanna@lourdes.edu

Melissa Bergfeld, M.Ed.
Administrative Assistant
Graduate Admission
419-824-3517
mbergfeld2@lourdes.edu
Heidi Shank, DNP, RN  
DNP Director/Advisor  
419-824-8415  
hs Shank@lourdes.edu

Mary Jo Maurer, PhD, RN  
Assistant Professor  
Chair of Undergraduate Nursing  
College of Nursing  
Affiliate Graduate Faculty  
419-517-8960  
mmaurer@lourdes.edu

Rebecca Zechman, MSN, RN  
Associate Professor  
MSN Program Director/ Advisor  
419-824-3972  
rzechman@lourdes.edu
Dawn AuBuchon, DNAP, CRNA
NAP Director/Advisor
(419) 517-8961
daubuchon@lourdes.edu

Sue Rawson, DNP, CRNA
NAP Asst. Director/Advisor
419-517-8956
srawson@lourdes.edu

Howard Brown, MSN, CRNA
NAP Asst. Director/Advisor
419-824-3775
hbrown@lourdes.edu
Suzan Ashman
MSN & DNP Administrative Assistant
419-824-3787
sashman@lourdes.edu

Briana Peters, MOL
NAP Administrative Assistant
419-824-3871
bpeters@lourdes.edu
# Graduate Nursing Program Handbook

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the Dean</td>
<td>- 3</td>
</tr>
<tr>
<td>Nursing Graduate School Personnel</td>
<td>- 4</td>
</tr>
<tr>
<td>Introduction</td>
<td>- 10</td>
</tr>
<tr>
<td>College of Nursing Directory</td>
<td>- 11</td>
</tr>
<tr>
<td>Frequently Used Numbers</td>
<td>- 13</td>
</tr>
<tr>
<td>Program Directors</td>
<td>- 14</td>
</tr>
<tr>
<td>Lourdes Graduate Studies Mission Statement</td>
<td>- 15</td>
</tr>
<tr>
<td>Student Participation in Program Evaluation</td>
<td>- 17</td>
</tr>
<tr>
<td>MSN Program Learning Outcomes (PSLO)</td>
<td>- 17</td>
</tr>
<tr>
<td>Nurse Anesthesia Student Learning Outcomes (NASLO)</td>
<td>- 17</td>
</tr>
<tr>
<td>MSN Program Concentrations</td>
<td>- 18</td>
</tr>
<tr>
<td>Graduate Certificates</td>
<td>- 19</td>
</tr>
<tr>
<td>DNP Student Learning Outcomes (SPLO)</td>
<td>- 21</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>- 22</td>
</tr>
<tr>
<td>MSN Admissions Policies &amp; Procedures</td>
<td>- 22</td>
</tr>
<tr>
<td>Regular Admission</td>
<td>- 23</td>
</tr>
<tr>
<td>Conditional Admission</td>
<td>- 23</td>
</tr>
<tr>
<td>Defering Admission</td>
<td>- 23</td>
</tr>
<tr>
<td>Visiting Non-Degree Admission</td>
<td>- 23</td>
</tr>
<tr>
<td>Cohort Policy</td>
<td>- 23</td>
</tr>
<tr>
<td>Continuous Enrollment</td>
<td>- 23</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>- 24</td>
</tr>
<tr>
<td>Registration</td>
<td>- 24</td>
</tr>
<tr>
<td>Lourdes University Graduate Studies Self-Registration Steps</td>
<td>- 24</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>- 25</td>
</tr>
<tr>
<td>Federal Stafford Unsubsidized Loan</td>
<td>- 25</td>
</tr>
<tr>
<td>Additional Financial Aid</td>
<td>- 25</td>
</tr>
<tr>
<td>Financial Hold</td>
<td>- 25</td>
</tr>
<tr>
<td>Grading Policy for MSN Leader/Educator &amp; DNP Core Courses</td>
<td>- 25</td>
</tr>
<tr>
<td>Grading Policy for NAP MSN</td>
<td>- 26</td>
</tr>
<tr>
<td>Incomplete Grade</td>
<td>- 26</td>
</tr>
<tr>
<td>Satisfactory and Unsatisfactory Progress Grades</td>
<td>- 27</td>
</tr>
<tr>
<td>Student in Good Standing</td>
<td>- 27</td>
</tr>
<tr>
<td>Repeat Course Policy</td>
<td>- 27</td>
</tr>
<tr>
<td>Leave of Absence Policy</td>
<td>- 27</td>
</tr>
<tr>
<td>Withdrawl from a Course or Program</td>
<td>- 28</td>
</tr>
<tr>
<td>Readmission Policy</td>
<td>- 28</td>
</tr>
<tr>
<td>Academic Probation and Dismissal for Grades</td>
<td>- 28</td>
</tr>
<tr>
<td>Time to Degree</td>
<td>- 28</td>
</tr>
<tr>
<td>Institutional Review Board (IRB)</td>
<td>- 28</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>- 29</td>
</tr>
<tr>
<td>Sound and Video Recording</td>
<td>- 29</td>
</tr>
<tr>
<td>Declaration of Candidacy - Commencement</td>
<td>- 29</td>
</tr>
<tr>
<td>Grievances</td>
<td>- 29</td>
</tr>
<tr>
<td>Final Grade Grievance Policy</td>
<td>- 29</td>
</tr>
</tbody>
</table>
INTRODUCTION

Lourdes University and the College of Nursing are accountable to the public for the quality of professional nurses who graduate from our Graduate Nursing Programs. Therefore, Lourdes University and the College of Nursing have the right and responsibility to establish standards of admission, retention, progression, dismissal, and graduation in accordance with its philosophy and program objectives in order to protect the integrity of the educational program. Nursing students have the right to an educational environment where the freedom to learn is provided.

The Graduate Student Handbook contains standards of academic achievement and conduct. Students are responsible for meeting these standards and have the right to be informed about these standards, the means of assessment, and the appeal process. Students are invited to participate in the formation and evaluation of academic and conduct standards through participation in the College of Nursing committee process. Students are free to present reasoned dissent and opinions that differ from those offered in any course; they are entitled to use the University appeal process throughout the academic program. No student is treated differently on the basis of age, religion, creed, national origin, handicapping condition, marital status, race, or sex.
## COLLEGE OF NURSING GRADUATE PROGRAMS DIRECTORY

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Credentials</th>
<th>Title</th>
<th>Room #</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashman</td>
<td>Suzan</td>
<td>Administrative Assistant, MSN Educator/Leader &amp; RN-MSN Programs</td>
<td>SCH 247</td>
<td>(419) 824-3787</td>
<td></td>
</tr>
<tr>
<td>AuBuchon</td>
<td>Dawn</td>
<td>Nurse Anesthesia Program Director &amp; Assistant Professor of Nursing</td>
<td>SCH 234</td>
<td>(419) 517-8951</td>
<td></td>
</tr>
<tr>
<td>Brown</td>
<td>Howard</td>
<td>Nurse Anesthesia Program Assistant Director</td>
<td>SCH 238</td>
<td>(419) 824-3775</td>
<td></td>
</tr>
<tr>
<td>Doxsie</td>
<td>Gail</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fink</td>
<td>Brian</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamilton</td>
<td>Hollis</td>
<td>Dean, Assistant Professor</td>
<td>SCH 252</td>
<td>(419) 517-8905</td>
<td></td>
</tr>
<tr>
<td>Koffel</td>
<td>Christa</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Konwinski</td>
<td>Theresa</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maurer</td>
<td>Mary Jo</td>
<td>Chair of Undergraduate Nursing Studies, Assistant Professor</td>
<td>SCH 239</td>
<td>(419) 517-8960</td>
<td></td>
</tr>
<tr>
<td>Mold</td>
<td>Douglas</td>
<td>Administrative Assistant BSN and Dean, College of Nursing</td>
<td>SCH 251</td>
<td>(419) 824-3791</td>
<td></td>
</tr>
<tr>
<td>Peters</td>
<td>Briana</td>
<td>Administrative Assistant Nurse Anesthesia Program</td>
<td>SCH 259</td>
<td>(419) 824-3871</td>
<td></td>
</tr>
<tr>
<td>Rawson</td>
<td>Sue</td>
<td>Nurse Anesthesia Program Assistant Director</td>
<td>SCH 237</td>
<td>(419) 824-8956</td>
<td></td>
</tr>
<tr>
<td>Rizk</td>
<td>Spencer</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shank</td>
<td>Heidi</td>
<td>Doctor of Nursing Practice Program Director</td>
<td>SCH 248</td>
<td>(419) 824-3797</td>
<td></td>
</tr>
<tr>
<td>Schoen</td>
<td>Diane</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taylor</td>
<td>Rebecca</td>
<td>Adjunct Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zechman</td>
<td>Rebecca</td>
<td>MSN Program Director, Associate Professor</td>
<td>SCH 259A</td>
<td>(419) 824-3972</td>
<td></td>
</tr>
</tbody>
</table>
### Other Important Information

