

# *Student Handbook*



Intercollegiate  
Consortium for a  
**Master of  
Science**  
*in Nursing*

*Southeastern  
Louisiana University  
McNeese State University  
University of  
Louisiana at Lafayette  
Nicholls State University*

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## ICMSN POLICY UNDERSTANDING AND HONOR STATEMENT

I, \_\_\_\_\_, have read and understand the policies and procedures contained in this student handbook. I fully understand that I am responsible for adhering to these policies as stated. I understand that I should contact the graduate coordinator for clarification of policies should I have questions.

As a member of the Intercollegiate Consortium of the Master of Science in Nursing (ICMSN) community, I pledge to hold myself and my peers to the highest standards of honesty and integrity.

**On all work submitted for credit by students enrolled in courses offered through the ICMSN, the following pledge will be implied by virtue of being enrolled:**

On my honor, I have neither given nor received unauthorized aid in completing the assignments or examinations for course credit. Academic honesty and integrity are fundamental values that the ICMSN upholds. An incident of cheating, falsification, fabrication, multiple submissions, plagiarism, or complicity will be handled according to the home institution's policy. Additionally, any individual who is aware of violations of the Honor Code is bound to take corrective action.

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Student Signature: \_\_\_\_\_



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This handbook is intended to provide students with information regarding the Intercollegiate Consortium for a Master of Science in Nursing Program's organizational structure, academic framework, and policies and guidelines. In addition, the student will find links to names and telephone numbers of administrative and faculty resources. Every effort has been made to make the handbook as "user-friendly" as possible. Students are encouraged to review the handbook carefully and, when necessary, seek clarification with their academic advisors.

The provisions of this Handbook do not constitute a contract or an offer to contract between McNeese State University, Nicholls State University, Southeastern Louisiana University or the University of Louisiana at Lafayette and the student. Each university reserves the right to make changes in the arrangements described herein without notice. All courses, programs, activities, costs, and procedures described in this handbook are subject to change, cancellation or termination by the institutions or the Board of Trustees for University of Louisiana System, or the Board of Regents at any time.

Regardless of the institution in which a student enrolls, the rules and regulations of the institution at which the student is registered will prevail.

The affiliates of the Intercollegiate Consortium for a Master of Science in Nursing assure equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veteran's status in the admission to, participation in, and treatment or employment in the program and activities, which the Consortium includes.



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Louisiana University  
McNeese State University  
University of  
Louisiana at Lafayette  
Nicholls State University*

**Dean  
College of Nursing  
and  
Health Sciences**

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**Graduate Coordinator  
College of Nursing  
and  
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Louisiana University*  
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Phone 985.549.5045  
Fax 985.549.5087  
www.selu.edu

Dear Graduate Student:

Welcome to the Intercollegiate Consortium for a Master of Science in Nursing. The opportunities have never been better for nurses and nursing. The consortium institutions are committed to meeting the exciting challenges involved in offering innovative preparation for the increasingly expanding role of nursing in health care.

Collaboration and sharing are the foundations for this Master of Science in Nursing Program and are the guiding principles for its success. You, the graduate student, are our greatest asset and we are committed to helping you achieve your professional and academic goals in a caring, interactive learning environment.

Respectfully yours,

**Ann Carruth, Dean  
Southeastern Louisiana University**

**Melinda Oberleitner, Dean  
University of Louisiana at Lafayette**

**Ann Warner, Interim Dean  
McNeese State University**

**Sue Westbrook, Dean  
Nicholls State University**

## **ORGANIZATIONAL STRUCTURE**

The Council of the Intercollegiate Nursing Consortium (C.I.N.C) Provides administrative channels and directives for consortium operations that are in keeping with the parent universities and state governing boards relevant to the consortium agreement between the member institutions. C.I.N.C. also reviews and acts on recommendations from the consortium deans and /or Deans' Administrative Council relevant to program outcomes, financial and human resource needs, development and implementation of innovative new concentrations, and accreditation issues and provides support for continuing enhancement of distance learning technologies and strategies for online delivery of master's concentrations. Membership on the C.I.N.C. consists of the chief academic officers, and the deans.

