



MARQUETTE
UNIVERSITY

Be The Difference.

College of Nursing



Undergraduate
Student Handbook
2009-2010

This *College of Nursing Student Handbook* contains information, policies and procedures with which you should be familiar. This publication is a supplement to the *Undergraduate Bulletin*. You are responsible for understanding all information and policies found in this publication, the *Marquette University Undergraduate Bulletin*, and the *Marquette Student Handbook*.

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THE MISSION OF THE COLLEGE OF NURSING

Through a transformational Catholic, Jesuit education, Marquette University College of Nursing prepares nurse leaders to promote health, healing and social justice for all people through clinical practice and development of nursing knowledge.

STATEMENT OF PHILOSOPHY

The College philosophy is consistent with the philosophy of Marquette University reflecting a commitment to intellectual and moral excellence, Christian ethics and a belief in the worth and dignity of each person. The faculty of the College strive to create an atmosphere where such human values can emerge and where faculty and students share in the quest for personal meaning and fulfillment. Educational programs of the College are committed to development of critical thinking, communication skills, competence in implementing therapeutic nursing interventions, ethical competence and multicultural competence. These programs prepare students for leadership within the discipline.

The undergraduate and graduate curricula are based upon the philosophy, purpose, and objectives of the College of Nursing and Marquette University. They embody the vision statement of the College of Nursing:

The Marquette College of Nursing will be a premier program that prepares an increasingly diverse community of clinicians, leaders, educators and researchers who transform health care and will be the College of choice for those who are committed to:

- *Providing high quality, compassionate care focused on individuals, families and communities.*
- *Advocating for social justice to eliminate health inequities.*
- *Engaging community partners to promote health care for all.*
- *Generating, evaluating and applying knowledge to improve health and education outcomes.*
- *Creating a dynamic, innovative learning community.*
- *Leading change to improve the health care environment.*

The faculty endorse the ANA Social Policy Statement (2003) description of nursing as having four essential features. Contemporary nursing includes: 1) attending to the full range of human experiences and responses to health and illness without restriction to a problem-focused orientation; 2) integrating objective data with knowledge gained from an understanding of the patient's or group's subjective experience; 3) applying scientific knowledge to the processes of diagnosis and treatment; and 4) engaging in a caring relationship that facilitates health and healing. The faculty are committed to the belief that nursing has a scientific base which underlies professional practice. The scope of nursing practice includes health promotion, maintenance, restoration and palliation. Students develop competence in providing care to persons throughout the life cycle.

Persons are viewed as unique, integrated beings. That which affects one aspect of a being affects the whole. Persons' responses are influenced by a variety of spiritual, psychosocial, cognitive, cultural, contextual and biological dimensions. Persons' responses provide the focus for nursing practice, research, education and administration. The concept of person includes individuals, families and communities.

Health is a state of being in which the potential of individuals and aggregates are realized to the fullest extent possible. Health is viewed not as an end in itself, but as a means to a life that is meaningful and manageable.

Context refers to the environment external to the individual and includes a matrix of interrelationships involving the person as well as the health care environment in which care is delivered. All elements external to the person that influence health and health responses are encompassed within the concept of context.

The faculty believes that learning is a multidimensional process and that formal learning involves a partnership between teachers and students resulting in mutual growth. Faculty members go beyond instructing for content mastery, to inspiring and provoking collaborative inquiry.

The faculty believes that a baccalaureate program in nursing provides for liberal as well as professional education. Graduates are prepared to accept responsibility for present and evolving nursing practice within the context of a changing society and health care systems.

The faculty believes that graduate education in nursing focuses on the interrelationships among theory, practice and research. Graduate education is characterized by the acquisition of skills necessary for the discovery and synthesis of nursing knowledge in preparation for specialized practice.

The faculty believes that the provision of continuing nursing education is an integral component of the College program. They believe that learning is a life-long requirement for effective nursing practice and personal fulfillment.

The educational programs reflect the faculty's belief in the nurse's ability to have a substantive impact on creating caring communities. Faculty members believe that an emphasis on critical thinking, communication, therapeutic nursing, ethical competence and multicultural competence will result in developing nurses who are empowered in practice, committed to the profession, and capable of achieving client outcomes. The faculty is committed to knowledge generation through research and recognize that development of the discipline is dependent upon research. The faculty believes that the integration of scholarship and practice supports the development of nursing as a profession.

The University and College are committed to excellence, dedicated to the communication and pursuit of knowledge. Both recognize the importance of research, ethical values, service to the community and the development of leaders who will positively influence society.

PURPOSE OF THE UNDERGRADUATE PROGRAM

The primary purpose of the baccalaureate program in nursing is to prepare the graduate to function as a professional nurse in diverse nursing situations, and to work collaboratively with other health workers in coordinating and improving the health care of individuals, families and communities. The baccalaureate program provides a broad, basic foundation for graduate education in nursing and for continuing personal and professional development.

PROGRAM OUTCOMES AND PERFORMANCE INDICATORS

The following program outcomes based on the AACN Essentials of Baccalaureate Education drive the undergraduate curriculum. The graduate of the undergraduate curriculum will demonstrate the following role dimensions of the professional nurse.

1. Goal: Provider of Care:

Use the nursing process to provide evidence-based, culturally competent care that incorporates bio-psycho-social, ethical, & spiritual aspects of health.

Performance Indicators:

Demonstrates use of nursing process.

- Performs assessments appropriately.
- Accurately analyzes assessment data.
- Plans appropriate interventions.
- Demonstrates appropriate interventions
- Evaluates patient care outcomes.
- Documents accurately

Incorporates bio-psycho-social, ethical, & spiritual aspects of health into care.

- Incorporates evidence based care principles.
- Provides ethical, culturally competent care.
 - Incorporate spiritual components into care.

2. Goal: Leader of Care:

Facilitate leadership through collaboration & advocacy to design & coordinate safe, cost-effective, quality care for individuals, families, & aggregates

Performance Indicators

Demonstrates appropriate coordination, delegation, and supervision of nursing care.

Designs and evaluates safe, effective, quality care for individuals, families, and aggregates.

Advocates for clients through collaboration with the interdisciplinary team

3. Goal: Member of a Profession:

Enact professional behaviors that communicate respect for own & others' values, commitment to ongoing learning, & promotion of social justice.

Performance Indicators

Demonstrates the use of professional nursing standards.

Communicates respectfully in a clear accurate, relevant manner in oral, nonverbal and written modes.

UNDERGRADUATE INQUIRIES..... Harry Kraemer 288-3809
 Absences from Class or Clinical
 Admissions
 Advisor Change Requests
 Class Schedule Conflicts
 Course Audit
 Course Substitute Repeat
 Course Withdrawals
 Independent Study
 International Studies
 Registration Procedures and Problems
 RN License—copy to file
 Student Health Requirements
 Transfer Credits

FINANCIAL AID Larry Vanden Busch, 288-3918

COMMUNICATION

Bulletin Boards

Bulletin boards for various functions and organizations are located throughout the College of Nursing.

<u>Bulletin Board</u>	<u>Location</u>
Diversity Notices	2nd Floor, Near Elevator
Employment Opportunities	Terrace, Ground Floor
Faculty Notices	2nd Floor, Room 260
Financial Aid Opportunities	Terrace, Ground Floor
General Announcements	Terrace, Ground Floor
Graduate Notices	Terrace, Ground Floor
Sigma Theta Tau Notices	Main Lobby, 1st Floor
Undergraduate Notices	Terrace, Ground Floor

The Undergraduate bulletin boards contain all official undergraduate notices and **should be checked often** by all undergraduate students. Students are responsible for reading notices on the bulletin board.

Mailboxes

Faculty mailboxes are located on the second floor opposite the elevator. Student mailboxes are located in the Terrace lounge on the ground floor of the College of Nursing. **Since official notices and correspondence are frequently placed in student mailboxes, students should check their mailbox each time they are in the College of Nursing building.**

Email

All official communication for the College of Nursing is done through the university email system. **Students must check their MU email accounts frequently (at least once a day).**

ALUMNI MEMORIAL UNION..... 288-7250

The Alumni Memorial Union is located north of Wisconsin Avenue on 15th Street and offers a variety of services for students. Included are the Office of Student Affairs, the Information Center, several dining facilities, check cashing service and a postal service. The Golden Eagle sells supplies, cards, books, and apparel.

Union Station, Alumni Memorial Union.....288-1518
 Marquette Student I.D. Card and Nursing Clinical ID Card (Replacement)
 U.S. Post Office
 Bus Passes
 Check Cashing

BOOK MARQ (TEXTBOOKS)..... 288-7317

The University Book Marq is located on 16th Street just north of Wells Street. Hours of operation vary with increased hours at the beginning of each semester.

COUNSELING SERVICES..... 288-7172

The University Counseling Center is located in Holthusen Hall.

COPIER/PRINT WISE

Copier/PrintWise stations for making photo copies or printing from a computer are available in the Simulation Technology and Learning Resources Center (Room 027) and for PhD students in the PhD Office (Room 356/360). Copier/PrintWise stations are also located in the Memorial and Raynor libraries.

HISTORICAL GALLERY

The Historical Gallery is housed in the College of Nursing on the second floor in Room 216. The Gallery serves as a repository for source materials pertinent to nursing and to the growth and development of the College of Nursing. Since the College of Nursing has a unique history and is one of the first baccalaureate programs established in the United States, the exhibits represent both the advances in nursing and the history of nursing education at Marquette University. Marquette has made a significant contribution to the history of nursing and needs to continue its leading role in higher education. Students, begin now to learn more about your College and the impact you can make on its future and the future of nursing. We need to learn from the past and build on it for the future. The Gallery is open from 8am-4:30 p.m.

ITS

The Information Technology Services (including user terminals) is located in Cudahy Hall, 2nd floor. User access codes are obtained from the ITS.

LIBRARY FACILITIES..... (24 hour number) 288-1530

Privileges with Marquette University Student Identification Card:

Raynor Memorial Libraries, Marquette University

(Includes interlibrary loans, computerized literature searches, etc.)