<table>
<thead>
<tr>
<th>Details</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Phone</td>
<td>(419) 885-3211</td>
</tr>
<tr>
<td>College (Toll-Free)</td>
<td>(800) 878-3210</td>
</tr>
<tr>
<td>MSN Nursing Office</td>
<td>(419) 824-3787 or (419) 824-3871</td>
</tr>
<tr>
<td>Nursing Fax</td>
<td>(419) 824-3985</td>
</tr>
<tr>
<td>Center for Nursing Scholarship</td>
<td>(419) 824-3871</td>
</tr>
<tr>
<td>Canticle Center</td>
<td>5335 Silica Drive, Sylvania, OH 43560</td>
</tr>
<tr>
<td>Sylvan Square</td>
<td>4900 N. McCord Road, Sylvania, OH 43560</td>
</tr>
<tr>
<td>Lourdes Commons</td>
<td>6557 Brint Rd., Sylvania, OH 43560</td>
</tr>
</tbody>
</table>

Resources for Students: [http://www.lourdes.edu/resources-for/resources-for-students/](http://www.lourdes.edu/resources-for/resources-for-students/)

Lourdes University Portal Resources: Road to Success
[https://mycampus.lourdes.edu/group/mycampus/academics1/academic-support-services-resources/road-to-success](https://mycampus.lourdes.edu/group/mycampus/academics1/academic-support-services-resources/road-to-success)
<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>email</th>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Success Center</td>
<td>Curtis Kachur</td>
<td><a href="mailto:asc@lourdes.edu">asc@lourdes.edu</a></td>
<td>DEH 105</td>
<td>(419) 824-3748</td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>Sara Soper, Director</td>
<td><a href="mailto:ssoper@lourdes.edu">ssoper@lourdes.edu</a></td>
<td>SFH 109</td>
<td>(419) 824-3523</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Ann Morris, Manager</td>
<td><a href="mailto:amorris@lourdes.edu">amorris@lourdes.edu</a></td>
<td>Sylvan Square</td>
<td>(419) 824-3694</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>Sr. Barbara Vano, Director</td>
<td><a href="mailto:byano@lourdes.edu">byano@lourdes.edu</a></td>
<td>San Damiano</td>
<td>(419) 824-3861</td>
</tr>
<tr>
<td>Career Services</td>
<td>Andrea Domachowski, Director</td>
<td><a href="mailto:career@lourdes.edu">career@lourdes.edu</a></td>
<td>MAH 129</td>
<td>(419) 824-3704</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>Irene Buechele</td>
<td><a href="mailto:ibuechele@lourdes.edu">ibuechele@lourdes.edu</a></td>
<td>REH 127</td>
<td>(419) 824-3695</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Sr. Rachel Nijakowski, Executive Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dun Scotus Library</td>
<td>Sr. Sandra Rutkowski, Director</td>
<td><a href="mailto:Srutkowski@lourdes.edu">Srutkowski@lourdes.edu</a></td>
<td>SCH 147</td>
<td>(419) 824-3762</td>
</tr>
<tr>
<td>Ebeid Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Todd Chiarelott, Director</td>
<td><a href="mailto:finaid@lourdes.edu">finaid@lourdes.edu</a></td>
<td>MAH 131</td>
<td>(419) 824-3504</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td>Tara Hanna, Director of Graduate Admissions</td>
<td><a href="mailto:thanna@lourdes.edu">thanna@lourdes.edu</a></td>
<td>Canticle Center 103</td>
<td>(419)517-8908</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td>Melissa Bergfeld, Graduate Admissions</td>
<td><a href="mailto:mbergfeld2@lourdes.edu">mbergfeld2@lourdes.edu</a></td>
<td>Canticle Center 103</td>
<td>(419) 824-3517</td>
</tr>
<tr>
<td>Health &amp; Wellness Center</td>
<td>Angie Henry, RN, MSN, CNP</td>
<td></td>
<td>Sylvan Square</td>
<td>(419) 824-3971</td>
</tr>
<tr>
<td>Information Technology</td>
<td></td>
<td><a href="mailto:helpdesk@lourdes.edu">helpdesk@lourdes.edu</a></td>
<td>REH 003</td>
<td>(419) 824-3807</td>
</tr>
<tr>
<td>Registrar</td>
<td>Brianna Lievens-Pilbeam, Registrar</td>
<td><a href="mailto:blievens@lourdes.edu">blievens@lourdes.edu</a></td>
<td>LH 139</td>
<td>(419) 517-7449</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Michelle McDevitt, Director</td>
<td><a href="mailto:mmcdett@lourdes.edu">mmcdett@lourdes.edu</a></td>
<td>Lourdes Commons</td>
<td>*411 (on campus)</td>
</tr>
<tr>
<td>Student Accounts Office</td>
<td>Buechele, Irene</td>
<td><a href="mailto:studentaccounts@lourdes.edu">studentaccounts@lourdes.edu</a></td>
<td>MAH 127</td>
<td>(419) 824-3696</td>
</tr>
<tr>
<td>Welcome Center</td>
<td></td>
<td></td>
<td>REH Lobby</td>
<td>(419) 885-3211</td>
</tr>
</tbody>
</table>
Program Directors

Doctorate of Nursing Practice
Heidi Shank, D.N.P., RN
Director of Doctorate of Nursing Practice
Assistant Professor
Regular Graduate Faculty
A.D.N., Owens Community College
B.S.N., Spring Arbor University
M.S.N., Indiana Wesleyan
D.N.P., University of Toledo

Hollis Hamilton, D.N.P., RN, RRT, CNEB
Dean College of Nursing
Assistant Professor
Affiliate Graduate Faculty
B.S., University of Toledo
B.S.N., University of Toledo/Medical College of Ohio
M.S., Texas Woman’s University
M.S.N., University of Texas
D.N.P., University of Toledo

Mary Jo Maurer, PhD., RN
Chair Undergraduate Nursing Studies
Assistant Professor
Regular Graduate Faculty
DN., St. Vincent’s School of Nursing
B.S.N., University of Toledo
MSN., University of Toledo
PhD., University of Toledo

Master of Science in Nursing
Rebecca Zechman, M.S.N., RN
Director of the Master of Science in Nursing
Associate Professor
Regular Graduate Faculty
B.S.N., Capital University
M.S.N., Wayne University

Dawn AuBuchon, DNAP,MS, C.R.N.A., RN
Nurse Anesthesia Program Director
Assistant Professor of Nursing
Affiliate Graduate Faculty
B.S.N., Madonna University
M.S., University of Detroit Mercy
D.N.A.P, Texas Wesleyan University

Howard Brown, M.S.N., C.R.N.A., RN
Nurse Anesthesia Assistant Director
Assistant Professor
Affiliate Graduate Faculty
A.D.N., University of Toledo
B.S.N., University of Toledo
M.S.N., University of Akron Nurse Anesthesia

Sue Rawson, DNP, M.A., C.R.N.A., RN
Nurse Anesthesia Assistant Director
Assistant Professor
Affiliate Graduate Faculty
A.D.N., Mercy School of Nursing
St. Vincent’s School of Nursing Nurse Anesthesia
B.S., Siena Heights
M.A., Ottawa University
M.A., Lourdes University
D.N.P, Rosalind Franklin University
Lourdes Graduate Studies Mission Statement

Mission: Graduate Studies of Lourdes University serves men and women by providing specialized learning opportunities that build upon the foundations laid by baccalaureate education. Graduate studies are designed to enhance both knowledge and expertise in specific academic disciplines and particular areas of professional practice.

Graduate Learning Goals (GSO)

Graduate programs provide learning opportunities for students to:

- Acquire and utilize specialized knowledge in their area of study.
- Gain intellectual and practical communication, analytic inquiry, and information fluency skills appropriate to their area of study.
- Develop a personal and professional ethic consistent with the Franciscan values of learning, reverence, and service.
- Demonstrate a commitment to social responsibility, diversity, and the standards of their professions/disciplines.
- Exhibit the professional development, work practices, global perspectives, and dispositions of lifelong learners.
- Integrate knowledge by engaging in meaningful graduate-level scholarly activities appropriate for their area of study.

Lourdes College of Nursing Graduate Programs

Statement of Purpose

The CON exists to prepare undergraduate and graduate students in an individualized educational environment that incorporates quality nursing practice, critical thinking, leadership, diversity, and Christian ethics. Both the undergraduate and graduate programs prepare professional nurses who are competent in providing holistic care in a variety of settings in a dynamic society.

The Bachelor of Science in Nursing degree builds on the liberal arts tradition of the University to prepare nurse generalists who are able to practice in the community, fulfill leadership roles, and utilize research.

The Master of Science in Nursing (MSN) degree builds upon the baccalaureate curriculum to prepare professional nurses for service in advanced roles of teaching, leadership, or advanced clinical practice. The MSN programs are for nurses who have a foundation of quality nursing practice, critical thinking, leadership, diversity, and a holistic nursing philosophy. Emphasis is placed on nursing theory, research, and evidence-based practice to facilitate personal and professional development in an environment that reflects the University’s Franciscan values and encourages lifelong learning.

The Doctorate of Nursing Practice’s (DNP) degree builds upon both the baccalaureate curriculum and master’s curriculum. The DNP curriculum heavily endorses the use of evidence based practice nursing so that in practice graduates are utilizing an expert level of
knowledge and skills to achieve high quality, compassionate health care while demonstrating leadership through action in a transformative manner.

Vision

Recognized as a national leader for excellence in nursing education, Lourdes University College of Nursing graduates an innovative workforce that continuously improves quality and safety in healthcare delivery systems and exemplifies holism, ethics, diversity, community service, and Franciscan values.