Each institution appoints a graduate program coordinator who is an approved member of the graduate faculty. The coordinator is an administrator and a teacher who acts as liaison among administration, faculty, and students. The four graduate coordinators make up the Coordinating Committee, which meets on a regularly scheduled and as needed basis. These graduate coordinators provide the day-to-day implementation of the curriculum and administrative oversight. Finally, the Graduate Faculty Organization consisting of all qualified graduate faculty from the four institutions meet annually and on an as-needed basis to address academic issues germane to implementation of the curriculum.

### **Student Representation**

The views and opinions of graduate students are a valued and essential component in the determination of decisions regarding both administrative and curriculum issues within the ICMSN. Student representatives serve on one of the ICMSN committees (listed below) as a non-voting member and are expected to attend committee meetings Any student interested in serving on one of these committees should contact their respective Graduate Coordinator.

<b><u>Committee</u></b>	<b><u>Student Participation/Bylaws</u></b>
<b>Curriculum</b>	One ICMSN student
<b>Evaluation</b>	One ICMSN student
<b>Communication</b>	One ICMSN student



## **INTERCOLLEGIATE CONSORTIUM FOR A MASTER OF SCIENCE IN NURSING**

### **MISSION**

The mission of the ICMSN is to enhance the health and well-being of people in Louisiana and beyond through the education and preparation of nurse practitioners, nurse educators and administrators.

### **CURRICULUM**

The Master of Science in nursing curriculum consists of 41-51 semester hours including 3 hours for the focused scholarly project or 6 hours for the thesis. The curriculum is flexible to allow for part-time and full-time study.

Students may choose from the following program concentrations: Nursing Education, Family Nurse Practitioner, or Psychiatric Mental Health Nurse Practitioner.

Curriculum plans and course descriptions can be viewed online by accessing each university's website.

### **ADMISSION REQUIREMENTS**

Students choose a home institution within the consortium and apply to that university. The admission requirements and the criteria for admission to the graduate school at each institution may vary slightly. Each university maintains an on-line catalog which delineates the admission criteria. Students pursuing a MSN degree are admitted as regular or conditional (provisional) status. Detailed information regarding admission requirements can be viewed by accessing each university's website.

### **ADMISSION PROCEDURES**

Students follow the admission procedures at their designated home institution. The Graduate Program Coordinator reviews submitted materials to determine admission status and make recommendations to the Graduate School for admission to the program. Students work closely with the Graduate Program Coordinator to ensure that all criteria for admission are addressed.

### **CONDITIONAL ADMISSION**

An applicant who does not meet one or more of the admissions requirements may be considered for conditional admission. Conditionally admitted students who fail to meet the specific conditions of admissions may be asked to discontinue graduate study.

### **NON-DEGREE SEEKING STATUS**

Registration of non-degree students in individual courses is subject to the prerequisites and requirements of the respective home institutions. Students are advised to consult their home institution's catalog to determine the ability to apply course work toward a degree plan. All

students

enrolled in an ICMSN course must also enroll in the online orientation course the semester they are registered.

### **ADVISING AND REGISTRATION PROCESS**

Before registration, you must first be advised regarding your course needs. Each member institution will communicate with students regarding the advising process. Additionally, to ensure that you are populated into the courses taught across the consortium, you are asked to enroll in an online course management system. To complete the enrollment process, you will provide up to date contact and demographic information and indicate courses you wish to take at [www.nursingconsortium.org](http://www.nursingconsortium.org) by clicking the tab Online Enrollment Form. This information is used to make sure you can access courses through the Learning Management System (i.e., Moodle). If you do not submit this electronic form during the advising process, your placement in the course cannot be guaranteed.

Once advised, continuing students may register and pay fees via phone, Internet or on-site at each of the ICMSN institutions. Students will register and pay fees at their home institution for all courses toward the MSN degree.

**Note: Students are advised to carefully review this process and consult with their academic advisor as needed.**

### **GETTING STARTED EACH SEMESTER**

#### **Intercollegiate Consortium for a Master of Science in Nursing Accessing Courses at the 4 Participating Universities**

All participating universities use Moodle as their Learning Management System (LMS). To access courses offered in Moodle at all universities, students should log on to their home institution's Moodle site and included in their list of courses will be those offered at the remote sites. By clicking on the courses listed in their home Moodle, students will gain direct access to remote courses. Universities may have differing start and end dates, so students should be aware of these dates to be ready to join the course(s).