Hours vary. For current times, see: <http://www.mu.edu/library/information/libhours.html> . It is recommended that students visit the libraries for orientation and to learn of available services. Libraries at many clinical agencies are available for students to use as well.

Libraries for which loan privileges may be available upon application:

Medical College of Wisconsin Library

Milwaukee Public Library

Wauwatosa Public Library

University of Wisconsin-Milwaukee Library

LOCKERS

Individual lockers are now available for undergraduate and graduate students in the College of Nursing for use during the full academic year and during summer sessions. The lockers are located on the ground floor terrace. Students must provide their own locks. Decorations on the outsides of lockers are prohibited. Student applications will be accepted and awarded on a first come, first served basis. Please call the Business Manager, Larry Vanden Busch, at 288-3918 for an application or more information.

PARKING

Parking permits are available at the beginning of each semester. Students may contact the Parking and Traffic Office, 288-6911.

PUBLIC SAFETY

The Public Safety Department is open 24 hours each day for emergency use. The non-emergency telephone number is 288-6800. The emergency number is 288-1911.

Public Safety offers a variety of safety services and programs to students, including walking escorts called Safety Patrols and the LIMO service. LIMO vans circle the campus between the hours of 5pm and 3am seven days a week and will transport any student with a valid Marquette ID anywhere on campus. For more specific information regarding Safety Patrols, the LIMO routes or how to request a ride, go to <http://www.marquette.edu/dps/index.shtml>

RECREATION CENTER

The Helfaer Tennis Stadium and Recreation Center (288-6976) and Rec Plex (288-7778) offer many recreational opportunities, including tennis, swimming, handball, jogging, and others.

SIMULATION TECHNOLOGY AND LEARNING RESOURCES CENTER (STLRC)

The College of Nursing STLRC is located on the ground floor of Emory T. Clark Hall.

Hours vary. Please call **288-3806** for current times.

The STLRC includes the Instructional Media Lab, the Fuld Computer Literacy Center, Simulation Technology, and the Nursing Skills Lab. The Instructional Media Lab includes the College's collection of audiovisual hardware and software. Materials are available for use in the lab area.

The Fuld Computer Literacy Center includes 16 PCs linked to a printer. These computers access E-mail, Internet, World Wide Web, software in word processing, data base management, spreadsheets, and a variety of computer assisted instruction programs specific to nursing. Use of the computers is free of charge and open only to nursing students and faculty. Staff in the STLRC can assist users in accessing the system.

The Nursing Skills Lab includes 16 simulated patient care areas and a collection of equipment and simulators. Although most frequently used by classes and clinical groups, use of the lab for individualized practice may be arranged by contacting the STLRC.

THE TERRACE

The nursing student terrace is located on the ground floor of the College of Nursing. The terrace may be used for studying, relaxing, and meeting with other nursing students. It may also be used for nursing organization meetings within the College; and serves as the place where social functions of the College of Nursing are held.

VENDING MACHINES

Vending machines are located in the Terrace Lounge on the ground floor.

COLLEGE OF NURSING COMMITTEES

Faculty of the College, and in some instances staff and students, participate in the governance of the College through active involvement in the College committees. These diverse committees attend to specific College goals and initiatives and are charged to make recommendations as appropriate to administrators and others. Students are elected to membership on the following committee:

UNDERGRADUATE PROGRAM AND CURRICULUM COMMITTEE

Election to the committee memberships is coordinated by the Dean's Office. Students interested in membership on the committee should contact the Administrative Assistant to the Dean at 288-3812.

NURSING ORGANIZATIONS

STUDENT NURSES ASSOCIATION

The Marquette University Student Nurses Association (MUSNA) is the College of Nursing representative body of the Associated Students of Marquette University (ASMU), the central student governmental body of the University, and the University Chapter of the Wisconsin Student Nurses Association, a constituent organization of the National Student Nurses Association.

MUSNA coordinates and promotes student activities within the College of Nursing and promotes professional, educational, and social activities for nursing students. Officers and representatives from each level within the College are elected annually as a representative to ASMU. Students may be active at the local, state, or national levels. More information on the Student Nurses Association and Council and its activities may be obtained from class representatives or the faculty advisor to MUSNA. Contact the General College Office (288-3803) to locate representatives, officers, or the faculty advisor.

SIGMA THETA TAU INTERNATIONAL, DELTA GAMMA CHAPTER

Sigma Theta Tau International is the international professional honor society in nursing with constituent chapters in collegiate schools of nursing. The Delta Gamma Chapter at Marquette University is open to students, faculty, and nursing community leaders. Candidates for membership in Sigma Theta Tau who are enrolled in the College of Nursing must have junior or senior standing. They are selected on the basis of superior scholastic achievement, potential leadership qualities, and recommendations from other nurse leaders. Faculty and registered nurses in the community are selected on the basis of special interest in Sigma Theta Tau and marked achievement in the field of nursing.

More information on Sigma Theta Tau International may be obtained by contacting its officers through the College General Office, 288-3803. (Faculty Advisor: Dr. Kathleen Bobay, 288-3851).

MARQUETTE UNIVERSITY NURSING ALUMNI ASSOCIATION

The Marquette University Nursing Alumni Association is an affiliate of the Marquette University Alumni Association. In addition to sponsoring several events for nursing alumni, the Nursing Alumni Association maintains a liaison to the Nursing Council and Student Nurses Association for the purpose of joint sponsorship of activities between undergraduate students and nursing alumni.

Marquette Nursing is the official publication of the College, published biannually and circulated to over 7,000 alumni as well as to all colleges of nursing throughout the United States.

UNDERGRADUATE FINANCIAL ASSISTANCE OPTIONS

IMPORTANT CONTACTS:

Larry Vanden Busch, College of Nursing Business Manager: (414) 288-3918
Cathy Graffenius, CON Business Affairs Coordinator: (414) 288-3802
Office of Student Financial Aid: (414) 288-0200

- **Grant Funded Research Assistant Positions**
Opportunities are posted in Clark Hall's Terrace (ground floor of the building).
- **Scholarship Bulletin Board** (*external opportunities*)
Notices of scholarship opportunities from outside agencies are posted in Clark Hall's Terrace (located on the ground level of the building). Students are responsible for determining eligibility and submitting applications. For helpful information visit: <http://aacn.campusRN.com/scholarships>
- **MU Nursing Scholarships** (*internal opportunities*)
The College of Nursing has a variety of scholarship opportunities available to undergraduate and graduate nursing students (need based and competitions). Depending on criteria/scholarship requirements, eligible students are invited to apply.
- **Statement of Need**
If all options for assistance have been exhausted please contact Mr. Larry Vanden Busch, Business Manager (Clark Hall, Room 245) lawrence.vandenbusch@marquette.edu. Nursing has a small amount of funding that may be awarded to students with exceptional financial need.

Note: Students who have not registered with the Office of Financial Aid (414-288-0200) www.mu.edu/financialaid or completed a FAFSA will not be considered for aid by the College of Nursing.

UNIVERSITY CORE OF COMMON STUDIES

ADVISING INFORMATION SHEET

- All students entering Marquette in the fall of 2009 are required to complete 36 credit hours of University Core of Common Studies (UCCS) requirements. This includes incoming freshmen, transfer students, RN students, and readmittance students.
- The 36 credit hours are distributed across 9 knowledge areas as follows:
 - Rhetoric (R) – 6 credits
 - Mathematical Reasoning (MR) – 3 credits
 - Individual and Social Behavior (ISB) – 3 credits
 - Diverse Cultures (D) – 3 credits
 - Literature/Performing Arts (LPA) – 3 credits
 - Histories of Cultures and Societies (HCS) – 3 credits
 - Science and Nature (SN) – 3 credits
 - Human Nature and Ethics (HNE) – 6 credits
 - Theology (T) – 6 credits
- Some UCCS courses are dual application courses. They satisfy UCCS requirements in two knowledge areas. A student may take only one dual application course to satisfy UCCS requirements. The dual application option is not permitted in Human Nature and Ethics or Theology.
- Core credit may be granted for transfer credits, Advanced Placement credits, CLEP, and International Baccalaureate Credits. These awards are made by the usual college designees in consultation with the Director of Core Curriculum. There is no limit on the number of core credits that may be awarded in this manner.
- A list of approved UCCS courses is available in the 2009-2010 *Undergraduate Bulletin*. A regularly updated list is available on the Office of the Provost website and should be consulted for the most recent listing of UCCS courses. At present, more than 135 UCCS courses have been approved.

GRADUATION REQUIREMENTS

AMOUNT AND QUALITY OF WORK

A candidate for a baccalaureate degree in nursing must have completed 128 credits including all the requirements in the University Core of Common Studies and the College of Nursing curriculum. The candidate shall have earned quality points which equal at least two times the number of credit hours credited and shall have at least a 2.00 quality point average per term actually taken at Marquette.

UNIVERSITY CORE OF COMMON STUDIES AND COLLEGE CURRICULUM REQUIREMENTS

The College of Nursing builds on the foundational educational experience provided by the University Core of Common Studies. It does this through a college curriculum that amplifies and deepens the knowledge, skills, and values imparted to students in the nine knowledge areas of the UCCS. The nursing major consists of 72 required credits from selected Nursing and Health courses. College of Nursing students also complete 38 UCCS credits, 3 of which count toward the nursing major. In addition, students take 15 core requirement credits and 3 general elective credits.

Rhetoric (R) 6 credits
ENGL 1001 and ENGL 1002 ARE REQUIRED.

Mathematical Reasoning (MR)..... 3 credits
All UCCS courses accepted; Statistics
recommended for students considering graduate education.

Individual and Social Behavior (ISM) 9 credits
Psyc 1001, Psyc 2101, and Soci 2200 ARE REQUIRED.

Diverse Cultures (DC) 3 credits
Heal 1025 IS REQUIRED.

Literature and Performing Arts (LPA) 3 credits
All UCCS courses accepted for college curriculum credit.

