



**MARQUETTE**  
UNIVERSITY

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**College of Nursing**

**Graduate Student Handbook**  
**2024-2025**

**All graduate students in nursing are to be responsible for being familiar with policies and procedures of the Graduate School as published in the Marquette University Graduate School Bulletin. The information provided in this handbook is supplemental.**

\*The Nurse Anesthesia, Nurse Midwifery, and Adult-Gerontology Acute Care programs retain a supplemental student handbook with additional policies specific to these programs.

**All graduate students in nursing are required to electronically submit a signed Memorandum of Understanding acknowledging their familiarity with all policies and procedures pertaining to graduate coursework found in the Graduate Bulletin and College of Nursing Graduate Student Handbook. Only Memorandums electronically signed and submitted through the program-specific DocuSign link will be accepted.**

Complete your program-specific Memorandum of Understanding before the start of your first semester as a College of Nursing graduate student. The DocuSign Memorandum of Understanding can be found, along with a link to the current College of Nursing Graduate Student Handbook, under “Policies and Procedures” on the [College of Nursing Current Students website](#).

Expand the dropdown option under “Policies and Procedures” to view the MU CON Graduate Student Handbook any time and to submit your DocuSign Memorandum.

**MARQUETTE UNIVERSITY**  
**College of Nursing Memorandum of Understanding**

I understand that, as a graduate student enrolled in graduate courses, I am responsible for being familiar with and following the policies and procedures as pertains to graduate coursework published in the current *Marquette University Graduate Bulletin* and the *College of Nursing Graduate Student Handbook*. This includes (but is not limited to) the Academic Progression Policy and the Academic Honesty Policy.

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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.

### Vision Statement

The Marquette University 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



## **Marquette University College of Nursing Student Standards of Conduct**

When students are admitted to Marquette University College of Nursing, they become a part of the community of Marquette nursing and of a tradition rooted in Marquette values. As such, all nursing students, through their words, actions, and commitments, are expected to contribute to the development and promotion of a community that, informed by the College of Nursing's Catholic Jesuit ideals, is characterized by respect, caring, and honesty, and to uphold the ethical principles of the nursing profession.

These characteristics and expectations are essential to ensure the rights and privileges of all people, preserve the integrity of the Marquette educational community, promote the integrity of the nursing profession and safeguard all those for whom we have the privilege to provide nursing care.

When a Graduate Student matriculates into the Marquette University College of Nursing, each student agrees to abide by the policies and procedures of the University, and the standards of conduct of the College, and to uphold the ethical principles of the nursing profession. The following sections describe the conduct expected of students as members of the Marquette College of Nursing community.

### **Respect for the Ethical Principles of the Profession**

When individuals enter professional nursing education, they accept a moral commitment to uphold the ethical principles of the nursing profession. All nursing students are considered to be a part of the nursing profession and are expected to maintain appropriate conduct and to be committed to the ethical responsibilities and high standards of patient care valued by the profession as described by the Nurses Code of Ethics. As a Marquette Nurse, one becomes a member of a community and a tradition that is characterized by respect, caring, and honesty, rooted in Marquette values, and devoted to service to others. These standards are intended to help support the Marquette nursing community in this humbling endeavor.

**Respect for Others:** It is expected that students will treat others, on and off campus, with respect and charity to establish an atmosphere of safety, trust, and respect, without which there is no community. The College of Nursing expects students to treat all others, including fellow students, faculty, staff, and individuals within clinical and community settings, with sensitivity, consideration, and understanding. This includes respecting persons with different cultures, practices, beliefs, and needs, and demonstrating an active concern for the safety, health, and well-being of others.

Conduct, whether oral, written, or physical, that is intimidating, hostile, or demeaning toward another is in violation of the standard of respect for others. This standard is not intended to set unreasonable limits on spirited debate related to political, social, ethical, or legal issues. Rather, it is intended to foster intelligent, reasoned, respectful, examination and discussion of issues of relevance to nursing and to further the mission of the University in the search for truth, the discovery and sharing of knowledge, and the fostering of personal and professional excellence.

The College of Nursing especially is concerned that students show respect for patients in all matters, respect being rooted in the transcendent dignity of the human person and guaranteed by the rights that flow from human dignity. It is vital that students take, with the utmost seriousness, their fiduciary responsibility toward patients, who, in their vulnerability, entrust their lives into the hands of those who profess to heal.

Familiarize yourself with the [American Nurses Association Code of Ethics for Nurses](#).