If you have tried everything and cannot access your course(s), please contact your home institution's Administrative Assistant or Graduate Coordinator.

### **STUDENT SERVICES**

Each campus offers comprehensive student services. Each university provides services for:

- Library support
- Distance Education/Technology & Support
- Advising Services
- Student Learning/Writing Support
- Office of Disability Services
- Office of Financial Aid
- Office of Counseling & Testing

Office of Student Affairs/Services  
University Bookstore

### **ACADEMIC CALENDARS**

Students will follow the university catalog and academic calendar of their home institution. Policies, curriculum information, and course descriptions may be obtained in the catalog. Important dates such drop dates, graduation application, and thesis submissions are published in the catalog or the webpage of each university. Each school also provides electronic access to the university catalog and academic calendar.

### **DISASTER PROTOCOL**

While it may be impossible to anticipate every emergency or disaster situation, the primary concern during an occurrence is your safety. Following a disaster, usual methods of communication may be difficult or impossible to access. Students are advised to contact the course instructor of record and their home institution's Graduate Coordinator once communication channels are restored.

## **PROGRESSION POLICIES AND PROCEDURES**

### **Degree Plan**

Students must work with their respective graduate coordinator to establish a degree plan as soon as graduate school admission is granted. Any changes in the degree plan must be approved by the graduate coordinator.

Students must complete the degree requirements within the time frame specified by the university in which they are enrolled.

### **Degree Candidacy**

Official candidacy for the MSN degree is determined by the Graduate School at each institution.

### **Student Handbook**

A copy of the ICMSN handbook is made available to all students on the ICMSN web site and on the web page of each program. Each student is expected to carefully read the policies and submit the signed honor statement contained in the front matter of the handbook prior to beginning classes. Honor statements should be submitted to the graduate nursing office at the home institution.

### **Grades and GPA**

Graduate students must have a final graduation grade point average consistent with policies of the home institution (see catalog) to receive the Master of Science in Nursing degree.

A student may not receive more than two grades of 'W.' A student may appeal progression for extenuating circumstances according to the policies and procedures of the student's home institution. Grades of C or below may not be applied as degree credit. A course in which the student has obtained a grade of C must be repeated according to the policy of the home institution. Students are ineligible to progress in the nursing graduate program if a grade of D or F is earned in any course.

For courses with a clinical component, unsatisfactory final evaluations by a preceptor or faculty member will result in an "F" in the course.

The ICMSN grading scale is as follows:

#### **ICMSN Grading Scale:**

92.5-100 A

84.5-92.49 B

76.5-84.49 C

69.5-76.49 D

0 - 69.49 F

## **Enrollment Limitation**

ICMSN programs reserve the right to limit the number of students enrolled in a course to make the most effective use of educational resources available.

## **Transfer credit**

Credits from other universities may be transferred under certain circumstances. Students must seek approval to transfer credit toward the Master of Science in Nursing (MSN). Please refer to the home institution university catalog for the graduate school policy for transfer credit prior to beginning course work toward the MSN. Students wishing to take courses toward the MSN from a non-consortium university once admitted to the graduate school must be granted permission to do so from the Nursing Graduate Coordinator **PRIOR** to enrolling in the course(s).

## **Change of program concentration**

Students wishing to change the concentration within the MSN program must notify both the graduate coordinator and the graduate school at their respective universities. A revised degree plan must be constructed and approved by the graduate coordinator and filed with the graduate school.

## **Licensure**

The student must always maintain an unencumbered Louisiana RN license while enrolled in the MSN program. **Changes in licensure status must be reported immediately to the graduate coordinator. Failure to report encumbrances and disciplinary proceedings against the RN license will result in immediate dismissal from the university.**

The Louisiana State Board of Nursing has adopted revised statutes, effective August 15, 2010, that apply to Licensure and grounds for disciplinary action.