Philosophy

The Faculty believes health is the dynamic state of physical, emotional, and spiritual well-being that is defined in the context of personal values and culture.

The Faculty believes nursing is a scientific and caring profession, which utilizes the most current evidence in diagnosis and treatment to optimize health, reduce risk, and promote wellness.

The Faculty believes learning results in an increase in self-understanding and discovery of knowledge, values, and skills. Learning occurs in a supportive environment through a collaborative partnership that requires active involvement on the part of a student/learner and educator/facilitator.

The Faculty believes baccalaureate nursing education builds on a liberal arts education to prepare generalists to practice values-based nursing within the community, fulfill leadership roles and provide evidenced based nursing care. Masters nursing education builds upon the baccalaureate curriculum to prepare graduates for advanced nursing roles by promoting the development of advanced knowledge, concepts and skills. Doctoral nursing education builds on the baccalaureate and master's curriculums to prepare experts in leadership and practice.

College of Nursing Structure

The College of Nursing is responsible for the mission, philosophy, and learning outcomes of the all nursing programs. The central decision-making body of the College of Nursing is the General Nursing Assembly (GNA). The committees of the GNA include Admission, Progression and Graduation (APG), Curriculum, Evaluation, Graduate Nursing Committee, and the Nurse Anesthesia Selection Committee.

The College of Nursing ascribes to a shared governance model. All students in the nursing program are invited to serve on designated College committees. Students willing to serve on the Graduate Nursing Committee must inform their program director. It is the goals of the Graduate Nursing Committee to invite one student representative from each year of each program to serve on the Graduate Nursing Committee. The appointment is for 1 year.
Student Participation in Program Evaluation

In addition to continuous informal student faculty interaction, students routinely participate in program evaluation and assessment of learning outcomes through completion of the Course and Practicum/Clinical Evaluations as well as mid-program and end of program focus group interviews.

After graduation students participate in program assessment of learning outcomes by completing the SkyFactor on-line survey.

**MSN Program Student Learning Outcomes (PSLO)**
Masters of Nursing Practice provides learning opportunities for students to:

1. Incorporate knowledge from nursing science, related fields, and professional foundations in building advanced nursing roles. (GSO 1, 2, 5, 6)
2. Collaborate in scholarly activities of evaluation, application, and integration of nursing research into holistic nursing practice. (GSO 2, 5, 6)
3. Engage in professional and practice activities, advocate for change, and articulate the role of the advanced nurse through interprofessional interaction. (GSO 1, 2, 5)
4. Integrate Franciscan and personal values and beliefs into a framework for advanced nursing. (GSO 3)
5. Demonstrate an understanding and appreciation of human diversity in the provision of health care including clinical prevention and population health. (GSO 4)
6. Explore the impact of ethical, political, economic, legal, and moral issues related to healthcare in society. (GSO 4, 5)
7. Develop a commitment for lifelong learning and advanced study. (GSO 1, 5)
8. Utilize health information technologies for quality and safety initiatives related to advanced nursing roles (GSO 1, 2)
9. Apply organizational and systems leadership principles in the advanced nursing role. (GSO 1, 2, 3)

**Nurse Anesthesia Student Learning Outcomes (NASLO):**
Nurse Anesthesia Masters of Nursing Practice provides learning opportunities for students to:

1. Demonstrate appropriate scientific knowledge and psychomotor ability while providing anesthesia care. (GSO 1, 6)
2. Demonstrate safety and vigilance to protect the patient from harm. (GSO 3, 5, 6)
3. Deliver individualized anesthesia care to meet the needs of the patient. (GSO 4, 5, 6)
4. Demonstrate effective oral and written communication skills. (GSO 2)
5. Demonstrate professional role development/responsibility in the advanced practice role of the nurse anesthetist. (GSO 3, 4, 5)
6. Utilize critical thinking during patient care. (GSO 1, 6)
MSN Program Concentrations

The Lourdes College MSN Program offers three concentrations – Nurse Educator, Nurse Leader and Nurse Anesthesia. Additionally, the RN to MSN option is offered to Associate Degree or diploma prepared registered nurses and admission is offered to registered nurses who hold baccalaureate degrees in related fields of study. Successful completion of Bridge Courses is required for these two student groups.

Nurse Educator (MSN):

Graduates of the Nurse Educator concentration are prepared to function as generalists to teach in a variety of educational roles in nursing practice, including undergraduate nursing educational programs, professional development programs, and patient education. The successful completion of the Nurse Educator concentration allows graduates to sit for the Certified Nurse Educator exam developed by the National League of Nursing or the Nursing Professional Development exam offered by American Nurses Credentialing Center. The Nurse Educator concentration includes core content in nursing theory, trends in nursing, evidence based practice, statistics, health care policy, role development, ethics, diversity, and nursing informatics.

Nurse Leader (MSN):

Graduates of the Nurse Leader concentration are prepared to function in advanced leadership roles in a variety of health care settings. The successful completion of the Nurse Leader concentration allows graduates, after meeting practice requirements, to take the Nurse Executive Certification exam or the Nurse Executive, Advanced exam credential offered by American Nurses Credentialing Center. The Nurse Leader concentration includes core content in nursing theory, trends in nursing, evidence based practice, statistics, health care policy, role development, ethics, diversity, and nursing informatics.

Nurse Anesthesia (MSN):

Graduates of the Nurse Anesthesia concentration are prepared as advanced practice nurses to administer anesthesia in a variety of settings to a diverse patient population. The emphasis is placed on preparing the graduate student with the knowledge, concepts, and skills to provide safe, quality patient care. Graduates of this concentration are eligible to sit for the National Certification Examination. Successful passage of the exam allows the graduate to achieve licensure to practice as a Certified Registered Nurse Anesthetist (CRNA).

RN to MSN (Leader and Educator Concentrations)

The RN to MSN degree option is offered to graduates of an accredited diploma or associate degree nursing program. It is designed for the registered nurse who wants to function in an advanced role in nursing. The RN to MSN option has both an undergraduate and a graduate component. The undergraduate portion is designed to meet the essential knowledge needed by the diploma or associate degree nursing graduate to be successful in the MSN. The MSN builds upon the undergraduate courses to prepare graduates for advanced nursing roles. Please refer to the
descriptions of the Leader and Educator Concentrations above. Graduates of this program DO NOT earn a Bachelor of Science in Nursing (BSN) in passing. Therefore, they are NOT qualified, while in the program, to represent themselves as BSN prepared.

Graduate Certificates

For nurses with a Master’s Degree in Nursing, Graduate Certificate Programs are offered in Nursing Leadership, Nursing Education, and Nurse Anesthesia. Nurses with a Master’s Degree in a related field are offered Graduate Certificate Programs in Nursing Leadership and Nursing Educator. Descriptions of each certificate program follows.

Graduate Nursing Leadership Certificate

The Graduate Nursing Leadership Certificate (GNLC) program is designed for current and prospective nurse leaders who hold a master’s degree in nursing or a related field and want to expand their nursing leadership knowledge, skills, and abilities. The GNLC enhances the performance of nurse leaders in their respective organizations to make a positive difference in their organizations and in their communities. The GNLC program is an alternative for those individuals who desire leadership and administrative knowledge but are not necessarily interested in completing another master's degree. The GNLC is also designed to provide relevant transfer credit into other graduate programs. Nurses interested in this certificate program take the three Leadership Concentration courses and the Practicum (descriptions of these courses are found in the University catalog).

Graduate Nursing Education Certificate

The Graduate Nursing Education Certificate (GNEC) program is designed for nurses who have a master’s degree in nursing or a related field and want the knowledge, skills and ability to teach in a variety of educational settings with students, nurses or patients. The GNEC program is an alternative for those individuals who desire nursing education knowledge, but are not necessarily interested in completing another master’s degree. Nurses interested in this certificate program take the three Education Concentration courses and the Practicum (descriptions of these courses are found in the University catalog).

Graduate Nurse Anesthesia Certificate

The Graduate Nurse Anesthesia certificate is designed for nurses who have completed a Master of Science in Nursing in another nursing specialty and desire the knowledge, skills and ability to practice as a Certified Registered Nurse Anesthetist (CRNA). The graduate certificate student is required to take all of the nurse anesthesia specialty courses and one additional course (NUR 646 Professional Aspects of Nurse Anesthesia). Upon successful completion of the Graduate Nurse Anesthesia Certificate plan of study, the student is awarded a certificate of completion and will
have fulfilled the requirements of National Board on Certification and Recertification for Nurse Anesthetists. They are then eligible to sit for the National Certification Exam.
DNP Student Program Learning Outcomes (SPLO):

1. Display a professional commitment to the Franciscan values of community, learning, reverence, and service when leading care of diverse populations in the advanced practice nursing role. (Essential II, VIII, Lourdes Mission)

2. Utilize interdisciplinary sciences to establish professional standards that provides safe, effective, efficient, evidence based care in an advanced practice nursing role. (Essential I, VIII)

3. Apply evidence based knowledge in the design and use of theoretical and technological systems to manage individual and aggregate level information to improve and transform healthcare. (Essential I, II, IV)

4. Employ communication, leadership, and cultural principles to collaborate with multidisciplinary teams in the provision of quality and safety initiatives to improve outcomes at the individual and systems level. (Essential II, VI, VIII)

5. Utilize epidemiology to translate evidence-based practice models to improve individual, aggregate, and population health. (Essential III, V, VII)

6. Synthesize, evaluate, and discuss the impact of ethical, political, economic, legal, and moral issues as related to healthcare in society. (Essential V, VII)

Accreditation

Graduate nursing programs at Lourdes University are accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools and are authorized by the Ohio Department of Higher Education. Graduate nursing programs (except the DNP) are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington DC 20036, (202) 887-6791 and Council on Accreditation for Nurse Anesthesia Educational Programs (COA), 222 S. Prospect6 Ave., Park Ridge, Illinois, 60068, (847)-655-1160, accreditation@coa.ued.com

Equal Opportunity

Lourdes University does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, citizenship, sex, disability, military or veteran status, age, or other legally protected category in its programs, activities, and employment. Lourdes University also provides equal opportunity to qualified disabled persons in accordance with the requirements of the Americans with Disabilities Act.