Histories of Cultures and Societies (HCS)..... 3 credits
All UCCS courses accepted for college curriculum credit.

Science and Nature (SN)..... 5 credits
BISC 1015 is REQUIRED.

Human Nature and Ethics (HNE) 6 credits
Phil 1001, Phil 2310

Theology (T) 6 credits
THEO 1001 IS REQUIRED, and
all Theology UCCS courses accepted for remaining 3 credits.

General Elective 3 credits

Other Required Science Courses.....9 credits
Bisc 1060, 2070, and 3115

Nursing Major 75 credits
NURS 1000, 2000, 2075, 2100, 2110, 3100, 3200, 3300/3301, 3150, 3400/3401,
3500/3501, 4300/4301, 4400/4401, 4500/4501, 4601, 4650, any NURS elective, and HEAL 1025,
2045.

PROGRESSION POLICIES FOR UNDERGRADUATE STUDENTS OF NURSING

I. Health Requirements Prior to Enrollment of All in Practicum Courses

- A. The health requirements for the College of Nursing must be met prior to beginning practicum courses and each year thereafter [See the University Bulletin for Health Requirements].
- B. Health reports, criminal background check, and CPR certification must be on file in the Office of the Associate Dean for Undergraduate Programs prior to attendance in classes for which these requirements are needed.

II. General Requirements for Progression Into and Through the Clinical Portion of the Nursing Major

The following general requirements must be met for progression into and through the clinical portion of the nursing major.

- A. A grade of at least a CD is required in the following courses:
 - BISC 1060 - Chemistry for Health Professions
 - BISC 2070 - Biochemistry
 - BISC 1015 - Principles of Human Anatomy and Physiology
 - PSYC 1001 - General Psychology
- B. A grade of C or better is required in the following courses:
 - BISC 3115 Microbiology
 - PSYC 2101 Introduction to Life-span Developmental Psychology
 - PHIL 2310 Theory of Ethics
 - SOCI 2200 The Family
- C. A grade of C or better (or S where applicable) in all required NURS and HEAL courses.
- D. A grade of D or better is required for all other required courses not listed above.
- E. Students must have a 2.000 cumulative grade point average to enroll in NURS 2000 or NURS 2075 and to continue to progress in the nursing program.
- F. Any I, X, IX grade which is not removed by the required time (see academic calendar) will be viewed as an F.
- G. A student who earns less than the required grades in two required courses as defined above will be required to withdraw from the College of Nursing.
- H. No required cognate or required nursing course may be repeated more than one time.
- I. Permission to repeat a required nursing course must be formally requested from the associate dean for undergraduate programs by the student, before beginning the repeated course.
- J. All students are required by the Undergraduate Program and Curriculum Committee to complete external, standardized, comprehensive nursing examinations as a condition of graduation. (Fee required for these examinations.)
- K. Students must meet health requirements as specified in the *Health Requirements for Undergraduate Students* found in this bulletin.
- L. Health reports, criminal background check and CPR certification must be on file in the office of the associate dean for undergraduate programs prior to attendance in classes for which these requirements are needed.
- M. The college has additional limitations for substitute repeat courses.

PROGRESSION INTO NURS 2000

The following required courses or their equivalents must be completed prior to entering NURS 2000: BISC 1060 Chemistry for the Health Professions, BISC 1070 Biochemistry, BISC 1015 Principles of Anatomy and Physiology, PSYC 1001 General Psychology, and NURS 1000 Dimensions of Professional Nursing (may be taken concurrently).

PROGRESSION INTO NURS 2075

The following required courses or their equivalents must be completed prior to entering NURS 2075: NURS 2000 Health Assessment, BISC 3115 Microbiology and HEAL 2045 Normal and Therapeutic Nutrition.

PROGRESSION INTO NURS 3100 THROUGH NURS 3500

The following required courses or their equivalents must be completed prior to entering courses NURS 3100 through NURS 3500: NURS 2075 Foundations of Nursing Practice, NURS 2100 Pathophysiology 1, NURS 2110 Pharmacotherapeutics for Nursing Practice, HEAL 1025 Culture and Health, PSYC 2101 Introduction to Life-span Developmental Psychology, SOCI 2200 The Family.

PROGRESSION INTO NURS 4300 OR HIGHER NURSING COURSES

The following required cognate and nursing courses or their equivalents must be completed prior to entering NURS 4300 or higher nursing courses: NURS 3100 Pathophysiology 2, NURS 3200 Introduction to Nursing Research, NURS 3300 Nursing Care of Adults/Theory, NURS 3301 Nursing Care of Adults/Practicum, NURS 3400 Childbearing Family Nursing/Theory, NURS 3401 Childbearing Family Nursing/Practicum, NURS 3150 Essentials of Gerontological Nursing, NURS 3500 Mental Health Nursing/Theory, NURS 3501 Mental Health Nursing/Practicum.

All other required cognates and nursing courses or their equivalents must be completed prior to graduation. These include: ENGL 1001 Rhetoric and Composition 1, ENGL 1002 Rhetoric and Composition 2, PHIL 1001 Philosophy of Human Nature, HIST (UCCS), LPA (UCCS), MATH (UCCS), THEO 1001 Intro to Theology, PHIL 2310 Theory of Ethics, General Elective, Nursing or Health elective, NURS 4300 Nursing Care of Acutely Ill Adults/Theory, NURS 4301 Nursing Care of Acutely Ill Adults/Practicum, NURS 4400 Family Centered Nursing of Children/Theory, NURS 4401 Family Centered Nursing of Children/Practicum, NURS 4500 Nursing of Communities/Theory, NURS 4501 Nursing of Communities/Practicum, NURS 4601 Synthesis Practicum, and NURS 4650 Nursing Leadership

Note: A student may fail a practicum at any time during the semester for either a pattern of unsafe nursing behavior or a particularly serious incident of unsafe nursing behavior. At the faculty's discretion a learning plan may be put in place based upon the student's performance. Once a student is informed that s/he is failing a clinical course withdrawal from that course is no longer an option.

PREREQUISITE GUIDE FOR BACCALAUREATE STUDENTS

COURSES	CR	PREREQUISITES
N 1000 Dimensions of Professional Nursing	3	Nursing Major
HEAL 1025 Culture & Health	3	None
HEAL 2045 Normal & Therapeutic Nutrition	3	BISC 1060, 2070, 1015 Sophomore standing, and not open for credit to students who have completed BISC 3110
N 2000 Health Assessment	3	BISC 1060, 2070, 1015, Prerequisite or Concurrent: BISC 3115, H 2045, N 1000
N 2075 Foundations of Nursing Practice	3	BISC 1060, 2070, 1015, Prerequisite or Concurrent: BISC 3115, H 2045, N 1000
N 2100 Pathophysiology 1	3	BISC 1060, 2070, 015; PSYC 1001; Prerequisite or Concurrent: N2110
N 2110 Pharmacotherapeutics for Nursing Practice	3	BISC 2070, 1015
N 3100 Pathophysiology 2	3	N 2100; PSYC 2101
N 3200 Introduction to Nursing Research	3	Junior standing, N 2075
N 3300 Nursing Care of Adults-Theory	3	N2075, N2100, N2110, H2045; Prerequisite or Concurrent: H1025 or H2100; N3100, Concurrent: N3301
N 3301 Nursing Care of Adults-Practicum	3	Concurrent: N3300
N 3150 Essentials of Gerontological Nursing	3	N2000, N2075, N2100, N2110. Prerequisite or Concurrent N3100
N 3400 Childbearing Family Nursing-Theory	3	H1025, H2045, SOCI2200, PSYC2101, N2075, N2100, N2110; Concurrent N3401
N 3401 Childbearing Family Nursing-Practicum	3	Concurrent: N3400
N 3500 Mental Health Nursing-Theory	3	N2075, N2100, N2110; H2045; PSYC2101; SOCI2200; H1025; Concurrent: N3501
N 3501 Mental Health Nursing-Practicum	3	Concurrent: N3500
N 4300 Nursing Care of Acutely Ill Adults-Theory	3	N3100, N3200, N3300, N3301, N3150, N3400, N3401, N3500, N3501; Concurrent: N4301
N 4301 Nursing Care of Acutely Ill Adults-Practicum	3	Concurrent: N4300
N 4400 Family Centered Nursing of Children-Theory	3	N3300, N3301, N3400, N3401, N3500, N3501, Concurrent: N4401; Senior standing
N 4401 Family Centered Nursing of Children-Practicum	3	Concurrent: N4400; Senior standing
N 4500 Nursing of Communities-Theory	3	N3200, N3300, N3301, N3400, N3401, N3500, N3501; Concurrent: N4501; Senior standing
N 4501 Nursing of Communities-Practicum	3	Prerequisite or Concurrent: N4500; Senior standing
N 4601 Synthesis Practicum	3	N3200, N3300, N3301, N3400, N3401, N3500, N3501. Prerequisite or Concurrent: either N4301, N4401, or N4501; Senior standing
N 4650 Nursing Leadership-Theory	3	N3200, N3300, N3301, N3400, N3401, N3500, N3501. Concurrent: either N4301, N4401, or N4501; Senior standing