### **LOUISIANA REVISED STATUTE (LRS) 11:921, grounds for disciplinary proceedings read as follows:**

**“The board may deny, revoke, suspend, probate, limit, or restrict any license to practice as a registered nurse or an advanced practice registered nurse, impose fines, and assess costs, or otherwise discipline a licensee and the board may limit, restrict, delay, or deny a student nurse from entering or continuing the clinical phase of nursing education upon proof that the licensee or student nurse:**

**(1) Is guilty of selling or attempting to sell, falsely obtaining, or furnishing any nursing diploma or license to practice as a registered nurse.**

**(2) Is convicted of a crime or offense which reflects the inability of the nurse to practice nursing with due regard for the health and safety of clients or patients or enters a plea of guilty or nolo contendere to a**

**Criminal charge regardless of final disposition of the criminal proceeding, including, but not limited to, expungement or non- adjudication.**

**(3) Is unfit or incompetent by reason of negligence, habit, or other cause. (4) Has demonstrated actual or potential inability to practice nursing with reasonable skill and safety to individuals because of use of alcohol or drugs; or has demonstrated inability to practice nursing with reasonable skill and safety to individuals because of illness or as a result of any mental or physical condition.**

**(5) Is guilty of aiding or abetting anyone in the violation of any provisions of this Part.**

**(6) Is mentally incompetent.**

**(7) Has had a license to practice nursing or to practice as another health care provider denied, revoked, suspended, or otherwise restricted.**

**(8) Is guilty of moral turpitude.**

**(9) Has violated any provision of this Part.”**

### **Dress Code**

Graduate students should be appropriately dressed within their clinical agency guidelines. Unless not deemed appropriate for your clinical setting (e.g., Psychiatric Mental Health or some Pediatric settings), a white lab coat should be worn. No open-toe shoes or jeans are allowed. Fingernails should be in good repair. When in doubt, consult your faculty and/or preceptor about appropriateness of attire.

### **Name Tags**

Nametags shall be worn anytime a student is engaged in ICMSN lab or practicum experiences. The name tag should contain the following:

Name, credentials (RN, BS; RN, MSN)

Member Institution (McNeese State University, Nicholls State University, Southeastern Louisiana University, or University of Louisiana at Lafayette.)

### **Health and CPR**

Students must maintain BCLS certification. Students entering clinical/practicum courses must meet health and immunization requirements. Required health assessment forms are available from respective graduate nursing offices.

### **Student Clinical Health Requirements: Refer to your Home Institution**

Students will provide evidence that the clinical health requirements stipulated by their home Institution is met. Students who fail to provide required evidence of clinical health requirements will not be allowed to remain enrolled in any clinical nursing course. Failure to renew clinical health requirements that **expire during the semester** will prevent the student's participation in clinical activities.

## **Drug Screening**

All students are required to have baseline drug screening. Please refer to your institution's specific policies and procedures regarding drug screening.

## **Accidental Exposure**

While caring for any patient, if the student/faculty is exposed to blood or other potentially infectious materials in such a manner as may transmit infection, this must be reported immediately to the instructor and Graduate Coordinator. The faculty will notify the supervisor of the health care facility where the incident occurred. Agency policies will then be followed including the completion of any incident report, testing and follow-up. If a student/faculty is exposed to blood or other potentially infectious materials in the provision of care in a clinical facility agency/location, it is the responsibility of that student/faculty to obtain follow-up exposure care. The cost of any emergency medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

Should a student/faculty administer care to a client who later in their hospitalization, tests positive for communicable disease, it will be the student's/faculty's responsibility to undergo testing and follow-up as may be recommended by clinical agency.

## **Students/Faculty who have Tested Positive for a Communicable Disease**

It shall be the legal and ethical obligation of any student/faculty who has tested positive or contracted any communicable disease to report this fact immediately to the Graduate Coordinator. The student/faculty with a communicable disease will be relieved of clinical responsibilities that involve direct patient contact as long as he/she has the disease as warranted by specific conditions. The student/faculty is also obligated to the welfare of fellow student/faculty to institute behaviors to prevent spread of any communicable diseases.

The department/ICMSN assumes no liability for faculty/students with compromised immune systems acquiring other communicable diseases while assigned to specific units and/or patients in clinical learning experience.