Educational Rights and Privacy

Lourdes University is in full compliance with the 1974 Educational Rights and Privacy Act. Students are encouraged to stop in the Registrar’s Office to learn more about their rights and privileges under this law. Essentially, it allows students to view the contents of most of their records currently on file at the University and protects against unauthorized release of information. Within the University, information from a student’s educational records may be shared with administrators, faculty members and their staffs without the consent of the student only for legitimate purposes in the student’s educational interests. The decision to share such information will be based upon the need to know. Release of information to outside persons or agencies will be made with the written consent of the student, whenever possible. Exceptions include information relating to financial aid for which the student has applied or received, information needed by appropriate persons in health
or safety emergencies, and information required by law to be released. Every reasonable effort will be made to obtain the written consent of the student.

**Academic Freedom of Students**

The Lourdes University College of Nursing Graduate Programs subscribe to the principles of academic freedom and inquiry. Nursing graduate students shall have the freedom to seek the truth. In speaking or writing, students shall be responsible and accurate, and shall indicate that they speak as individuals unless authorized to do otherwise. As scholars, students must remember that the public may judge their professions and the institution by their public statements.

**University, College of Nursing, and Program Specific Policies and Procedures**

The policies and procedures reported in this Handbook are those of Lourdes University or are consistent with the policies and procedures of Lourdes University with additional stipulations specific to the College of Nursing (CON) and/or the Graduate Program in which the student is enrolled. IN THE ABSENCE OF A WRITTEN NURSING GRADUATE PROGRAM POLICY, THE COLLEGE AND ITS PROGRAMS DEFER TO THE POLICIES AND PROCEDURES ESTABLISHED BY LOURDES UNIVERSITY. For the complete text of all Lourdes University policies and procedures refer to the current Catalog.

**MSN Admissions Policies & Procedures**

**Regular Admission**

Applicants seeking admission to the College of Nursing’s Graduate Programs must:

- Possess a bachelor’s degree from a regionally accredited institution.
- Have a minimum 2.75 cumulative undergraduate G.P.A. (on a 4.0 scale) or GRE general test score of 35th percentile or higher that is less than 5 years old.
- Submit a completed graduate application for admission and a current résumé.
- List the name, position, e-mail address, and phone numbers of one individual who will be writing a recommendation on the applicant’s behalf. If the applicant completed a baccalaureate degree within the past five years, one of these should be an academic reference who can focus on the potential for success in graduate level coursework.
- Submit a current resume/curriculum vitae.
- Submit official transcripts from all colleges and universities previously attended.
- Meet all additional requirements of the program to which the applicant is applying.

*Please consult Graduate Studies in the current university catalog for additional admission requirements. The program section of this handbook also lists specific program requirements.*
Conditional Admission

Applicants not meeting the regular admission standards may be admitted conditionally after completing a satisfactory interview with the appropriate program director. Conditional admission students must earn a grade of B or higher in each of the first two graduate courses taken if they are in a program in which 2 courses are offered the first semester. If they are in a program in which 3 or more courses are offered the first semester, they must achieve a G.P.A. of 3.0 or higher for that semester. Students who do not obtain grades of B (3.0) or higher are subject to dismissal.

Deferring Admission

Applicants who are admitted to the College of Nursing Graduate Programs may choose to defer admission for up to one year or until the start of the next cohort in their specific programs of study, whichever is greater.

Visiting Non-Degree Admission

Individuals desiring to take a nursing graduate-level course for professional development may apply for visiting non-degree status. A visiting non-degree student must first have the permission of the appropriate program director to take a graduate course. If permission is granted, the student will then be enrolled for the course at the current graduate tuition rate. If the student desires to take an additional course, permission must again be granted by the appropriate program director. A visiting non-degree student may only enter a graduate degree program if accepted through the application process for regular admission. Courses taken as a non-degree student, when deemed appropriate for the program, may be applied to a degree upon regular admission.

Applicants seeking visiting non-degree admission to the Graduate School must:
• Possess a bachelor’s degree from a regionally accredited institution.
• Submit a completed graduate application for admission.
• Pay non-refundable application fee good for one calendar year from the time of application.

Cohort Policy

A cohort is comprised of individuals pursuing the same degree program as a group. Cohort members follow the same curriculum and schedule. If a student must withdraw from a cohort, he or she cannot proceed in the program until space is available in a future cohort.

Lourdes University reserves the right to cancel or delay the start of a graduate program cohort in the event that an insufficient number of students are enrolled, or due to other unforeseen circumstances. The CON Graduate Programs will inform students of the cancellation of a cohort at least three weeks prior to the start of an academic term.

Continuous Enrollment

Continuity of the cohort requires continuous enrollment of the students in all of their program’s scheduled classes. The only exception to this is for a student on an approved Leave of Absence.
Transfer Credit
Upon the recommendation of the academic advisor and agreement by the course instructor, the program director and Dean of the College of Nursing may approve up to 9 semester credit hours of transfer credit from a regionally accredited university for coursework in the MSN programs as long as the credit has not been applied to another degree program. A grade of B (3.0) or higher is required. Submit a course description or syllabus to with your transfer request to your Academic Advisor who will complete a Transfer Credit Equivalency form.

Registration
Returning the Intent to Enroll letter to the Director of Graduate Admissions completes the admissions process. The Graduate Admission Assistant registers all students into the appropriate courses. Registration for subsequent courses is completed by the student, following the agreed upon Plan of Study. Students who wish to change their Plan of Study must contact the specific program director.

- Registration period for Summer and Fall semesters is normally completed by the last week in March
- Registration period for Spring semester is normally completed by the last week of October

Registration information is visible through Web for Students. Students arrange payment for studies through the offices of Financial Aid and the Bursar.  

If there is a hold placed on your account (see below – Financial Hold section), you cannot be registered for courses until the hold is lifted by the appropriate office.

Lourdes University Graduate Studies Self-Registration Steps

TO REGISTER ON LINE:
1. Log into the Lourdes University Portal. www.lourdes.edu
2. Enter your User ID and Password.
3. Click “Web Self Service”.
4. Click the “Student” tab.
5. Click “Registration”.
6. Click “Add/Drop Classes”.
7. Select a term.
8. Enter Alternate Pin Number. (New each semester)
9. Click “Submit”.
10. Click “Class Search”.
11. Enter Course Number (CRN) or Course/Section.
12. Click “Class Search” again.
13. Click the “Select” box on the left side next to the desired course day and time.
14. Click “Register”. Your status will now indicate “Web Registered”.
15. You will repeat this process for each course.
16. After you have entered all of the courses you wish to register for, click “Return to Menu”.
17. Click “Registration Fee Assessment”. This will show your account balance.
18. Click “Student Detail Schedule” to print a copy of your schedule.

TO DROP A COURSE:
1. Select the course you wish to drop.
2. Click the box under the column “Action”.
3. Highlight “Web Drop”.
4. Click “Submit Changes”.

**IMPORTANT TO NOTE:**
1. If you have difficulty logging in, contact the IT Help Desk at 419-824-3807.
2. After 20 minutes of inactivity you will be logged out.
3. If there is a hold on your account, you will not be able to register. Contact the office who put
   the hold on your account or your advisor.
4. If you are a new student, not in good standing (e.g. on probation), or have not registered in the
   last 5 years, you will not be able to register on-line. Contact your advisor.

**Financial Aid**

**Federal Stafford Unsubsidized Loan:** Lourdes University graduate students may be eligible to
receive Federal Stafford Student Loans. Students must complete the Free Application for Federal
Student Aid (FAFSA) to determine eligibility. The Federal Stafford Unsubsidized Loan does not
require demonstrated financial need. Under this program, students are charged interest while
attending University. Students may pay the interest or delay interest payments until they begin
repayment of the principle. Students who choose to pay the interest while attending at least half-time
must contact their lender to make payment arrangements. Repayment of the principle begins six
months after the student graduates, leaves school, or drops below half-time enrollment.

**Additional Financial Aid** may be available for specific graduate nursing programs. For example,
the Nurse Faculty Loan Program benefits students in the Educator Concentration. Some programs
offer financial assistance in the form of scholarships and assistantships. Please consult the financial aid webpage to
review what is available

Consult the office of Financial Aid for additional information and application for financial aid.