8/10/09



**MARQUETTE UNIVERSITY COLLEGE OF NURSING
BACHELOR OF SCIENCE IN NURSING CURRICULUM
ACADEMIC YEAR 2009 – 2010
PLAN A**

*** Academic Advising Coordinator will assign students to curriculum plan A or plan B.**

Fall			Cr	Spring			Cr
Freshman							
NURS	1000*	Dimensions of Professional Nursing	3	BISC	2070*	Biochemistry for Health Professions	3
BISC	1060*+	Chemistry for Health Professions	3	BISC	1015*+	Principles of Human Anatomy & Physiology	5
ENGL	1001+	Rhetoric & Composition I	3	ENGL	1002+	Rhetoric & Composition 2	3
PSYC	1001+	General Psychology	3	PHIL	1001+	Philosophy of Human Nature	3
THEO	1001+	Intro to Theology	3	ELEC		General Elective	3
			15				17
Sophomore							
PSYC	2101+	Intro to Life-Span Developmental Psych	3	NURS	2075*	Foundations of Nursing Practice	3
BISC	3115*	Human Microbiology	3	NURS	2100*	Pathophysiology I	3
HEAL	1025+	Culture & Health	3	NURS	2110*	Pharmacotherapeutics for Nursing Practice	3
HEAL	2045*	Normal & Therapeutic Nutrition	3	SOCI	2200+	The Family	3
NURS	2000*	Health Assessment	3	HIST	+	UCCS HCS (History)	3
			15				15
Junior							
NURS	3100*	Pathophysiology II	3	NURS	3400	Childbearing Family Nursing: Theory	3
NURS	3200	Introduction to Nursing Research	3	NURS	3401	Childbearing Family Nursing: Practicum	3
NURS	3300	Nursing Care of Adults: Theory	3	NURS	3500	Mental Health Nursing: Theory	3
NURS	3301	Nursing Care of Adults: Practicum	3	NURS	3501	Mental Health Nursing: Practicum	3
NURS	3150	Essentials of Gerontological Nursing	3	MATH	+	UCCS MR (Math)	3
PHIL	2310+	Theory of Ethics	3				15
			18				
Senior							
NURS	4400	Family Centered Nursing of Children: Theory	3	NURS	4300	Nursing Care of Acutely Ill Adults: Theory	3
NURS	4401	Family Centered Nursing of Children: Practicum	3	NURS	4301	Nursing Care of Acutely Ill Adults: Practicum	3
NURS	4500	Nursing of Communities: Theory	3	NURS	4601	Synthesis Practicum	3
NURS	4501	Nursing of Communities: Practicum	3	NURS	4650	Nursing Leadership	3
NURS		Nursing or Health Elective	3	THEO	+	UCCS T (Theology)	3
LPA	+	UCCS LPA (Literature or Performing Arts)	3				15
			18				

Total Credits: 128

*Courses offered only in semester indicated

+UCCS Courses

Students may take summer clinical courses only with Associate Dean's permission, enrollment limited

Subject to change

8/10/09



**MARQUETTE UNIVERSITY COLLEGE OF NURSING
BACHELOR OF SCIENCE IN NURSING CURRICULUM
ACADEMIC YEAR 2009 – 2010
PLAN B**

***Academic Advising Coordinator will assign students to curriculum plan A or plan B.**

Fall			Cr	Spring			Cr
Freshman							
NURS	1000*	Dimensions of Professional Nursing	3	BISC	2070*	Biochemistry for Health Professions	3
BISC	1060*+	Chemistry for Health Professions	3	BISC	1015*+	Principles of Human Anatomy & Physiology	5
ENGL	1001+	Rhetoric & Composition 1	3	ENGL	1002+	Rhetoric & Composition 2	3
PSYC	1001+	General Psychology	3	PHIL	1001+	Philosophy of Human Nature	3
THEO	1001+	Intro to Theology	3	ELEC		General Elective	3
			15				17
Sophomore							
NURS	2000*	Health Assessment	3	NURS	2075*	Foundations of Nursing Practice	3
HEAL	2045*	Normal & Therapeutic Nutrition	3	NURS	2100*	Pathophysiology I	3
BISC	3115*	Human Microbiology	3	NURS	2110	Pharmacotherapeutics for Nursing Practice	3
SOCI	2200+	The Family	3	HEAL	1025+	Culture & Health	3
HIST	+	UCCS HCS (History)	3	PSYC	2101+	Intro to Life-Span Developmental Psych	3
			15				15
Junior							
NURS	3100*	Pathophysiology II	3	NURS	3200	Introduction to Nursing Research	3
NURS	3400	Childbearing Family Nursing: Theory	3	NURS	3300	Nursing Care of Adults: Theory	3
NURS	3401	Childbearing Family Nursing: Practicum	3	NURS	3301	Nursing Care of Adults: Practicum	3
NURS	3500	Mental Health Nursing: Theory	3	NURS	3150	Essentials of Gerontological Nursing	3
NURS	3501	Mental Health Nursing: Practicum	3	MATH	+	UCCS MR (Math)	3
			15	PHIL	2310+	Theory of Ethics	3
							18
Senior							
NURS	4300	Nursing Care of Acutely Ill Adults: Theory	3	NURS	4400	Family Centered Nursing of Children: Theory	3
NURS	4301	Nursing Care of Acutely Ill Adults: Practicum	3	NURS	4401	Family Centered Nursing of Children: Practicum	3
NURS	4601	Synthesis Practicum	3	NURS	4500	Nursing of Communities: Theory	3
NURS	4650	Nursing Leadership	3	NURS	4501	Nursing of Communities: Practicum	3
NURS		Nursing or Health Elective	3	THEO	+	UCCS T (Theology)	3
LPA	+	UCCS LPA (Literature or Performing Arts)	3				15
			18				

Total Credits: 128

*Courses offered only in semester indicated

+ UCCS Courses

Students may take summer clinical courses only with Associate Dean's permission, enrollment limited

Subject to change

8/10/09



MARQUETTE UNIVERSITY COLLEGE OF NURSING
BACHELOR OF SCIENCE IN NURSING FOR REGISTERED NURSES
OPTION 1 CURRICULUM
ACADEMIC YEAR 2009 – 2010

Basic Health Sciences			Cr	Phase I Nursing Courses			Cr
BISC	1015**+	Principles of Anatomy & Physiology 5 credit minimum		HEAL 1025+	Culture & Health		3
		Remaining credits: Chemistry, Biology, Biochemistry or Microbiology		NURS 3200	Intro to Nursing Research		3
				NURS 6035	Health Assessment for Registered Nurses		3
				NURS 2173	Professional Issues in Nursing		3
			12				12
Psycho-Social Sciences				Credit Established by Validation†			
PSYC	1001+	General Psychology	3	NURS 1000	Dimensions of Professional Nursing		3
PSYC	2101+	Intro to Life-Span Developmental Psych	3	HEAL 2045	Normal & Therapeutic Nutrition		3
SOCI	2200+	The Family	3	NURS 2075	Foundations of Nursing Practice		3
			9	NURS 2100	Pathophysiology I		3
				NURS 3100	Pathophysiology II		3
				NURS 2110	Pharmacotherapeutics for Nursing Practice		3
English				NURS 3300	Nursing Care of Adults: Theory		3
ENGL	1001+	Rhetoric & Composition 1	3	NURS 3301	Nursing Care of Adults: Practicum		3
ENGL	1002+	Rhetoric & Composition 2	3	NURS 3400	Childbearing Family Nursing: Theory		3
			6	NURS 3401	Childbearing Family Nursing: Practicum		3
				NURS 3500	Mental Health Nursing: Theory		3
Philosophy				NURS 3501	Mental Health Nursing: Practicum		3
PHIL	1001+	Philosophy of Human Nature	3	NURS 4300	Nursing of Acutely Ill Adults: Theory		3
PHIL	2310+	Theory of Ethics	3	NURS 4301	Nursing of Acutely Ill Adults: Practicum		3
			6	NURS 4400	Family Centered Nursing of Children: Theory		3
				NURS 4401	Family Centered Nursing of Children: Practicum		3
				Phase II Nursing Courses‡			
Theology				NURS 4500	Nursing of Communities: Theory		3
THEO	1001+	Intro to Theology	3	NURS 4501	Nursing of Communities: Practicum		3
THEO	2000- 2410+	UCCS T (Theology)	3	NURS 4650	Nursing Leadership		3
			6	NURS	Nursing or Health Elective		3
				NURS	Nursing or Health Elective		3
				NURS	Nursing or Health Elective		3
History							18
HIST	+	UCCS HCS (History)	3				
			3				
Math							
MATH	+	UCCS MR (Math)	3				
			3				
Literature/Performing Arts							
LPA	+	UCCS LPA (Literature or Performing Arts)	3				
			3				
General Electives							
ELEC		General Elective	2/3				
			2/3				

Total Credits: 128

Revised 8/19/09

*Offered only in Fall

**Offered only in Spring

+ UCCS Courses

†Credit Established by Validation: Upon completion of Phase I courses, students are required to complete Request for Validation form and pay validation fee. Forty-eight credits, per above, are awarded and recorded on Marquette University transcript.

‡Prior to starting Phase II, students are required to have completed 92 credits (including Phase I), and to have established credit by validation.



MARQUETTE UNIVERSITY COLLEGE OF NURSING
BACHELOR OF SCIENCE IN NURSING FOR REGISTERED NURSES
OPTION 2 CURRICULUM
ACADEMIC YEAR 2009 – 2010

Basic Health Sciences			Cr	Phase I Nursing Courses			Cr
BISC	1015**+	Principles of Anatomy & Physiology 5 credit min Remaining credits: Chemistry, Biology, Biochemistry or Microbiology		HEAL	1025+	Culture & Health	3
				NURS	3200	Intro to Nursing Research	3
				NURS	6035	Health Assessment for Registered Nurses	3
			12	NURS	2173	Professional Issues in Nursing	3
							12
Psycho-Social Sciences				Credit Established by Validation†			
PSYC	1001+	General Psychology	3	NURS	1000	Dimensions of Professional Nursing	3
PSYC	2101+	Intro to Life-Span Developmental Psych	3	HEAL	2045	Normal & Therapeutic Nutrition	3
SOCI	2200+	The Family	3	NURS	2075	Foundations of Nursing Practice	3
			9	NURS	2100	Pathophysiology I	3
				NURS	3100	Pathophysiology II	3
				NURS	2110	Pharmacotherapeutics for Nursing Practice	3
				NURS	3300	Nursing Care of Adults: Theory	3
				NURS	3301	Nursing Care of Adults: Practicum	3
				NURS	3400	Childbearing Family Nursing: Theory	3
				NURS	3401	Childbearing Family Nursing: Practicum	3
			6	NURS	3500	Mental Health Nursing: Theory	3
				NURS	3501	Mental Health Nursing: Practicum	3
				NURS	4300	Nursing of Acutely Ill Adults: Theory	3
				NURS	4301	Nursing of Acutely Ill Adults: Practicum	3
				NURS	4400	Family Centered Nursing of Children: Theory	3
				NURS	4401	Family Centered Nursing of Children: Practicum	3
			6				48
				Phase II Nursing Courses‡			
				NURS	4500	Nursing of Communities: Theory	3
				NURS	4501	Nursing of Communities: Practicum	3
				NURS	6000	Theoretical Foundations of Nursing	3
			6	NURS	6007	Ethics in Health Care	3
				NURS	6009	Creating Nursing Systems	3
				NURS		Nursing or Health Elective	3
							18
Theology							
THEO	1001+	Intro to Theology	3				
THEO	2000- 2410+	UCCS T (Theology)	3				
			6				
History							
HIST	+	UCCS HCS (History)	3				
			3				
Math							
MATH	+	UCCS MR (Math)	3				
			3				
Literature/Performing Arts							
LPA	+	UCCS LPA (Literature or Performing Arts)	3				
			3				
General Electives							
ELEC		General Elective	2/3				
			2/3				