## **Criminal Background Checks: Refer to your home institution requirements**

Students choosing to do clinical/practicum experiences in agencies which require criminal background checks must comply with agency requirements. The cost and responsibility for these background checks is the responsibility of the student. Information on acquiring background checks, when necessary, is available from respective graduate nursing offices. To meet the conditions of university contracts with clinical agencies, students may be asked to submit documentation of a criminal background check. Specific procedures for submitting documentation may be obtained from the home institution.

## **Requirements for Web-Based Courses**

All ICMSN courses are offered as distance learning courses delivered via the Internet and online Learning Management Systems (LMS) such as Moodle. Regardless of the LMS utilized for course delivery, students are advised that each university has minimum requirements for accessing web-based courses and specific recommendations regarding preferred web browsers. Please refer to your institution's technology department to determine minimum and recommended hardware requirements:

## **Minimum Computer Hardware and Internet Connection Requirements**

- Computer with camera and sound and if using a tablet an iPad recommended for lockdown and monitored exams.
- Access to internet service – Cable modem, broad-band services.
- Printer (occasionally you may want to print documents).
- Monitor that will display at least 800x600 pixels (1024x768 preferred).

### **Software**

- Recommended for PC users is Windows vista or better. Mac users MacOSx 10.5 or better with internet browser.
- Java, JavaScript, and cookies must be enabled in your browser of choice.
- Software is needed for word processing, spreadsheets, and presentations. Free software is available through your home institution.
- Necessary software includes latest versions of MS Word and MS PowerPoint. Students may be required to download other free software such as Acrobat Reader or Quicktime Player to support course activities in some courses.

### **Other**

- Pop-up blockers should be disabled if possible, when working in Moodle.
- You may want to add Moodle as a “Trusted Site.”
- All students must use their home institution email account for all school-related communication with faculty, staff, and classmates.
- Nurse practitioner students are to use the clinical tracking system as designated by your home institution to document all patient contact hours and practicum information.
- Students are expected to submit written course work as an MS Word doc/docx file or as a pdf file as requires by course faculty.

## **Orientation to the Online Environment**

In the first semester of enrollment, all students are required to complete the assigned eLearning Orientation course. The modules in the course address eLearning issues and provide hands-on practice with computer skills needed to successfully navigate on-line course activities. Students are required to complete the modules by the posted deadlines. In the event students do not participate and complete these required modules, access to graduate nursing courses may be restricted.

### **Learning in an online environment**

Students are expected to have appropriate equipment and software to complete course assignments. While it is understood that mechanical problems occur, these are not acceptable reasons for failure to complete assignments and exams on time. Students should have back-up computer access. All campuses have accessible computer labs, as do public libraries in many communities. Students are advised to investigate back-up resources in case of emergency.



All assignments are to be submitted via the designated LMS. ***Submission of course work by e-mail should be avoided.***

The affiliates of the ICMSN provide a host of online or remote access services to students, including but not limited to online admission, registration, financial aid, fee payment, e-mail, student help desk, and the student portal (Moodle).

The ability of a student to succeed in distance education classes depends on his or her ability to understand the course structure and technology, as well as the ability to navigate the learning management system (Moodle). Prior to enrollment in online courses, students are informed of prerequisite technology skills required to succeed in the online environment. Prospective students can be counseled on their ability to succeed in online courses.

Specialized services offered for distance learners include:

- On-line Interlibrary Loan Request forms
- E-mail reference assistance
- Access to account information concerning the library

Although faculty members and students communicate largely through learning management systems and e-mail, on-line learning environments do not preclude students from accessing or communicating with faculty on a one-to-one basis. When needed, students are encouraged to phone faculty or schedule physical/virtual meetings to discuss technological issues and course concerns and seek advice with faculty. Faculty will respond to student emails and course-related questions within **48 business hours, excluding weekends and holidays**. Students will be informed in advance if faculty are unable to answer emails for a period of time or if they do not answer email on weekends.

#### **When communicating by email, please follow these guidelines**

- Always include a subject line.
- Address faculty appropriately (e.g., by name and/or title, not Hey!).
- Include your name in the "from" field.
- Remain professional in the emotion conveyed during correspondence; avoid personal insults.
- Maintain civility and decorum in all communications.
- Respect the privacy of classmates and faculty by not forwarding e-mails without prior permission.
- Use home institution email account in all school related communication with faculty, staff, and classmates.