**Financial Hold**

Failure to make timely payments on an outstanding balance results in a hold being placed on the
account. This hold subsequently affects future registrations, transcripts, and diplomas. Students are
encouraged to contact BOTH the Financial Aid **AND** Graduate Office to discuss the balance and
pursue arrangements for payment.

**Grading Policy for MSN Leader/Educator & DNP Core Courses**

Nursing graduate courses are designated as letter graded or as Satisfactory (S)/Unsatisfactory (U)
graded. The grading procedure for graduate courses is established by the instructor of each course. It
is the policy of the CON Graduate School that instructors notify students during the first week of
class of the procedure used for determining grades. At the end of the semester, instructors submit
grades to indicate the quality of students’ work in a course. Semester and cumulative grade point
averages (G.P.A.) are computed at the end of each semester. Credits accepted from other institutions
as part of the student’s program are transferred to the student’s permanent record without grades or
quality points. Quality points for each semester of credit are assigned according to the following
system.
Incomplete Grade

The grade of I (Incomplete) is given to students at the end of a semester after they have made arrangements with the instructor to complete the work of the course. The grade of I may be given only when a substantial portion of the work in a course has been satisfactorily completed. No student has a right to this grade, and it is given only at the discretion of the instructor. An I grade that is not converted to another grade before the end of the next semester (summer session excluded) becomes an F (or U, if and S/U course). Students are not permitted to withdraw from any course for which an I grade has been issued. Under extenuating circumstances, the instructor or
program director, before the end of the next semester, may request the nursing graduate program
director extend the period of time allowed to complete the work. In the event the student does not
complete the required course work by end of the extended period of time, the grade becomes an F
(or U, if an S/U course).

**Satisfactory and Unsatisfactory Progress Grades**

The grade of SP (Satisfactory Progress) or UP (Unsatisfactory Progress) is given for a Capstone
Course which is not completed within the semester of original enrollment. When the instructor
submits the final grade for the course, the grade will replace the SP or SU grade. In the event the
student does not complete the Capstone Course within three additional semesters, including
Summer Session, the SP or UP grade will be changed to a U grade. The grade of NC (Non Credit) is
given to students in the non-credit Capstone Continuation Courses.

**Student in Good Standing**

To remain in good standing in a graduate program and to graduate, a student must maintain a grade
point average of 3.0 (on a 4.0 scale). Only graduate courses with grades of C (2.0) or higher can be
used to fulfill degree requirements. No more than two graduate course grades of C (2.0) can be used
to fulfill degree requirements. Additional requirements for being a student in good standing are
determined by the department offering the degree program.

**Repeat Course Policy**

CON graduate students may repeat any graduate course in which a grade of less than B (3.0) is
earned, including withdrawal (W) grades. They may not repeat any course more than once. No more
than two graduate courses in a CON graduate degree program can be repeated. Students who repeat
a course receive only the credit and quality points from the most recent registration. The grade first
earned will remain on the record.

**Leave of Absence Policy**

A student admitted into a graduate degree program is expected to remain in continuous enrollment.
However, circumstances may arise that could justify an interruption in graduate study. Reasons may
include health problems, financial hardship, family responsibilities, call to active military duty, and
other compelling personal reasons.
A student wishing to apply for a Leave of Absence should:

- Meet with his/her program director to inform him/her of the intent, the
  reasons for requesting a leave, and the expected duration. A student receiving financial aid
  should also consult with the Student Financial Aid Office.
- Complete a Leave of Absence Request Form, available online or in the Graduate Studies
  office.
- Obtain documentation from his/her health care provider if the basis for the leave is for
  health reasons and when returning from such leave, obtain documentation from the health
  care provider indicating that he/she is ready to resume the graduate program.
A student requesting a Leave of Absence should be aware that:

- A student receiving financial aid should also consult with the Financial Aid office.
- A student returning from an approved Leave of Absence will pay the current tuition rate.
- If withdrawal is during a semester, and the student has earned a C or better at the time of withdrawal, a grade of W will be recorded. If the student’s grade is below a C at withdrawal time, a grade of F or U will be recorded.
- An extension of up to 3 additional semesters may be granted at the student’s request. Substantial justifications will be required to obtain an extension. A student cannot proceed in the program until space is available in an ongoing cohort.
- The time spent on a Leave of Absence does not extend the time to completion requirement of five years after matriculation.

Withdrawal from a Course or Program

To withdraw from a course/program, a student must submit notification in writing to the appropriate CON graduate program director (MSN, NAP, DNP). Withdrawal from courses may be requested through the Monday two weeks prior to the end of the course session. Forms are available online and from the office of Graduate Admissions. Tuition is not refunded unless a student withdraws prior to the “freeze date.”

Readmission Policy

Former students seeking to return to Lourdes University must apply for readmission to the Graduate School if they have not been enrolled in a class at Lourdes for four full semesters, not including summer. Readmission requires the completion of the Graduate School Application for Readmission form.

Academic Probation and Dismissal for Grades

A student will be placed on academic probation for one semester (summer session excluded) if the cumulative grade point average falls below 3.0. Academic probation begins with notification from the director of the CON graduate program (MSN, NAP, DNP). A student placed on academic probation must bring the G.P.A. up to the required 3.0 minimum during the probationary period. A student on academic probation should consult with the appropriate director/advisor.

A student who has demonstrated improvement in academic standing during the probationary period but has not met the minimum requirement may, upon recommendation of the program advisor, request a probation extension for an additional semester. Forms are available online and from the office of Graduate Admissions. Failure to achieve the minimum standards of academic progress at the end of two consecutive semesters, including summer, will result in dismissal.

Time to Degree

Students have five (5) years in which to complete their master’s and DNP degree.

Institutional Review Board (IRB)

The Institutional Review Board (IRB) is a standing university committee of faculty and staff established under federal regulations to protect all human subjects in research studies conducted under the auspices of Lourdes University. The University recognizes an inherent obligation to insure that the rights and well-being of persons who serve as subjects in research are adequately protected.
The IRB is charged with the responsibility to formulate and implement procedures for compliance with federal, state and institutional regulations to safeguard human subjects involved in research projects in which Lourdes University faculty, staff or students are engaged.

**Academic Advising**

Within the Lourdes University College of Nursing Graduate Programs, the student’s Program Director is his or her academic advisor. The student consults with the academic advisor regarding all issues associated with academic success including admission, progression, and graduation. The student and academic advisor share responsibility for monitoring and maintaining student progress and completion of program requirements. It is the student’s responsibility to know the requirements of the program and the University for graduation and to ensure the successful completion of these requirements. The academic advisor signs the Application for Graduation submitted by the student. See the University catalog for the year of admission to University for courses required for graduation.

**Sound and Video Recording**

Students may record teaching-learning activities by the faculty, staff, or other students only with the express permission of the person(s) being recorded and the faculty.

**Declaration of Candidacy - Commencement**

Lourdes University has two formal commencements held in December and May. To graduate, students must file an Application for Graduation Form in the Registrar’s Office. The application requires the signature of the student’s advisor and the attachment of the advisor’s Degree Audit Sheet. Graduation fees must be paid at the Student Accounts Office prior to submitting the application to the Registrar. Students must have completed all academic requirements for their degree before they will be able to graduate and participate in the commencement ceremony. Students completing all requirements in the Summer Session and Fall Semester are eligible to participate in the December commencement. Students completing all requirements in the Spring Semesters are eligible to participate in the May ceremony. Students receiving degrees are encouraged to participate in the commencement exercises. Each candidate is assessed a fee for expenses, regardless of participation.

**Grievances**

**Final Grade Grievance Policy**

Concerns about grades, assignments, and coursework should be discussed with the appropriate faculty member before the end of a course. If the concern is about a final grade, and a graduate student wishes to have the final grade reconsidered, he/she must meet with the faculty member and attempt to resolve the difference. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the faculty member agrees that an error in the calculation or recording of the grade was made, or agrees to assign a different grade after reevaluation, the faculty member will communicate the change of grade to the Registrar’s Office on a “Change of Grade” form.
In general, it is expected that differences will be resolved by the student and the faculty member. However, if no resolution can be reached, the student may initiate a formal grievance by completing the Final Grade Grievance Form found on the University web site. The student must use the form to explain in writing the grievance and the reason the grade should be changed. Once the student sections of the form are complete, the student should follow the steps in the Final Grade Grievance Procedure:

1. Obtain the faculty member’s signature to show that he/she has met with the faculty member to discuss the issues in the grievance. The faculty member will document the outcome of the meeting and send a brief report to the Program Director.

2. Adhere to the grievance procedure timeframe by beginning the procedure within 15 business days (Monday – Friday when classes are in session) of the date the grade is officially posted by the Registrar’s Office.

3. Send or bring the signed form to the office of the Senior Administrative Assistant to the Vice President for Academic Affairs so that the date as the official date the grievance process is initiated is recorded. The Senior Administrative Assistant to the Vice President for Academic Affairs informs the appropriate program director that a grievance has been filed and notifies the student that the grievance has been processed.

4. Submit the Final Grade Grievance Form to the program director and the Dean of the College of Nursing. If the program director is the faculty member involved in the grievance, then the Grievance Form should be submitted to the Dean of the College of Nursing. If the Dean of the College of Nursing is the faculty member involved in the grievance, the Grievance Form must be submitted to the Program Director.