Total Credits: 128

Revised 8/18/09

*Offered only in Spring

+ UCCS Courses

†Credit Established by Validation: Upon completion of Phase I courses, students are required to complete Request for Validation form and pay validation fee. Forty-eight credits, per above, are awarded and recorded on Marquette University transcript.

‡Prior to starting Phase II, students are required to have completed 92 credits (including Phase I), and to have established credit by validation.

PROGRESSION REQUIREMENTS FOR RN-BSN STUDENTS

- A. The RN students must meet all requirements for progression as defined in Section I and II of undergraduate progression policies.
- B. Students are required to take a minimum of 30 credits toward their degree at Marquette.
- C. Students are required to take the last 30 credits toward their degree at Marquette.
- D. Phase I nursing courses must be completed before student can proceed to Phase II courses.
- E. Course content will be validated and 48 undergraduate credits awarded upon completion of Phase I courses, recommendation of a faculty member, and payment of a validation fee to be determined by the University.
- F. Students may not proceed to Phase II courses until payment of validation fee.
- G. RN students may apply for the RN-BSN Option 2 track (which allows them to take NURS 6000, NURS 6007, and NURS 6009, and Nursing or Health electives) once they have met the following requirements:
 - Current undergraduate nursing student (RN-BSN completion)
 - Completion of Phase I credits
 - Completion of PHIL 1001 and PHIL 2310
 - Cumulative Quality Point Average of 3.00 in Marquette courses.
 - Senior standing (92 credit hours)
- H. Expression of interest in the RN-BSN Option 2 track does not assure acceptance into the Graduate Program. Graduate Program acceptance will depend upon the student's application credentials. Applicants will be subject to the same application process as others applying for the MUCN graduate program and its options.
- I. In order to apply credits earned as an undergraduate to the student's graduate program, the student must be accepted as a degree candidate and begin graduate study within one year of baccalaureate graduation. This necessitates the student's completion of all graduate admission requirements within that year, or concurrent with undergraduate program if the student wishes to seek graduate acceptance sooner.
- J. In the final semester, the RN—BSN student may apply for admission to the MSN program. At that point, MSN admission and progression policies are used.

GUIDELINES FOR INDEPENDENT STUDY NURS 4995 AND NURS 2964

Registration for a NURS 4995 or NURS 2964 course is not an expectation for all students. It represents an option available for individualized independent study in nursing as part of the elective credits.

A. NURS 4995 COURSES

1. Courses numbered 4995 (Independent Study) may be taken twice. For this reason, a student needs a descriptive title which has the approval of the course instructor and Associate Dean for Undergraduate Programs each time he/she registers for this course.
2. It is not possible to register for 4995 courses via Checkmarq. The completed approval form must be taken by the student to the Office of the Registrar prior to the close of registration.
3. The 4995 course number can never be used to create a course which is offered to a number of students at the same time under usual classroom conditions, nor can it be used to substitute for courses already being offered by the College. The 4995 course is intended to be a tutorial experience in which a subject of interest to the student can be explored in depth.
4. While there is considerable freedom in designing and implementing 4995 courses, the following general guidelines may be helpful:
 - a. When advising students regarding 4995 courses, the role of the advisor is to help the student identify a general topic and suggest faculty members with appropriate expertise.
 - b. The student then approaches the selected faculty member with a proposal for the study topic.
 - c. Before registration, the student and faculty member mutually determine the specific topic, credit allocations, objectives, methodology, and means of evaluation.
 - d. The Nurs 4995 form, with details specified in 4c, is submitted for approval to the Associate Dean for Undergraduate Programs.
 - e. Credit allocation and faculty involvement are determined by the nature of the topic, the objectives, and the methodology.
 - f. Independent study courses are to be completed by Friday of final exam week.

B. NURS 2964 COURSES

1. NURS 2964 Individual Study and Practice provides for individual study with a client or a selected group of clients. Arrangements for guidance of a faculty preceptor must be made prior to registration. NURS 2964 may be taken twice. NURS2964 courses may only be taken at facilities where the MUCN has an established contract.
2. After consultation with the faculty member, the student completes the NURS 2964 form found in the student form rack, second floor MUCN, and attaches:
 - a. Objectives to be accomplished
 - b. Learning experiences-student activities and requirements
 - c. Method of evaluation
 - d. Timetable including frequencies of faculty meetings and due dates for requirements.

The completed form is reviewed by the student and faculty mentor prior to signing and forwarding to the Associate Dean for Undergraduate Programs for course approval.

ACADEMIC POLICIES AND PROCEDURES

ADVISING SERVICES

All students within the College of Nursing are assigned an academic advisor prior to their initial registration in the College. All new freshmen and new transfer students will be assigned to the Academic Advising Coordinator. At the beginning of the following academic year, students will be transferred to a nursing faculty member. The advisor is one of the student's most valuable resources on this campus. Since advisors, in addition to teaching and other College duties, are responsible for a group of students, the following suggestions are offered to make the advisee/advisor relationship a productive and cordial one. All students are required to see their advisor prior to registering for the subsequent semester of classes.

1. You should: Contact your advisor whenever you have questions or problems. Keep in frequent touch with your advisor
Your advisor should: Post regular office hours.
2. You should: Make and keep appointments or call if it is necessary to change or cancel an appointment. Be punctual: Your advisor must meet many demands and take care of several advisees, in addition to other academic work.
Your advisor should: Keep appointments or call if it is necessary to change or cancel an appointment.
3. You should: Come to consultations with specific questions in mind. Tell your advisor clearly and specifically what you need to know.
Your advisor should: Provide accurate and specific information.
4. You should: Bring necessary materials (pen, paper, schedule of classes, etc.).
Your advisor should: Have on hand resource material (University Bulletin, advisor handbook, etc.).
5. You should: Ask about tutorial and support services on campus if this is needed.
Your advisor should: Refer you to other sources of information or other offices on campus when s/he is unable to help you.
6. You should: Be open to advice concerning school work, study habits, academic progress.
Your advisor should: Listen to you; try to see matters from your perspective; ask for clarification when s/he does not fully understand your difficulty.
7. You should: Construct a schedule of courses that meets core requirements, follows College and University regulations, and avoids time conflicts.
Your advisor should: Check your schedule for appropriate selection of courses.

Note: In general, it is expected that you call to make an appointment with your advisor. This advance notice allows your advisor to prepare for the conference with you. If it is necessary for you to drop in without an appointment, come during your advisor's general office hours and allow plenty of time in case you have to wait while your advisor attends to other students.

UNDERGRADUATE ADVISORS

All students are assigned an advisor. Students requesting a change in advisor must do so in writing to the Associate Dean for Undergraduate Programs, College of Nursing.

REGISTERED NURSE STUDENT ADVISOR

Undergraduate nursing students who are graduates of associate degree or diploma registered nursing programs are assigned to the Registered Nurse Student Advisor. The RN Student Advisor assists registered nurse students in program planning, schedule design, registration, transfer of previously taken coursework, and other academic services. Registered nurses enrolled in the accelerated RN—BSN program will be assigned to a faculty advisor.

ATTENDANCE POLICY

Attendance is mandatory in all scheduled classes and practica. In the event of absence, progress and continuation in the course may be at risk, and will be considered individually. The student is required to provide prior notice to faculty of absence or tardiness and make-up time and assignments will be required.

Absences place students in academic jeopardy. At the discretion of the faculty a student will be asked to withdraw from a course if the following absences or tardiness are exceeded:

LABORATORY OR CLINICAL PRACTICUM

A student may be asked to withdraw from a course with a laboratory or clinical practicum if the following absences or tardiness are exceeded.

Absence - Two absences from scheduled laboratory or clinical experience regardless of time involved or clinical allocation.

Tardiness - Tardiness of greater than 30 minutes in a scheduled laboratory or clinical experience to be counted as one absence at the discretion of the instructor.

Note: Regardless of attendance, a student may fail a practicum at any time during the semester for either a pattern of unsafe nursing behavior or a particularly serious incident of unsafe nursing behavior. At the faculty's discretion a learning plan may be put in place based upon the student's performance. Once a student is informed that s/he is failing a clinical course withdrawal from that course is no longer an option.

NON-LABORATORY/NON-CLINICAL COURSES

A student may be asked to withdraw from a non-clinical nursing course if the following maximums are exceeded:

Absence: In a 2 credit course, maximum of three class hours.
In a 3 credit course, maximum of four class hours.
In a 4 credit course, maximum of five class hours.

Tardiness: Tardiness of greater than ten minutes is counted as one absence.