#### **When communicating by discussion forums**

- Be respectful of others' ideas
- Read all comments before entering your remarks
- Be positive and give constructive comments in group discussions
- Respond in complete sentences that reflect thoughtful input
- Provide information that adds to the discussion
- Cite your sources appropriately

## **Confidentiality Policy**

Confidentiality respects patient privacy issues. A major responsibility of all health care providers is that they keep all patient/client/recipient of care information confidential. All data that are collected are confidential information.

It is the policy of the ICMSN that all information concerning patients/clients/recipients of care is confidential and may not be disclosed in any way, by any means, by students or faculty without appropriate authorization.

Students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care confidentiality. Violation of the policy related to confidentiality will lead to the dismissal of the student.

## **Family Educational Rights and Privacy Act (FERPA)**

The ICMSN adheres to the Family Educational Rights and Privacy Act of 1974. Specifically, written consent from parents and “eligible” students must be obtained when disclosure of personally identifiable information is required from students’ educational records. The consent must specify the records to be disclosed, the purpose of the disclosure, and must identify the party to whom disclosure is made.

## **Health Insurance Portability and Accountability Act (HIPAA)**

The ICMSN adheres to the provisions of the HIPAA Act of 1996 which was designed to ensure the privacy and security of protected individually identifiable information. Students and faculty must comply with HIPAA-related policies of the ICMSN and of the clinical agencies with which the ICMSN is affiliated to safeguard patient/client/recipient of must complete mandatory

HIPAA-related training sessions as deemed necessary by the ICMSN and/or clinical agencies with which the ICMSN is affiliated.

Nursing students have the ultimate responsibility for their own actions and may be liable for their own negligence if they violate patient/client/recipient of care protected individually identifiable information. Violation of the ICMSN policy related to HIPAA compliance will lead to the dismissal of the student.

## **Student Responsibility for Loan Repayment**

Nursing students and graduates have a legal and ethical responsibility to repay student loans. In accordance with Louisiana Revised Statute 38:2951, the Louisiana State Board of Nursing withholds the Licensors renewal applications of registered nurses who were deemed by the Louisiana Office of Student Financial Assistance (LOFSA) to be in default of student loan (LSBN, The Examiner, pg. 2, Vol. 10, No. 3, Fall 2002).

## **ACADEMIC DISHONESTY**

The affiliates of the ICMSN are committed to principles of truth and academic honesty. Every ICMSN student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs at each university. All faculty members of the ICMSN share in the responsibility for maintaining and supporting these principles. When a student enrolls in courses offered by the ICMSN, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity. To maintain academic integrity, the ICMSN has adopted a “zero tolerance” policy regarding acts of academic dishonesty.

Students who engage in acts of academic dishonesty are subject to the disciplinary procedures of the university in which they are enrolled. Sanctions may range from “0” on the assignment in question to an F in the course to dismissal from the university.

Academic dishonesty includes cheating, plagiarism, self-plagiarism, and fabrication in the process of completing academic work for thesis, course work and clinical or practicum experiences. Refer to your home institution for further information.

## **CODE OF STUDENT CONDUCT**

Students are responsible for knowing the information, policies and procedures outlined in the Code of Student Conduct at their home institution. Additionally, students who enroll in ICMSN courses outside of their home institution are responsible for knowing the information, policies and procedures outlined in the Code of Student Conduct of the university in which the course is taught.

## **STUDENT APPEALS**

Students have the right to appeal disciplinary actions or grades according to policies of the institution in which the course is being taught.

### **Grade Appeals**

Students who feel they have been treated unfairly or capriciously in the awarding of a final course grade should follow the grade appeal policy of the institution in which the course is being taught.

### **Disciplinary Appeals**

Disciplinary actions refer to violations of the Code of Student Conduct. Disciplinary appeals should follow the appeal policy of the institution in which the violation occurred.

### **ICMSN Formal Complaint Procedure**

This procedure applies to complaints regarding course and program related issues. For situations related to grade appeals, Title IX, ADA issues, or EEOC issues, the student should follow the appropriate university policy.