5. Meet with the Program Director within 15 business days. The program director shall meet separately with the faculty member and respond in writing to the student within 5 business days.

6. If the issue is not resolved to the satisfaction of the student, the student should request in writing to meet with the Dean of the College of Nursing within 10 business days after being notified in writing of the program director’s decision. The Dean of the College of Nursing shall meet separately with the student and the faculty member within 15 business days. The Dean of the College of Nursing shall respond within 5 business days.

7. If the issue is not resolved to the satisfaction of the student, the student should request in writing to meet with the Vice President for Academic Affairs within 10 business days after being notified in writing of the Dean of the College of Nursing’s decision. The Vice President for Academic Affairs may choose to appoint a Grade Grievance Review Committee to meet separately with the student and the faculty member. The Committee shall make a written recommendation to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs shall be rendered in writing within 5 business days. The decision of the Vice President of Academic Affairs shall be final.

If, because of unforeseen circumstances, the above timelines cannot be met by Lourdes University personnel, the student will be notified. If because of unforeseen circumstances the above timeline cannot be met by the student, the student must contact the Senior Administrative Assistant to the Vice President for Academic Affairs to apply for an extension before the deadline. Once the student’s deadline has lapsed at any step of the process without the student taking the next step, the appeal is considered officially withdrawn by the student.
Non-Academic Grievance

For non-academic grievances, except in the event of discrimination and/or harassment, graduate students should complete the Student Concern form available online (Current Students) and in the Graduate Admissions office and submit it to the Senior Assistant to the Provost, SCH 141.

Allegations of discrimination and harassment shall be addressed in accordance with the Institutional Policy on Discrimination and Harassment, and student conduct code violations shall be addressed under the Community Standards Student Code of Conduct.

Academic Honesty

A goal of Lourdes University is to engage students in an honest and dynamic search for truth. Academic honesty is a hallmark of such a quest. Accordingly, students are expected and encouraged to engage in all aspects of their academic studies in an honest and ethical manner. Should instances of academic dishonesty arise the following policies and procedures will be in force.

I. Definition: Academic dishonesty is unethical behavior, which in any way violates the standards of scholarly conduct or is knowingly or intentionally helping another violate any part of this policy. It includes such behaviors as cheating on assignments or examinations, misappropriating library materials, destroying or tampering with computer files, or plagiarizing. Plagiarism is the failure to give credit for the material from other sources. It includes, but is not limited to:

- Copying of passages, either verbatim or nearly verbatim, with no direct acknowledgment of the source.
- Making a few superficial changes in the text instead of quoting a passage directly and including appropriate citation of source(s).
- Submitting the same written work to meet the requirements for more than one course without prior approval.
- Participating in plagiarism by providing another with written work with the knowledge that the work will be plagiarized.

II. Disciplinary Sanctions: Faculty members who suspect a student of academic dishonesty may resolve the problem directly with the student. In cases where culpability is substantiated or admitted, the sanction may include failure for the work in question, failure of the course, or with approval of the Coordinator of Graduate Student Services and Dean of the College of Nursing, other sanctions up to and including suspension or dismissal from the Graduate School. When a student is sanctioned, the faculty member must report the incident in writing to the Program Director. A copy of the report will be sent to the Dean of Nursing and the Coordinator of Graduate Student Services.

III. Appeals Procedure: The student has five working days after notification of the sanction to appeal to the instructor. The instructor has five (5) working days to render a decision on the appeal. If unsatisfied, the student has five (5) working days after notification of the instructor’s decision to appeal the sanction to the Program Director. If the instructor is the Program Director, the student’s written appeal must go directly to the Dean of Nursing. The Program Director has five (5) working days to render a decision on the appeal.

If still unsatisfied, the student has five (5) working days after the notification of the Program Director’s decision to appeal the sanction to the Dean of Nursing. The Dean has five (5)
working days to render a decision, which is final. All steps of the appeal and resolutions must be in writing. If any deadline for a decision on the appeal is unmet, with the exception of that by the Dean of Nursing, the student may make the appeal to the next person in the process.

Notice of Non-Discrimination

Lourdes University does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected category in its programs and activities, as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, 34 CFR Part 106, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and 34 CFR 104.7, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, and the Genetic Information Non-Discrimination Act of 2008.

The following individual has been designated to handle problems, questions, and complaints regarding gender-based discrimination/Title IX:

Michelle McDevitt  
Title IX Administrator  
Director of Public Safety  
6832 Convent Blvd.,  
Sylvania, OH 43560  
419-517-8953  
Email

The following individual has been designated to handle all other problems, questions, and complaints of discrimination:

Terry Keller, PhD,  
Vice President of Academic Affairs  
6832 Convent Blvd.  
Sylvania, OH 43560  
419-824-3818  
Email

For further information, please contact:

Cleveland Office  
Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611  
Telephone: 216-522-4970  
FAX: 216-522-2573; TDD: 877-521-2172  
Email: OCR.Cleveland@ed.gov

Student Code of Conduct

Community Standards Code

Conduct and Community Standards Statement
As members of the Lourdes University community we have rights and responsibilities. These rights and responsibilities help us to create an atmosphere of concern and caring, one conducive to the teaching/learning process. We are committed to providing a fair and equitable conduct process that values educational sanctions. We value the integrity of each person as well as the importance of community and as such seek to balance the common good with the needs of the individual.

The conduct expected of Lourdes University students is consistent with the stated mission, guiding principles, and Franciscan values of the University. Lourdes University students should conduct themselves at all times in accordance with the regulations of the University and the laws of the city, state, and national government(s). Honesty is expected of every student, as well as courtesy to faculty, staff members, other students, and the general public.

A full explanation of standards of student conduct is described in the Student Handbook. Also included in the Handbook is a discussion of students’ rights, privileges, responsibilities, and conduct hearing procedures of any violation of University regulations. The Handbook is revised annually and accessible to students on the University’s website and in hard copy upon request. Every student is responsible for knowing and observing all Lourdes University regulations. Sections of the Code are quoted below.

Preamble

Lourdes University, rooted in Catholic and Franciscan traditions, provides a values-centered education that enriches lives and advances academic excellence through the integration of the liberal arts and professional studies.

Lourdes University expresses its Franciscan identity as:
• Community of Learning
• Community of Reverence
• Community of Service

We are first and foremost a Community because community is fundamental to the Franciscan tradition. As a Franciscan institution we acknowledge and celebrate our relationship to God, to self, to others, and to all of creation. The mission of Lourdes University is carried out in the context of a community that begins on the Lourdes campus among students, faculty, and staff and flows outward to embrace the religious and civic communities whom we engage. As a community we are called to grow, to be hospitable and inclusive, and to be peacemakers and justice seekers.

We are a Community of Learning. In the Franciscan tradition the love of learning stems from a desire to grow in our understanding of God, of creation, and of each other. The quest for truth and understanding allows for growth and transformation to take place both in ourselves and in the world around us.

We are a Community of Reverence. Reverence recognizes and respects the dignity and worth of each human person and all creation. Reverence takes us beyond tolerance and calls us to treasure the diversity of the human family with its various ethnicities, cultures and faith traditions.

We are a Community of Service. The Franciscan tradition is intimately tied to service. The members of the university community challenge one another to cultivate a spirit of gratitude, to be
mindful of those who feel unconnected and who are in need, and to develop and share our gifts with the broader community.

Recognizing that the diverse expressions within the human family enrich the learning and life of our community, Lourdes University, as a Catholic institution, is committed to nurturing an atmosphere that engages students, faculty, and staff in a dynamic exploration of a broad spectrum of ideas and cultures that leads to a multidimensional understanding of the world. Lourdes University fosters an intellectual community enriched by the full range and depth of human experience where diverse voices and viewpoints are represented.

Lourdes University reflects its Franciscan values of community, learning, reverence, and service through initiatives that include professional, pedagogical, and student development, as well as community events that actively promote and support a diverse population.

**Student Rights and Responsibilities**

All members of the academic community have rights and responsibilities. These help create an atmosphere of concern and caring, one conducive to the teaching/learning process.

**Student rights include the following:**

- Freedom from threats.
- Freedom from acts of violence.
- Freedom from unfair or obscene treatment from others.
- Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities and University events.
- Freedom from theft and willful destruction of personal property.
- Right to study and learn in an atmosphere of academic freedom.
- Right to be governed by justifiable academic regulations.
- Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.
- Right to petition for redress of grievances, academic and nonacademic.
- Right to know the results of any disciplinary hearing in which you are the alleged victim of any crime of violence or sex offense.

**Student responsibilities include the following:**

- To respect the rights and property of others.
- To be fully acquainted and comply with the published rules and regulations of the University.
- To comply with all local, state, and federal laws.
- To recognize that student actions reflect upon the individuals involved as well as upon the entire University community.
- To recognize the University’s obligation to provide an environment conducive for learning and academic inquiry.
- To adhere to the academic requirements determined by individual instructors.
INCIDENT REPORTS

To file an incident report documenting a violation of your student rights or the Community Standards Code (link to pdf file) http://www.lourdes.edu/campus-life/public-safety/community-standards-student-conduct/community-standards-code/

Please complete the electronic incident report form http://www.lourdes.edu/campus-life/public-safety/community-standards-student-conduct/community-standards-code/ or print out the PDF version and submit to the Welcome Center. You may contact Michelle McDevitt to discuss any conduct, Sexual Misconduct (Title IX), or safety related concerns you may have.