POLICIES OF MARQUETTE UNIVERSITY

Students should refer to the current *Undergraduate Bulletin* (http://www.marquette.edu/cur_students/documents/ugb.pdf) for policies pertaining to:

Conduct

- Academic conduct and professional integrity
- Academic Dishonesty (*see also next page*)
- Professional performance
- Research misconduct
- Student conduct code and procedures

Family educational rights and Privacy Act

Graduation

- Application
- Ceremony
- Diplomas

Academic course lead

Academic performance

Academic status

Admission

Advising (also see College of Nursing Guidelines)

Appeals (also see College of Nursing Procedures)

Assistantships, fellowships, scholarships

Continuous Enrollment

Deadlines

Enrollment changes

Grading system

Graduate credit

Independent study

Leave of absence

Readmission

Time limitations

Transfer of credits

Summer studies

ACADEMIC DISHONESTY

Refer to Marquette University's Academic Honesty Policy and Procedures at: <http://marquette.edu/rc/academichonesty.shtml> for definitions and policies & procedures for academic dishonesty.

The Marquette University College of Nursing will not tolerate any form of academic dishonesty. One prevalent type of academic dishonesty is plagiarism. Please see below for the definition of plagiarism.

PLAGIARISM

What Is Plagiarism?

If you submit someone else's work as your own, you commit plagiarism.

To attempt to earn credit for someone else's work is a fraudulent act, whether the original work is published or unpublished. Misleading your instructor and other readers about the source of your work constitutes plagiarism even if you have permission of the original author to do so, whether explicit permission (e.g., friends conspire to submit the same paper for credit) or implicit permission (e.g., a student downloads a paper from a Web site or copies a paper from an organization's files.)

Type 1 Plagiarism: Not Using Quotation Marks

- When you use someone else's words, always put them in quotation marks and cite the source within the body of the text as well as on your Works Cited page.
- When you use quotation marks, you must use the exact words of the author.
- Use quotations only when it is absolutely essential for the reader to know exactly what that particular person said word for word.
- Numerical information must be attributed to its source, but you need not put quotation marks around numbers.

Type 2 Plagiarism: Paraphrasing Is Too Similar to Source

- It is plagiarism to use someone else's sequence of sentences and just change a few words or their position in each sentence.
- If you find yourself with the source of information in one hand while you are writing your report in the other hand, then there is a good chance you are plagiarizing. Consult a handbook for tips and guidelines for appropriate paraphrasing.

Type 3 Plagiarism: Not Citing the Source of Information

- Your sources deserve credit for ideas as well as exact language. Use attributive tags as well as internal citation conventions.
- All information/ideas that you obtain from someone else that are not common knowledge must be cited both internally and on the Works Cited page, whether you are paraphrasing or quoting.
- If you have doubts about whether an idea or fact is common knowledge, or if you think your readers might mistakenly consider an idea to have originated with you when it did not, cite your source. If you need guidance, consult your instructor.

(Source: <http://www.marquette.edu/wac/neutral/WhatIsPlagiarism.shtml>)

UNDERGRADUATE GRADE POINT AND GRADING SYSTEM

See current academic year *Undergraduate Bulletin*.

GRADE APPEALS

Undergraduate students may appeal any final course grade that the student believes to be in significant violation of clearly established written policies, a result of improper procedures, or discriminatory. Before initiating a formal grade appeal, the student must consult with the instructor assigning the grade and present evidence why the student believes the grade to be in error. If this does not lead to resolution, the student may initiate, in writing, a formal grade appeal. To be considered, the written appeal must be submitted no later than the final day officially scheduled for the removal of incompletes, approximately four weeks after the beginning of the academic semester immediately following the term in which the grade was assigned. However, it may be in the student's best interest to appeal sooner than this deadline if his/her academic progress is dependent on the outcome of the appeal. In addition, the student should consult with the college or school offering the course for which the grade is being appealed to determine if other requirements for the written appeal are in force.

The written appeal must be submitted to the associate dean of the undergraduate program. The written appeal must provide the reason(s) the student believes the recorded grade is incorrect. The student may present evidence of his/her performance and may also request that all other pertinent materials be supplied by the instructor. The associate dean, will collect and analyze the evidence in a timely manner. Evidence will be gathered through consultations with the instructor, the student and any witnesses. These consultations may be in person, by phone or by electronic means. Hard copies of relevant documents may also be requested. The associate dean, will evaluate the appeal or choose to designate an ad hoc committee for this purpose.

If an ad hoc committee is appointed they will:

- a. consider written course work
- b. consult with the faculty member
- c. consult with the student
- d. deliberate in closed sessions, and
- e. make a recommendation regarding the appeal to the Associate Dean.

The associate dean or ad hoc committee will consider the appeal and evidence and make one of the following decisions: the assigned grade should remain, the course instructor is asked to reconsider the grade in light of information collected and the reconsidered grade will stand, or a grade change is warranted. The decision will be communicated in writing within 30 days to the student and the instructor with copies of the formal response placed in the student's file and forwarded to the dean and any indicated grade changes filed with the registrar.

The student has the right to appeal the decision of the associate dean, or ad hoc committee, to the dean. This appeal must be submitted in writing no later than 14 days from the date of the formal response. The dean will review the procedural evidence, which now includes all the evidence previously gathered, the student's appeal letters and the formal response from the chair, associate dean, or ad hoc committee, and will render the final decision on the grade appeal. The decision will be communicated in writing within 30 days to the student and the instructor with copies of the formal response placed in the student's file and any indicated grade changes filed with the registrar.

Approved by University Board of Undergraduate Studies, December 14, 2005

Reviewed by Office of the General Counsel, February 01, 2006

Revised and approved by the University Board of Undergraduate Studies, March 1, 2006

Approved by Academic Senate, March 20, 2006

**Marquette University College of Nursing
Undergraduate Grade Appeal Form
[please print or type all information]**

Prior to initiating this formal grade appeal: It is understood that the student will have consulted with the instructor assigning the grade, presenting the student's rationale and evidence for a grade change. If this does not lead to resolution, the student may initiate a formal grade appeal by submitting the form below.

Timing, according to the grade appeal policy: The appeal is to be submitted no later than 4 weeks into the semester following the one in which the grade was earned. However, it is in the student's best interest to appeal as soon as possible after learning of the grade that will be appealed, since academic progress may be dependent on the outcome of the appeal.

Name of Student: _____ Name of Advisor: _____

Phone numbers for ready accessibility: _____ Cell Phone # _____
Permanent Home Phone # _____

E-mail: _____

Level in Program (check one): Freshman Sophomore Junior Senior
Student ID# _____ Current cumulative GPA: _____

I am appealing a final course grade _____ (enter grade) that I received
in _____ (enter course number) from _____ (enter faculty name).

Reason(s) for my grade appeal indicated by checking the appropriate box(es) below:

- a significant violation of clearly established written policies (specify exact source, e.g., syllabus, student handbook, etc.) _____
- a result of improper procedures (specify exactly) _____
- discriminatory (specify exactly) _____

My rationale for this appeal is as follows:

On _____ (date), I consulted with the instructor who assigned the grade about the above.
I presented the following evidence about why I believe the grade is in error:

- I have decided to request a formal grade appeal.

Student's signature: _____ Date _____

Continue to complete if student decides to submit additional materials as indicated below:

- I choose to submit additional evidence of my performance, noted here or attached.

- I have requested the following pertinent materials be submitted from _____ (instructor):

For Office Use Only [Students do not write below this line]

Associate Dean's receipt of the above appeal /evidence on _____ (date):

--Within 30 days from receipt of above, student & faculty will be informed of decision--

Associate Dean's review of additional evidence sought (as checked & then explained below):

- Consultation with the instructor on _____ (date)
[check method(s)]: in person phone electronically hard copies
- Consultation with the student on _____ (date)
[check method(s)]: in person phone electronically hard copies
- Consultation with any witnesses _____ (date)
[check method(s)]: in person phone electronically hard copies

Specify exact details of information and any other evidence acquired: _____

Associate Dean's disposition based on evaluation of appeal [check correct box below]:

- Assigned grade remains
- Course instructor is asked to reconsider grade in light of information gathered & this reconsidered grade will be final
- Grade change to _____ (enter new grade) is warranted
- Designation of ad hoc committee to review, consisting of the following people:

Associate Dean's signature: _____ Date _____

If ad hoc committee is designated to review the appeal, their additional evidence is explained below:

- Consultation with the instructor on _____ (date)
[check method(s)]: in person phone electronically hard copies
- Consultation with the student on _____ (date)
[check method(s)]: in person phone electronically hard copies
- Consultation with any witnesses _____ (date)
[check method(s)]: in person phone electronically hard copies

Specify exact details of information and any other evidence acquired: _____

If ad hoc committee is designated to review the appeal, their disposition decision is as follows:

- Assigned grade remains
- Course instructor is asked to reconsider grade in light of information gathered & this reconsidered grade will be final
- Grade change to _____ (enter new grade) is warranted

Ad hoc member's signature: _____ Date _____

Ad hoc member's signature: _____ Date _____

Ad hoc member's signature: _____ Date _____

Written copy of decision sent to: student instructor student's file Dean

Any indicated grade change filed with the registrar on _____
(date)

=====

If further appeal desired, to Dean on _____ (date, within 14 days of prior decision)

Dean's decision upon review of above on _____ (date, within 30 days of receipt):

Written copy of decision of Dean sent to: student instructor student's file

Any indicated grade change filed with the registrar on _____ (date)

APPEAL OF TERMINATION FROM THE NURSING PROGRAM

WITHDRAWAL FROM THE NURSING PROGRAM

The following criteria are used in recommending that a student should withdraw from the nursing program:

- a. If the student has earned less than the required grades in two required courses as defined in the general progression requirements.
- b. If the student has less than a 2.000 cumulative grade point average effective at the end of the freshman year or at any time thereafter.
- c. If the student's performance suggests that the student is unlikely to succeed in the program.

No student in nursing is required to withdraw without a careful review of his or her entire record and total overall performance as well as any extenuating circumstances that might exist.

A. Policy

1. If a student is not qualified to continue in the College of Nursing due to unsatisfactory academic performance, according to the MUCN progression policy, he/she will be required to withdraw.

