



# MSN Student Orientation





**Presented by Catherine  
Pankonien, DNP, RNC-NIC  
Graduate Coordinator**



# Welcome

- We will cover:
  - The Student Handbook Policies
  - Castlebranch requirements
  - Course requirements
  - Clinical requirements



# Progression Policy

Satisfactory progression in MSU graduate nursing program is defined as a 3.0 or better cumulative grade point average and no grade lower than a “B” in the nursing courses.

If a grade of “C” or lower is earned in any graduate nursing course, the course must be successfully repeated the next regular academic semester during which the course is offered. Progression in the program will be delayed. An amended degree plan will be sent showing the delay and change in progression.

Failure to achieve the minimum grade of “B” when repeating a course will result in dismissal from the program. Students may petition the Graduate Curriculum and Standards Committee to accept a repeated course from another university in advance of enrollment for the course; however, the original grade will remain on the transcript and will be calculated into the grade point average. The only way to remove the grade from the GPA calculation is to retake the course at MSU.



# Progression Policy cont.

A student who fails to successfully complete a nurse practitioner clinical major course either by dropping the course during the semester or by earning less than a “B” will be required to register for and satisfactorily complete (minimum grade of “B”) a one semester credit hour special topics course for each semester until retaking the dropped or failed course.

Clinical major courses for FNP students include NURS 5166, NURS 5182/84, and NURS 5372/74. Clinical major courses for PMHNP students include, NURS 5463/5473, NURS 5483/5492, and NURS 5533/5523.

The purpose of the special topics course is to maintain clinical competence. The course will consist of 64 clinical hours under the direction of an FNP or PMHNP faculty member. Clinical hours that were earned during the dropped or failed course will be forfeited. Clinical hours earned during the special topics course will be in addition to the minimum required clinical hours for the FNP and PMHNP Programs.



# Late Assignment Policy

- Students are expected to submit assignments by the time they are due.
- Assignments submitted after the due date and time will receive a deduction of 10% for each day late, up to 3 days.
- Assignments will be accepted, with penalty as described, up to a maximum of three days late, after which point a zero will be recorded for the assignment.
- If a student needs an extension, they **MUST** submit a request prior to the assignment due date. Exceptions are made on a case-by-case basis. The faculty will notify the student if the extension is granted.



# Proctored Exams

- Proctor exam forms or instructions will be included in the syllabus or within the course content. It is the responsibility of the student to schedule test times with an appropriate exam site and to pay the fees required of the testing center.
- Test times are scheduled by the faculty or instructor and once posted in the syllabus will not be changed except during extreme circumstances such as power outages in areas of severe weather.
- Students may request a different test date and time for extreme personal circumstances such as hospitalization. It is the student's responsibility to notify the course faculty if experiencing personal circumstances that prevent taking the test at the scheduled time.
- Conflicting work schedules or vacations will not be considered as extreme circumstances.



# Attendance and Immersions

Immersion on campus are mandatory. Any student who cannot attend the required immersion on campus will not earn a “B” or higher in the course. Faculty will not reschedule immersions or provide make-up times to this requirement.

Each course syllabus addresses the procedures and consequences for absence from required classroom experiences and/or examinations. The student is expected to review these statements and comply with procedures established by the course faculty. Faculty are not required to reschedule classroom time or provide make-up tests.

Some graduate courses require on-campus classroom or presentation times. Please check the syllabus for required class or presentation dates. Total on-line programs may require students to come to campus up to twice during each clinical semester. All travel expenses are the responsibility of the student.





Clinical experiences are the responsibility of the student. A student may not start a clinical rotation or complete any hours until approved by the clinical faculty coordinator. Hours completed without approval will not be calculated into the required clinical hours for program.

Clinical hours can be completed in the state in which the student is licensed to practice nursing. Nurse Practitioner (FNP and PMHNP) students are required to obtain a Texas license in addition to their current state license, unless their state of residence is a compact state. FNP and PMHNP students may be required to complete some clinical hours in Texas. Graduate students may be required to complete a portion of their clinical hours with the graduate faculty. Students may also be assigned a specific preceptor or clinical site at the recommendation of the faculty coordinator.



The Affiliation Agreement is a mandatory agreement between MSU and any institution, hospital, or clinic where a student is present. Students may not complete clinical hours at any institution that does not have an affiliation agreement signed by that institution's administration and MSU.

Affiliation Agreements may take up to 3 or 4 months for signatures and it is advised students start the process early. The first step is to check with the Wilson School of Nursing to inquire about the pre-existence of an agreement. The agreement is updated as needed and only requires one agreement per institution. If an agreement exists and is current there is nothing more to do. If an affiliation agreement does not exist, the student can retrieve a form from the Wilson School of Nursing Website. The completed form should be turned into the Wilson School of Nursing secretary. The student will be notified via email once received. This will start the process.

The student will then wait until notification by MSU that the agreement has been signed. It is the student's responsibility to ensure an affiliation agreement is in place prior to the start of any clinicals.

Hours completed prior to a valid agreement will not be calculated into the required clinical hours for the program.



All preceptors and clinical sites must be approved through the clinical faculty coordinator. All preceptors must complete and sign the preceptor agreement each semester for each student.

It is the student's responsibility to ensure that they have an approved clinical site with an approved preceptor and a signed preceptor agreement. Student's will retain a copy of the signed preceptor agreement in their clinical journal and send the original to the Wilson School of Nursing.

A preceptor agreement must be signed each semester even if the student completes all of their clinical hours for the program with a single preceptor

\*Students are responsible for finding/obtaining all preceptors.



# Castlebranch

Drug screen/Substance Abuse Screening

Criminal Background Check

Health/physical examination

Vaccines

Liability Insurance

Health Insurance

CPR



# Clinical Hours

- Adv. Assessment Clinical: 64 clinical hours
- FNP Diagnostics and Ambulatory Procedures: 64 clinical hours
- PMH Diagnostics: 64 clinical hours
- FNP Practicum I and II: 256 clinical hours in each course
- PMH Practicum I, II and III: 192 clinical hours in each course

\*On-campus immersion occur during each clinical semester. Students are **REQUIRED** to attend scheduled immersions

\*Faculty will not reschedule immersions or provide make-up times to this requirement