Title IX: Sexual Misconduct Policy


Sexual Misconduct Incident Report:


Lourdes University College of Nursing Online Etiquette or “Netiquette” Guidelines

Introduction: Lourdes University College of Nursing requires students to engage in on-line learning as an integral part of instruction. On-line learning is used extensively in the education of nurses and in the professional nursing community. Lourdes University College of Nursing expects students, faculty, and staff to conduct on-line communication with the same respect for human dignity and professionalism that characterizes face-to-face, telephone, and paper communication. Netiquette expectations are consistent with the Franciscan values of the Sisters of St. Francis, the mission of Lourdes University, and the Lourdes University Student Handbook.

Netiquette Guidelines:
- General On-line Communication Guidelines
  1. A few DO’s taken directly from universal standards of etiquette.
     a. Introduce yourself to the recipient/audience.
     b. Open communications with a salutation or the name of the person you are writing. End communications with your name.
     c. Thank others for their contributions.
     d. Be concise. Respect the receiver’s time.
     e. Participate; do not dominate. Divide the opportunity to participate equally.
  2. A few DON’T’s taken directly from universal standards of etiquette.
     a. Do not demean, ridicule, or insult someone on line. That is referred to as “flaming.”
     b. Do not attempt complex or crucial conversations on-line.
  3. Written words alone lack the cues provided in face-to-face interactions. They can be misinterpreted easily. For this reason try to:
a. Avoid sarcasm.
b. Avoid humor.
c. Limit the use of emoticons.
d. Avoid abbreviations; they may not mean the same things to all people.
e. Avoid the use of all capital letters. This means shouting in the electronic world.
f. Use appropriate techniques for emphasis.
   i. Italicize to emphasize.
   ii. Use quotes for quotes.
   iii. Underline important parts of the message.
   iv. Use outlining, white space, or other visual techniques to structure communications.
   v. State emotions, for examples:
      1. Put the word “grin” or “haha” in parentheses to show your humorous state of mind.
      2. Begin statements with your emotion, for examples, “I am disappointed to inform you…” “I am sad to tell you ….”
   4. Reread your work once, twice, or three times before you send it, especially if it could be sensitive material.

Additional Guidelines for the Completion of On-line Assignments
1. Complete on-line assignments on time. In addition to the potential for a grade penalty for late submissions, others may not have enough time to respond to your writing before the final due date if you are late in your post.
2. Use the same standards of authorship you would use in a formal paper. Cite references for contributions to your work.
3. Use correct grammar, sentence structure, spelling, and punctuation when completing an on-line assignment.

Additional Guidelines for Appropriate e-mail Communication or On-line Exchange
1. Do not “Reply All” unless it is warranted. Keep private conversations private.
2. Do not escalate an out-of-control conversation. Request a face-to-face meeting.
3. Do not forward spam, chain letters, or gossip.
4. Do not use the privilege of membership on an electronic address list for a purpose other than the one for which it was designed.

Sources:
   http://etiquette.about.com/od/Smartphones/a/Proper-Internet-Etiquette.htm
   http://www.albion.com/netiquette/index.html
Graduation Policies

Lourdes University holds commencement twice a year in May and December. Students completing all requirements in the fall, summer, or spring semesters may participate in the ceremony. Students receiving degrees are encouraged to participate in the commencement exercises. Each candidate is assessed a graduation fee for expenses, regardless of participation.

The completion of all academic and administrative requirements is the responsibility of the students. Only students who have met all requirements will be permitted to participate in graduation ceremonies. Requirements include:

- Completion of all required courses in the program curriculum with a minimum 3.00 G.P.A. Only courses with grades of C (2.0) or higher can be used to fulfill degree requirements. No more than two course grades of C (2.0) can be used to fulfill degree requirements.
- All financial obligations must be paid.
- The Application for Commencement form must be filed with the Registrar's Office.
- A graduation fee must be paid.

Transcripts

Requests to have academic transcripts sent to a third party must be in writing to the Office of the Registrar and must include the student's signature. Under no circumstances will a transcript, or a copy of a transcript of work taken at another institution, be released by Lourdes University. Students should contact each school attended for copies of official records at that institution.

Baccalaureate

Baccalaureate is held in the Queen of Peace chapel for all Lourdes University graduates and their families. This is generally held before the formal commencement ceremony in May only.

Convocation

A Nursing Convocation is held twice a year in the fall and spring. This is a nursing celebration and recognition program for all graduates in the College of Nursing and their families. Nursing pins and awards are distributed to graduates during this ceremony.

Student Services Policies

E-mail Policy

Students are required to use their Lourdes University e-mail accounts for e-mail communication with the University faculty and staff. If a student uses another e-mail account to submit an assignment, the student does so at her or his own risk. Should the document fail to arrive for whatever reason, the student is accountable for a missing assignment, subject to the terms of the individual instructor's syllabus. Under no circumstances should faculty or staff be transmitting FERPA-protected information to students via any e-mail account other than the student's Lourdes e-mail account.

Resources, Library and Support Services

Supporting resources and academic services assure an appropriate learning environment for graduate students. The Duns Scotus Library offers journal access to OhioLINK databases, EBSCO-Host, CINAHL, Medline,
Medline(Pubmed) etc., and the print resources available on campus. The Academic Success Center offers access to Internet research, computers and printers, tutoring, research and writing support. The Center for Professional Studies located in St. Francis Hall also offers access to Internet research, computers and printer, some tutoring, and research and writing support. The Center for Nursing Scholarship located on the second floor of St. Clare Hall above the library provides access to computers and group conference space. Schedule the use of the meeting room with the Administrative Assistant at (419) 824-3871.

**I.D. Card**

Lourdes University I.D. cards permit students to use or participate in the following: library and research, the Academic Success Center, fine arts activities (concerts and art shows), the gym and fitness center, and other social and academic functions. All students should have a Lourdes University I.D. card. On site students can obtain their I.D. at the I.T. Department located in the basement of Ebeid Hall. Online students will be able to print a student I.D. pdf document if needed.

**Lourdes Alert**

Lourdes Alert is a service provided by the University to deliver a TEXT and EMAIL MESSAGE notice to the campus community. It will be used for emergency notification such as tornado warnings, personal security and major emergency events. This service is available through the Lourdes Web Site – www.Lourdes.edu/alert.

Lourdes Alert is an “Opt-Out” service for text and e-mail alerts. Text message fees may be charged by your personal cell phone carrier. Student emails are automatically entered; however, students should confirm registration via the website, where additional features can be included (such as addition of a phone number for text messages or a secondary email address).

**Parking**

To ensure the orderly and safe flow of traffic on campus, specific parking areas are designated for student and faculty vehicle parking, including parking for persons with physical disabilities.

**Vehicle Registration and Parking Permit**

Every student who operates or expects to operate a motor vehicle on Lourdes University property must register the vehicle. More than one vehicle may be registered. Parking permits for on-campus parking are issued at the Public Safety Office, located at 6557 Brint Road, Sylvania Ohio 43560 (Lourdes Commons area). Parking fees are assessed each semester for onsite students.

The parking permit/sticker must be clearly and appropriately displayed on the vehicle window. Parking stickers attach to the outside of your vehicle window, either rear or front windshield.

**Student Parking at Lourdes Commons**

Parking permits apply to all onsite students. Residential students will be issued a residential parking permit; a fee is assessed per semester.

**Approved Parking**

Student parking areas and regulations are posted on campus bulletin boards and in the Student Handbook, which is easily accessed from the Lourdes University website and available in hard copy upon request.

More parking information including permits, payments, and citations can be found on the Lourdes website.

**Printing**
Each registered onsite student receives a printing credit on his/her student ID card at the beginning of each semester. Students are encouraged to print documents two-sided and in black and white to maximize their print credit.

Students using an on-campus computer will be able to view their remaining account allowance when logged into the computer. When students are utilizing an off-campus computer, they can login to the print management web center to view their remaining balance. Once a student is close to exhausting the print allowance, he/she will receive a notice to load dollars to his/her student ID. For additional information, please contact the Helpdesk at helpdesk@lourdes.edu or call 419-824-3807.

Professional Organizations

Sigma

Sigma is the honor society for nursing. The Zeta Theta Chapter-at-Large consists of nursing students and graduates from Lourdes University, Mercy College of Northwest Ohio, Bowling Green State University and The University of Toledo as well as community leaders. The purpose of the organization is to facilitate leadership development and scholarly pursuits within the practice of nursing. Induction is by invitation only. Qualifications include superior scholastic achievement, professional leadership, and/or marked achievement in the field of nursing. Graduate students in good standing are considered for membership.

Health and Professional Requirements for Clinical Practice

All students enrolled in clinical courses must meet all College of Nursing Health and Professional Requirements. Students will need to sign a release of information to the clinical agencies. **Note: DNP students will be notified on a case-by-case basis if such paperwork is required.**

Documentation for all requirements must be submitted to the Program Director on or before the due date. Retain a copy for your own records. The College of Nursing is not responsible for copying.

Please see the program specific Health and Professional requirements located in the program specific addendums to this section of the Nursing Graduate Student Handbook.