1. Within five (5) working days of the situation of concern, the student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff) with a copy to the nursing graduate program coordinator and department head, at the institution where the problem occurred, with a copy to the Dean at each respective institution.
2. Within five (5) working days from the time the complaint is given to the person of concern, the student should communicate and /or meet with the person involved and attempt to resolve the complaint.
3. If the complaint is unresolved, within five (5) working days the student may meet with the nursing graduate program coordinator at the respective institution.
4. If the complaint remains unresolved, within five (5) working days the student may meet with the department head and/or dean at the respective institution.
5. The dean notifies the student and appropriate individuals involved of the final decision.

### **Documentation of the Formal Complaint Procedure**

1. The student must submit concerns in writing to the person(s) of concern.
2. An official record is maintained in the office at the respective institution of each communication and/or meeting between the student and person(s) involved with the complaint.
3. The student may discontinue the process at any point by submitting a written request to withdraw the complaint to the person of concern with a copy to the Dean at each respective institution.

### **PRECEPTED LEARNING EXPERIENCES**

General Procedure for Setting up NP and Nurse Educator Clinical/Practicum Experiences:  
Refer to your home institution requirements.

Each semester of clinical/practicum experience, you will work with a faculty member to plan clinical preceptor experiences. The following steps need to be taken in collaboration with the faculty member assigned to the clinical/practicum course.

1. Select an area of clinical practice based on the course and program objectives. . Clinical practice experience should be congruent with program concentration and course content. Note: Choosing clinical/practicum experiences are a very important consideration to help you prepare for successful certification. You and your faculty member should work closely in making these decisions. Please note that while you may choose a preceptor in an agency in which you are currently employed, your clinical/practicum hours are to be completed separate from your job responsibilities and during time for which you are not being compensated. In other words, you are not to accrue clinical hours toward your degree while being compensated as an employee for the same time committed to clinical experiences.

2. Discuss your choice(s) of a preceptor with the faculty member assigned to the course. Discuss with the preceptor(s) their willingness to serve as a preceptor, their understanding of the applicable nursing role, and the types of clinical experiences offered by that agency/organization. All preceptors must be approved by course faculty and reviewed by the graduate coordinator prior to beginning the clinical/practicum experience.
3. Log in to the clinical tracking system to check if your university has a contract or letter of agreement with a facility and or the status of the contract or agreement if you are considering using it for clinical practicum. This is different than the letter of agreement with the preceptor and is instituted at the University level. If a current agency letter of agreement or contract is not on file, the approval process will be initiated. While the University attempts to keep contracts up to date with frequently used agencies, there is the possibility that a current contract is not in place. This contract with the agency/organization may take several weeks to months to secure, so it is advisable to begin this process early.
4. Plan a meeting with preceptor(s). Discuss your goals and mutually discuss the types of experiences that can be offered/obtained with the preceptors(s). Obtain a copy of the preceptor vita/resume or a completed professional profile. A current vita/resume or completed professional profile of the preceptor must be on file in the graduate office before the clinical experience can begin. Arrange an orientation with the agency. Discuss a schedule for clinical hours that is mutually agreed upon.
5. Submit a completed student/preceptor letter of agreement to your faculty member for review, revision, and approval. Once approved the clinical schedule must be posted and regularly updated in the clinical tracking system.
6. Students may not begin any clinical practicum experiences until the following are completed and on file in the Graduate Nursing Office:
  - A completed, current agency contract
  - A current preceptor vita or resume (within 2 years)
  - A signed letter of agreement between student, faculty, and preceptor
  - Current documentation of clinical health requirements, OSHA, and HIPAA compliance and other documentation according to your university requirements.

### **ICMSN Policy on Preceptors**

#### **Preceptor Qualifications**

1. Master's degree or doctoral degree in fields relevant to the preceptor role
2. Current unencumbered state licensure in discipline
3. APRN certification in appropriate area(s)
4. Practice in a setting that provides practicum experiences appropriate for the development of student's skills
5. At least one year of clinical experience

## **STUDENT, PRECEPTOR, AND FACULTY RESPONSIBILITIES**

### **Student Responsibilities**

1. Communicate with the assigned faculty member regarding the preceptor with whom you wish to do clinicals and agency you wish to use by the designated deadline of your university.
2. Work with the faculty member to develop learning objectives for clinical practicum experiences.
3. Communicate regularly with preceptor and faculty member regarding progress toward meeting learning objectives. All communication with faculty and preceptor must be done using the students' university email account.
4. Assume responsibility for clinical/practicum experiences and any needed documentation (hard copy and/or electronic).