B. Procedure

1. The Associate Dean for Undergraduate Programs will notify the student in writing of his/her termination from the College of Nursing (Required to Withdraw for Academic Reasons-RWAR), if he/she does not meet the criteria for academic progression.
2. A student who is asked to terminate from the College of Nursing may submit a petition, in writing, requesting an exemption from the stated progression policy. **The student is expected to identify unique, unusual, or uncontrollable circumstances which led to the appeal request.** In addition, the student must formulate and articulate a plan, in writing, to successfully resolve any future issues.
3. The petition is to be submitted within 10 days of receiving notification of termination and before late registration. A student may petition the Subcommittee only once for a specific situation.
4. The Undergraduate Program and Curriculum Subcommittee on Progression (UPCSP) reviews the student's petition and makes a recommendation regarding the appeal to the Associate Dean for Undergraduate Programs.
5. The Associate Dean for Undergraduate Programs makes a decision based on the UPCSP's recommendation and notifies the student in writing of this decision.
6. The student's final recourse within the College is a written petition to the Dean.
7. The student may not be eligible to register for the next semester until the petition decision is made.

APPROVAL OF COURSES TAKEN ELSEWHERE

Except under special circumstances, students are not allowed to take courses at another institution during a semester they are enrolled at Marquette University. In such circumstances, the approval of the Associate Dean for Undergraduate Programs must be obtained before the course begins.

Students desiring to take summer courses at colleges or universities other than Marquette and transfer such courses toward their degree requirements at Marquette must first secure approval from the Associate Dean or Academic Advising Coordinator for Undergraduate Programs. The procedure and form may be obtained at the college office. Forms must be completed by the student and approved by the Associate Dean or Academic Advising Coordinator **prior** to the student enrolling in courses. If prior approval is not obtained, there is **no guarantee** that credits earned will be accepted by Marquette University. Students must earn a grade of at least “C” in order for the course to be transferable. Transcripts with the school seal must be sent directly from the school in which the course(s) are taken to the Marquette University Office of the Registrar after successfully completing the course. Normally, such transcripts should be received before the student enrolls for the next semester at Marquette. If a student takes approved course work at another institution at any time during their Marquette career, **particularly in their final semester at Marquette**, the final transcripts must be received by Marquette by the “last day to receive official transcripts,” as listed on the academic calendar, in order to graduate.

REPEATING A COURSE

The *Undergraduate Bulletin* states:

Students who are required to repeat a course because of failure to achieve a required minimum grade for a specific major or minor field, or who choose to repeat a course for other reasons, must file with the office of their dean a request to repeat the course. The repeat course must be identical to the original course in title, subtitle, and credits. Substitution of one course for a different course is never permitted.

Credit hours earned in a repeated course are only given once. All previous courses and grades remain on the student’s permanent record and appear on the transcript. The grade in the original course is not included by Marquette in the calculation of the student’s cumulative quality point average. Cumulative quality point average is adjusted at the time the repeated course grade is recorded. If a student withdraws from the repeated course, the earlier grade will remain in the students cumulative quality point average.

Students may repeat a course regardless of the original grade earned. Academic programs may specify courses that normally are not allowed to be repeated, or may identify limits on the number of times specific courses in their curriculum may be repeated (*See below for CON limitations*). Otherwise, there is no limit on the number of times a student may repeat a course. Students may not exercise the S/U options for a repeated course. Courses repeated at other institutions will not be used to replace grades earned at Marquette.

The College of Nursing has the following limitations and policies for repeating courses in the nursing curriculum:

1. A student may repeat a maximum of two required cognates or required nursing courses in which a student has received an unsatisfactory grade.
2. Required cognates and required nursing courses may be repeated only one time if an unsatisfactory grade is received.
3. Permission to repeat a course must be obtained from the Associate Dean for Undergraduate Programs office. The deadline is noon of the close of Late Registration as published in the Timetable of Classes. Permission to repeat will not be given after this deadline.
4. In order to exercise the substitute repeat option, the repeated course must be identical to the original course in title, subtitle, and credits. Substitutions of one course for a different course is never permitted. The course must be taken at Marquette University to utilize the substitute repeat privilege.

5. The second grade always stands whether or not it is higher than the original grade. Allowable second grades include A through F, I, X, and IX. Grades of I, X and IX grades must be removed by the date specified in the academic calendar or they become F. There are no exceptions. If the student should opt for an Audit or Withdrawal grade, the first grade will stand but one of the two repeat options will have been used.
6. There is no limit on the number of times students may repeat courses in which they receive satisfactory grades.

COURSE WITHDRAWAL PROCEDURES

Students desiring to withdraw from a class or classes should first consult with their advisor. If withdrawal is advised, the student should complete the Course Withdrawal form found in the student form rack, second floor, College of Nursing and submit the form to the Office of the Associate Dean for Undergraduate Programs, Room 251 of the College of Nursing. Students are responsible for consulting the *Undergraduate Bulletin* to learn the last date for withdrawal in each semester.

UNIVERSITY SUPPORT SERVICES

STUDENT EDUCATIONAL SERVICES

The Office of Student Educational Services provides a range of academic support services to students. These services include tutoring, study skills, and time management, and accommodations and assistance for students with disabilities. Specific review sessions for Chemistry, Anatomy & Physiology and Pharmacology are coordinated by this office. Students should make a formal request if tutoring is desired. If sufficient numbers of requests are made (at least three), the office will make every effort to supply a tutor.

Located in the Alumni Memorial Union, 317, the Office of Student Educational Services invites students to drop in or phone the office at (414) 288-3270 with their requests or questions.

COUNSELING CENTER

A staff of professional psychologists and counselors provides individual and group assistance to students with educational, vocational, personal or psychological adjustment problems. The staff is committed to providing a warm and friendly atmosphere for students. Counseling services are confidential and free for full-time students. Part-time students are seen for one free session and then referred to a professional counselor in the Milwaukee community.

Career counseling is provided through individual appointments and career exploration groups. Additional career information is available through the Career Information Library. A variety of ability and interest tests are available to students.

The Counseling Center administers several national-testing programs for candidates of graduate and professional schools. Registration information for the MAT, GRE, GMAT, LSAT and MCAT can be obtained by calling (414) 288-7172.

The Counseling Center is in Holthusen Hall, second floor, Room 204, and is open from 8 a.m. to 4:30 p.m., Monday through Friday. For more information call (414) 288-7172.

DISABILITIES SERVICES

Marquette University strives to integrate qualified students with disabilities as fully as possible into all aspects of University life. In its efforts to ensure that students with disabilities have the opportunity to participate in all University programs and activities, the Office of Disability Services will:

- ! assist students in meeting individual needs and interests on campus in order that their potential can be developed as fully as possible, and
- ! provide awareness of the needs of students with disabilities to the campus community to foster their inclusion in the diverse campus student population.

A policies and procedures manual containing more detailed information about accessibility for all students with disabilities at Marquette is available from the Coordinator of Disability Services, Marquette Hall, room 05, (414) 288-1645 (Voice/TDD), ods@marquette.edu. If any student enrolled in the College of Nursing has special needs, please contact the College of Nursing, 414-288-3809.

CAREER SERVICES

The Career Services Center is located on the Ground Floor of Holthusen Hall, 288-7423, career.services@marquette.edu. A complete description of the services offered by the Career Services Office is located in the *Undergraduate Bulletin*.

NON-ACADEMIC POLICIES AND PROCEDURES

STUDENT HEALTH REQUIREMENTS

Prior to beginning any clinical practicum, the student must meet the following requirements:

Prior to beginning any clinical practicum course, students must meet all the health requirements of the College of Nursing (identified below) and forward documentation to the Undergraduate Program Office, or they will be unable to participate in the clinical course. Missing any clinical course time because of failure to submit documentation before the clinical course begins, may influence students' ability to progress in the program. A criminal background consent form must also be submitted. **Students need to be aware that a series of shots such as the Hepatitis B virus vaccination takes over 6 months to complete and make appropriate arrangements so as to comply with the policy deadlines.**

Health requirements for RN students must be completed prior to enrollment in NURS 4400.

TUBERCULOSIS:

1. A student must have evidence of a negative tuberculin skin test, or negative chest x-ray if skin test was positive, no more than one year prior to beginning practicum courses.
2. The TB skin test or chest X-ray must be repeated annually.
3. A student knowingly exposed to a person with communicable tuberculosis must inform the Associate Dean for Undergraduate Programs and will be referred to Student Health Services for follow-up.

HEALTH ASSESSMENT AND PHYSICAL EXAMINATION.

1. A health history including a history of communicable disease and immunizations.
2. A physical examination by a physician, or advanced nurse practitioner, indicating whether the student's health status is satisfactory to continue in the nursing program.
3. A statement from the student regarding his/her communicable disease status.

MMR

Two MMR immunizations OR evidence of titers (mumps, rubeola, or rubella).

CHICKENPOX IMMUNITY

Since nursing students may be exposed to chickenpox, each student should be aware whether he/she has had chickenpox and is therefore immune. Evidence of titers or screening for immunity to be documented.

HEPATITIS B VIRUS (HBV)

Each student must complete the vaccination series for HBV. A student wishing an exemption from this requirement must complete a waiver form which will be retained in his/her student file.

TETANUS

Each student must have documentation of tetanus within the last ten years.

Students will not be permitted to continue in clinical practica if the above health reports are not current and on file in the College of Nursing. If clinical time is missed due to missing health requirements, students' progression may be affected.

LATEX ALLERGY

Student will provide documentation if a latex allergy exists.

Forms for documentation of these health requirements are distributed by the Office of the Associate Dean for Undergraduate Programs, Room 251. Completed forms should be submitted to this office. Questions concerning health requirements should be directed to this office, 288-3809.

CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENT

Prior to entering any clinical practicum course students must provide evidence of current CPR certification, including infant, child, adult (two person and obstructed airway resuscitation). This certification must be maintained throughout the remainder of the student's program through annual recertification. Documentation of such certification from the American Heart Association "Healthcare Provider BLS" which includes AED is required and must be submitted to the Office of the Associate Dean for Undergraduate Programs, Room 251. (**RED CROSS NOT ACCEPTED**). Questions regarding CPR certification should be directed to this office, 288-3809.

CRIMINAL BACKGROUND CHECKS

The Wisconsin Caregiver Background Check Law, sections 48.685 and 50.065 of the Wisconsin Statutes became effective October 1, 1998 and requires criminal background checks for all individuals involved in health care delivery in the State of Wisconsin.

PROCEDURE FOR CRIMINAL BACKGROUND CHECKS

UNDERGRADUATE PROGRAM

1. Prior to entering any clinical practicum course students will be required to complete the following forms:
 - Background Information Disclosure Form (HSF-64)
 - Consent & Release Form—Criminal Background Check
2. The completed Background Information Disclosure Form and the consent form are to be returned to the Undergraduate Programs Assistant no later than the second week of the semester.
3. The Wisconsin Criminal History Multiple Name Record Request form or the Single Name Request Form will be completed and submitted to the State of Wisconsin Department of Justice for all students.
4. A list containing demographic information (e.g. names, birth date, gender, and race) of all students who have lived in states other than Wisconsin during the last three years and since their 18th birthday will be sent to the University Department of Public Safety (DPS) for an out of state background check(s).
5. The Office of the General Counsel will be contacted on all instances of criminal offenses identified from either the State or DPS background check(s).
6. The results of the criminal background check and the consent form will be maintained in the student's clinical document file.

MSN PROGRAM FOR NON-NURSING GRADUATES

1. All students admitted to the MSN Program for Non-nursing Graduates will be required to complete the following forms:
 - Background Information Disclosure Form (HSF-12.05(4))
 - Consent & Release Form—Criminal Background Check
 - Health Documentation
2. These forms, with an explanation, will be included in the welcome packet sent to all admitted students prior to the beginning of the first course.
3. Students will be instructed to return the forms by the date specified in the welcome packet.
4. The Wisconsin Criminal History Multiple Name Record Request form or the Single Name Request form will be completed and submitted to the State of Wisconsin Department of Justice for all students.
5. A list containing demographic information (e.g. names, birth date, gender and race) of all students who have lived in states other than Wisconsin during the last three years and since their 18th birthday will be sent to the University Department of Public Safety (DPS) for an out of state background check(s).
6. The Office of the General Counsel will be contacted on all instances of criminal offenses identified from the State or DPS background check.
7. The results of the criminal background check, the consent form, and student health records will be maintained in the student's clinical document file.

The University General Counsel advises that the following statement be included in the confirmation letter to agencies for students where no records of criminal offenses were found:

“The background check did not return any results that would prohibit placement at your facility.”

Approval by General Counsel 7/1/99

INCLEMENT WEATHER CLOSING POLICY

In the event of inclement weather, radio stations will announce whether Marquette University will close. When severe winter weather affects the Milwaukee area, members of the University community are reminded to listen to a Milwaukee area radio station for information about the possible closing of Marquette University. A decision on whether to close Marquette is based on early morning conditions and weather forecasts. Stations which generally announce closings include **WTMJ** and **WISN**. If the University closes completely, students **should not** report to classes or clinical practica.

When it becomes necessary to close the University after classes and practica have already begun, faculty will be notified to inform students accordingly.

The University switchboard is frequently swamped with calls during inclement weather. Faculty, staff and students are asked not to call the switchboard about class or office closings. It is important that University telephone lines be kept open for emergency calls.

STUDENT UNIFORM & EQUIPMENT REQUIREMENTS

Students order their uniform during the semester prior to beginning any clinical practica. Uniforms must be worn during all clinical practica courses unless otherwise instructed by the course faculty (i.e., uniform requirements may vary in some practicum courses). Uniforms are not required for Nurs 055 if class is held in Clark Hall. If you have any questions please call (414) 288-3809.

Uniform Policy: Uniform must be worn in all clinical courses unless otherwise instructed by the course faculty.

Uniform Description:

Women: white or navy blue pants or white skirt; and a designated vendor white or navy shirt with MUCN emblem patch.

Men: white or navy blue pants, and a designated vendor white or navy shirt with MUCN emblem patch.

All students: white lab jacket,* white leather or white athletic shoes with white socks; navy socks may be worn with navy pants; neutral color nylon hose with skirt. A Marquette emblem* is to be sewn on left shirtsleeve (all shirts) and lab jacket one to one and one-half inches below shoulder seam; name bar* and picture ID required.**

Optional: white or navy blue cardigan sweater with white lettering* (i.e. Marquette University College of Nursing).

*Items purchased from: The Uniform Place
 811 North 68th Street
 Wauwatosa, WI 53213
 Phone: 414-258-7888

** provided by MU Card Services; fee required. Replacement cards may be purchased from Union Station in the AMU.

Equipment Policy: All students are expected to have the following equipment: pen-light, single tube stethoscope, 18-20 inches long with a bell & diaphragm, and a watch with a second hand.

Equipment items may be purchased from any medical supply company. Be sure to find out if the company will repair equipment, if necessary.

revised 8/08 kkg

GUIDELINES FOR PROFESSIONAL APPEARANCE OF MARQUETTE UNIVERSITY NURSING STUDENTS

The purpose of wearing a uniform is for students to identify themselves as professional student health care providers to clients, other health care workers, and the public. Additionally, uniforms contribute to infection control when worn only in the clinical setting. Students in practice settings that do not require uniforms are to project a professional and socially accepted image of a nurse.

1. Students are responsible for being professionally dressed and groomed at all times. A student may be asked to leave the clinical site if not wearing the specified uniform with the required identification. Individual healthcare agencies may have more restrictive dress codes and must be followed.
2. Students will wear one of the white shirt options purchased from the Uniform Shop, which has the Marquette University logo embroidered on left side.
3. Skirts are of sufficient length to allow for sitting, bending, and reaching without compromising the student's professional image.
4. The specified style of pants will be clean. Jeans, jogging pants, sweat pants, stirrup pants, and shorts are not acceptable.
5. Shoes are clean. White shoes are required; they are plain, leather or leather types without stripes or logos. High top tennis shoes and sandals are not acceptable.
6. Appropriate socks are white, undecorated, and worn inside the pant leg. Neutral hose are to be worn with the skirt and may be worn with the pants. When navy pants are worn, navy socks are appropriate.
7. In settings where the uniform is not required, the student follows the guidelines for appearance of the agency.
8. Hairstyles longer than the collar or elaborate (with or without decoration) can contribute to a compromised environment. Long hair that is pinned up off the collar will help promote an aseptic environment.
9. Facial hair is well groomed and thus not a threat to the safety of the student, client, or environment.
10. Make-up reflects an image of a professional nurse.
11. Nails that are longer than the tip of the finger are a potential reservoir for microorganism and injury to the client. Long nails can interfere with wearing gloves when required.
12. Acceptable jewelry is limited to wedding rings and small, secure earrings. Other facial piercings may be prohibited by healthcare agencies and are generally discouraged. Necklaces, chains, bracelets, decorative earrings and any other types of jewelry have the potential to injure oneself and clients, and are not acceptable. Rings with stones and protrusions can tear gloves worn as part of OSHA requirements.
13. Body hygiene, including the use of deodorant and the absence of strong perfumes and aftershave, is important during contact with clients.
14. At all times during clinical practicum the student will wear a name pin or badge identifying himself/herself as a student nurse at Marquette University College of Nursing. All blouses, shirts, jackets, sweaters, and lab coats will be of the required style and have a designated patch affixed to the left sleeve just below the shoulder.

OTHER REQUIREMENTS

COMPUTER COMPETENCIES

Health agencies have been employing increasingly sophisticated computer systems. It is imperative that nursing students be prepared to use computers in their practice. In the nursing major, you will find computer concepts and skills integrated in your courses. You will be expected to have some experience with a word processing program to aid in completing written work. An orientation to computer-assisted library research and applications of databases will be provided in N015: Dimensions of Professional Nursing. There are computers available to students in Clark Hall, 027; Raynor Library, and Cudahy Hall. Computer competency is expected.

TRAVEL

Students in nursing are responsible for arranging their own transportation to and from hospitals and other agencies which provide clinical experience for the program.

TIME COMMITMENT

The nursing curriculum is challenging, labor intensive, and requires commitment and more time than most other courses of study. There are multiple courses each semester, including clinical courses which require a minimum of 3 hours of direct clinical experience per credit hour. This does not include time required for travel, or preparation/study prior to and after the clinical day. Clinical hours may be scheduled days, evenings, nights, and weekends. Course requirements may include testing during non-scheduled class hours.

COSTS

Nursing is a professional discipline, and students enrolled in the nursing program must anticipate additional costs that are directly related to the nursing program. These include: uniforms (see uniform policy), laboratory equipment and supplies, text books, standardized tests (including an exit exam and the NCLEX predictor), criminal background check, CPR, health requirements, transportation, and any other equipment as necessary.

INFORMATION ON THE NCLEX LICENSING EXAMINATION

Each year senior nursing students are requested to attend meetings at which information on the NCLEX Licensing Examination is distributed. After graduation, all nurses need to pass the NCLEX exam in order to be licensed as professional nurses and to practice professional nursing. Attendance at these meetings is extremely important so that students are informed of the proper procedures necessary to prepare for and register for licensing examinations. Any questions regarding the NCLEX exam can be directed to the office of the Associate Dean for Undergraduate Programs, 288-3809.

EXIT EXAMINATIONS

All seniors are required to complete an NCLEX predictor examination prior to graduation. This exam provides a profile of strengths and weaknesses relative to comprehensive knowledge of nursing for each student. This exam is a necessary step in planning for preparing for the National Council Licensure Exam (NCLEX) also referred to as State Boards. A fee for the examination is to be paid prior to taking the exam. In addition, each student is required to take an exit survey related to the nursing education experience.