A Core Concept Skills review is required of all graduate nursing students prior to clinical practice experience. Core Concepts Orientation covers the topics of HIPPA, body mechanics, fire and electrical safety, hazard communication, blood borne pathogens, and tuberculosis. A core concepts module and test is on the Lourdes University website in the the same place the Health & Professional Requirements at http://www.lourdes.edu/academics/college-of-nursing/academic-resources/ The test must be passed at 85% or better. The core concept module review and test must
be completed prior to the start of the practicum experience. If further clarification is necessary, call your Program Director.

**Online Suggestion Survey**

An anonymous online survey for suggestions, complaints, concerns, & compliments is available for students to access. The comments are sent to the Administrative Assistant of the Dean of the College of Nursing. This person then sends the email to the appropriate Program Director who handles the MSN comments. Responses to the comments are posted on the MSN bulletin board or on-line as appropriate. Students are informed of the site location periodically. Access to the survey is at [http://www.lourdes.edu/academics/college-of-nursing/academic-resources/](http://www.lourdes.edu/academics/college-of-nursing/academic-resources/) then click on ‘Suggestion Survey’.
MSN Programs Nursing Capstone - NUR 698 Guidelines

Students complete, under the direction of a graduate faculty member, a scholarly project that is significant to nursing, within the scope of practice of a masters prepared nurse, and related to the student’s area of concentration in the graduate program. Models of evidence based practice design or research methodology guide the capstone project. This project is a culmination and synthesis of prior graduate learning.

The purpose of the Nursing Capstone project is to integrate and synthesize learning from across the MSN program. The completed project is presented in a scholarly paper and as a podium presentation. All students must complete the project through the design phase, including the evaluation plan. Some students may be able to implement their projects and evaluate the results. Students are required to complete Nursing Capstone for a minimum of 2 credit hours. Students who take the course for 3 credit hours meet additional course requirements for dissemination of the project to a regional, national, or international nursing audience.

The final project will be a Satisfactory (S) or Unsatisfactory (U) based upon the successful completion of the course objectives.

There is leeway in the development and implementation of a project as long as the rubrics are met. Ideas for Capstone projects may include, but are not limited to:
  A. Curriculum design and development
  B. Curriculum implementation and evaluation
  C. Integrated review of the literature with practice guidelines
  D. Continuing education program
  E. Design and implementation of a change project
  F. Grant proposal
  G. Policy development, implementation and or outcome
  H. Systematic analysis of healthcare system in another geographic region

A student may opt to do a thesis as a Capstone project with the understanding that the likelihood that a thesis will take longer than one semester to complete.

NUR 698 Capstone Project: Procedures

Role of the Capstone Advisor
1. Each student must work with a graduate faculty member who will serve as the Capstone advisor. The advisor will guide the student and provide final approval for the Capstone proposal and completion of the project.
2. The student may choose to work with additional faculty or community members who have expertise in the student’s area of interest.
3. If a student chooses to work with someone in addition to an advisor it will be up to the student and the advisor to determine the amount of input the additional person will have in the Capstone project.
Procedure for Selecting Capstone Advisor
1. Students identify faculty, or advanced practice nurses in the community who are qualified to serve as Capstone Advisors, with whom they would like to work.
2. The student submits a formal request for a Capstone Advisor to the Program Director. If the requested Capstone Advisor is from the community a copy of the potential Capstone Advisor's curriculum vitae must accompany the request. If the student wishes assistance in identifying a Capstone Advisor the student indicates this request in the Capstone Advisor paperwork.
3. The Program Director makes the final assignment. Assignments will be made based on a good fit between the student and faculty interests and faculty workload.
4. Final assignment of Capstone advisors will be by midterm of NUR 696.

Communication between Student & Faculty
1. Standard turn-around for e-mail response: 24-48 hours during normal week
2. Graduate students must allow at least two weeks for faculty to review papers. Multiple drafts of the paper are expected

Timelines for Capstone Project (May be changed by Faculty as needed)

<table>
<thead>
<tr>
<th>Semester Week #</th>
<th>Activity/Task To Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Semester</td>
<td></td>
</tr>
<tr>
<td>Pre- NUR 696</td>
<td>Students submit forms indicating their project topic, status of proposal completion, and requests for Capstone advisor</td>
</tr>
<tr>
<td>NUR 696 Semester</td>
<td></td>
</tr>
<tr>
<td>NUR 696</td>
<td>Advisors assigned for each student project Student begins the review of literature for project Proposal developed for project Meet with advisor to establish working relationship IRB submission*</td>
</tr>
<tr>
<td>NUR 698 Capstone Project Semester</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Organizational Meeting in class (advisors will be present) Discuss Finalization of Proposals, Project Methodologies, Statistical Methods and Support, and Individual Project Timetables</td>
</tr>
<tr>
<td>Week 2</td>
<td>Deadline for Final Project Proposals &amp; Individual Project Timelines</td>
</tr>
<tr>
<td>Weeks 3-7</td>
<td>Data Collection/Field Work, Implementation</td>
</tr>
<tr>
<td>Weeks 7-10</td>
<td>Data Analysis, Report Writing</td>
</tr>
<tr>
<td>Week 10</td>
<td>Draft Project Report due to Advisor</td>
</tr>
<tr>
<td>Week 10-13</td>
<td>Final editing/rewriting of manuscript</td>
</tr>
<tr>
<td>Week 13</td>
<td>Deadline to Submit Final manuscript and power point presentation to Faculty</td>
</tr>
</tbody>
</table>
Students Desiring to Complete a Thesis

1. The thesis is an option for any student in the Master of Science in Nursing Program. The student who wishes to write a thesis should anticipate that it will take at least one calendar year to complete.
2. A student who wishes to write a thesis should make their intentions known to the Program Director as soon as possible in order to begin the process of selection of a thesis committee.
3. A Thesis committee will consist of a Thesis Chair who is a doctorally-prepared member of the Lourdes University faculty and two other faculty members. At least one of the other members must be a full or part-time member of Lourdes University Faculty. All faculty members must hold at least a masters’ degree. Either the committee chair or one other member of the committee must be either a full or part-time member of the faculty of the Lourdes University College of Nursing.
4. The student will meet with the faculty member identified as a thesis chair. If the faculty member agrees to be the student’s thesis chair the two of them can decide who to approach to be members of the thesis committee.
5. Once all members have agreed to work on the committee the student submits his or her request to the Program Director.
6. The Program Director must approve all these committees.
7. If no faculty member is willing to be Thesis Chair then the student may need to opt to do a Capstone project.

IRB Approval

1. Even though a formal research project is not required for a Capstone project; many projects may include activities that meet the federal definition of research which is cited below.

   A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities. (45CFR46.102(b))

2. Any project that involves the use of human subjects and meets the above definition must receive approval from the Lourdes University Institutional Review Board (IRB) prior to the commencement of the project.
3. It is up to the student to be knowledgeable of IRB regulations and timelines and plan his or her project accordingly. Collaborative Institutional Training Initiative (CITI) training is completed during NUR 696 Capstone Design course. Student may go to https://www.citiprogram.org/. All training must be completed before the IRB proposal is submitted to the Lourdes University Institutional Review Board. The student may get information about Lourdes University IRB on the Lourdes University Website.
4. It is strongly recommended that the IRB application be submitted prior to the end of the semester prior to the Capstone project to assure approval prior to beginning the Capstone. Any delay in securing IRB approval could delay the student’s graduation.

5. Any student who needs IRB approval for his or her Capstone and wishes to be assigned a Capstone advisor early should submit her request to the MSN Program Director.

6. **The conduct of formal research requires IRB approval by Lourdes and IRB approval and/or permission of the agency where the research will be conducted. If IRB approvals and permission is not sought during NUR 696 it is highly likely that the project will require the students to register for NUR 699 Capstone Continuation in the following semester(s).**

---

**Public Presentation of Capstone Project**

1. Every student is required to present his or her completed Capstone project in a public forum that includes faculty and peers.

2. Public presentation of Capstone projects occur during the 14\textsuperscript{th} and/or 15\textsuperscript{th} week of the semester in which the Capstone is completed.

3. The Capstone Advisor decides whether or not a student is ready to present his or her project based on the status of the project during week 13 of the semester in which the Capstone is being completed.

4. Failure to present the Capstone project at a public forum results in the student receiving a Satisfactory Progress (SP) or Unsatisfactory Progress (UP) for NUR 698 and the student must register for NUR 699 Capstone Continuation to continue implementation of the project.

5. Completion of an incomplete Capstone project falls under the policies and procedures of the Lourdes University Graduate Studies.

---

**Preparation of a Paper**

1. Every student is required to present his or her completed Capstone in the form of a scholarly paper.

---

**NUR 699 – Nursing Capstone Continuation (0)**

Students who do not finish their Nursing Capstone within the semester of original enrollment for NUR 698 are required to enroll each semester in the program’s NUR 699 Nursing Capstone Continuation course for 0 credit hours. The continuation course will be graded non credit (NC). Upon the successful completion of the NUR 698 Nursing Capstone course, the SP or UP grade will be replaced with a Satisfactory (S) grade. For students that do not successfully complete the Nursing Capstone course within four academic terms (NUR 698 + 3 semesters of NUR 699), including Summer Session, the SP or UP grade will be replaced with an Unsatisfactory (U) grade. There is a fee for this course. The student may not graduate with an Unsatisfactory (U) grade in NUR 698.