### **Preceptor Responsibilities**

1. Orient the graduate student to the role/practice setting.
2. Communicate with student expectations during clinical/practicum experiences
3. Mutually agree on schedule.
4. Communicate with faculty member regarding clinical/practicum experiences and evaluation.

### **Faculty Responsibilities**

1. Assist in checking and ensuring letters of agreement and/or contracts with agencies/organizations are current
2. Facilitate the routing and approval of the clinical/agency contract.
3. Provide guidance and supervision for the graduate student.
4. Conduct a site visit with each student; conference(s) with APN student as needed.
5. Ensure appropriateness of the clinical experience through communication with the student, preceptor, and/or through site visits.
6. Orient and provide feedback to students with needed documentation (hard copy and/or electronic).
7. Evaluate student performance with input from preceptor and assign a course grade.

## **CLINICAL TRACKING SYSTEM POLICY FOR NP STUDENTS**

1. Students will be required to subscribe the respective clinical tracking system as required by their home institution. The student will be required to maintain the subscription for the period they are enrolled in practicum courses within the Nurse Practitioner concentrations.
2. Refer to your home institution for orientation resources and instructions related to accessing the clinical tracking system.

## **FOCUSED SCHOLARLY PROJECT OR THESIS**

Graduate nursing students are required to pursue a thesis or focused scholarly project. Students choose an option with guidance and input from faculty members/advisor in the program.

## **FOCUSED SCHOLARLY PROJECT REQUIREMENTS**

The focused scholarly project is supervised by a graduate faculty member. The focused scholarly project creatively employs scientific inquiry to systematically advance the practice, teaching, or research of nursing. Emphasis is on a focused project that has tangible application to the practice setting. The project is to be completed in a one semester, three credit hour course.

## **THESIS REQUIREMENTS**

Refer to your home institution for guidelines related to thesis requirements.

## **GRADUATE NURSING PROGRAM OFFICES**

### **McNeese State University - Lake Charles**

McNeese State University  
College of Nursing and Health Professions  
550 East Sale Road  
Lake Charles, LA 70609  
(337) 475-5753

### **Nicholls State University**

Nicholls State University  
P.O. Box 2143  
Thibodaux, LA 70310  
(985) 448-4184

### **Southeastern Louisiana University – Hammond Campus**

Southeastern Louisiana University  
Graduate Nursing Program SLU 10448  
Hammond, LA 70402  
(985) 549-5045

### **Southeastern Louisiana University – Baton Rouge Campus**

Southeastern Louisiana University  
4849 Essen Lane  
Baton Rouge, LA 70809  
(225) 765-2324

### **University of Louisiana at Lafayette**

University of Louisiana at Lafayette  
Graduate Nursing Program  
V.L. Wharton Hall, Room 307  
PO Box 43810  
Lafayette, LA 70504  
(337) 482-5601

## ACADEMIC LIBRARIES RESOURCE SHARING

A significant resource available to nursing students in the consortium is the Louisiana Academic Libraries Information Network Consortium (LALINC). As of October 1992, academic institutions governed by the Louisiana State Board of Regents agreed to permit reciprocal borrowing privileges by various levels of users such as undergraduate and graduate students, faculty, and professional staff of participating institutions.

To receive reciprocal borrowing privileges, students must present a valid student ID card and a LALINC card issued by their university library. Inquire with your university library about the proper procedure for obtaining a LALINC card. Borrowing privileges are valid for one semester

8/22/07 Coordinating Committee/GFO  
Revised 2/19/08 Coordinating Committee  
Revised 3/07/09 Coordinating Committee  
Revised 06/01/09 Coordinating Committee  
Revised 01/14/10 Coordinating committee  
Revised 05/24/12 Communication Committee  
Revised 01/21/13 Communication Committee  
Revised 02/25/14 Coordinating Committee  
Revised 04/11/2016 Coordinating Committee  
Revised 4/22/2021 Coordinating Committee/6/24/2021 DAC

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