### **Marquette University College of Nursing Diversity Statement**

The Marquette University College of Nursing community is committed to increasing diversity and promoting a sense of belonging for all. Diversity, through the recognition of intersectionality, broadly encompasses, but is not limited to, race, ethnicity, gender identity, sexual orientation, age, language, socioeconomic status, disability, nationality, culture, ability, religion, faith, political views, and veteran status. All members of the College of Nursing community are charged with the responsibility to treat everyone with care, respect, and to value differences.

Marquette University College of Nursing students, faculty, and staff deserve an inclusive, anti-racist, and anti-oppressive learning environment that promotes social justice and equity. Students share the responsibility of contributing to a climate that is dedicated to mutual respect. Recognizing the inherent worth of individuals will contribute to the transformation of each student into the Marquette Nurse who will protect, promote, and optimize the health and abilities of individuals, families, and communities.

Marquette University College of Nursing faculty and staff are charged with fostering an anti-racist, anti-oppressive, equitable, and inclusive learning environment for all, including diverse and underrepresented students, staff, and faculty. Faculty and staff are committed to recruitment, support, and retention of students, employing efforts to continually engage and expand their nursing competencies and knowledge about disparities, equity, social justice, and inclusive excellence. These commitments contribute to advancing an equitable, diverse, and culturally responsive workforce that mirrors the communities served.

More information about Diversity, Equity, and Inclusion resources within the College of Nursing can be found on our [Equity & Inclusion website](#).



## Marquette University College of Nursing Directory

### **Administration:**

Dean, [Dr. Jill Guttormson](#)  
Administrative Assistant, [Irene Cvetich](#)  
Associate Dean for Academic Affairs, [Dr. Amber Young-Brice](#)  
Interim Associate Dean for Research, [Dr. Abiola Keller](#)  
Assistant Dean for Graduate Programs, [Dr. Karen Robinson](#)  
Assistant Dean for Undergraduate Programs, [Dr. Madeline Schmidt](#)  
Manager of Research and College Services, [Pengpeng Wang](#)  
Director of Academic Business Affairs, [Margie \(Margaret\) Felber](#)  
Business Operations Coordinator, [Laura Hernandez](#)

### **Graduate Program Directors:**

Adult-Gerontology Acute Care NP, [Dr. Debra Casper](#)  
Adult-Gerontology Primary Care NP, [Dr. Sarah Davis](#)  
Direct Entry MSN, Professor [Holly Nerone](#)  
Health Systems Leadership, [Dr. Kathy Rapala](#)  
Nurse Anesthesia, [Dr. Jay Tumalak](#)  
Nurse-Midwifery, [Dr. Kathlyn Albert](#)  
Pediatrics, Primary Care NP, [Dr. Norah Johnson](#) and [Elizabeth \(Betsy\) Flasch](#)  
Pediatrics, Acute Care NP, [Dr. Christine Schindler](#)  
Pediatrics, Dual Acute / Primary Care NP, [Dr. Christine Schindler](#) and [Dr. Jill Kuester](#)  
PhD Program Director, [Dr. Kristina Thomas Dreifuert](#)  
Post-Masters Doctor of Nursing Practice, [Dr. Sandi Kaebisch](#)  
Teaching Certificate for Nurse Educators, [Dr. Amber Young-Brice](#)

### **Office of Student Services & Student Success:**

Advanced Practice Clinical Placement Coordinator, [Christine Glynn](#)  
Clinical Systems Assistant, [Kevin Kotke](#)  
Graduate Program Coordinator, [Karen Nest](#)  
Graduate Student Success & Programming Specialist, [Taylor Rose Pamperin, M.Ed.](#)  
Direct Entry MSN Milwaukee Advisor, [Taylor Rose Pamperin, M.Ed.](#)  
Direct Entry MSN Milwaukee Clinical Placement Coordinator, [Kimberly Wood](#)  
Direct Entry MSN Pleasant Prairie Advisor, Dilara McElmurry [dilara.mcelmurry@marquette.edu](mailto:dilara.mcelmurry@marquette.edu)  
Direct Entry MSN Pleasant Prairie Interim Advisor, [Anna van Haandel](#)  
Direct Entry MSN Pleasant Prairie Clinical Placement Coordinator, [Dr. Brenda Kutzke](#)  
Nurse Anesthesia & Nursing PhD Office Associate, [Carrie von Bohlen](#)

### **Simulation Technology and Learning Resource Center:**

Director, [Anne Costello](#)  
Simulation Education Specialist Milwaukee, [Laura Nigh](#)  
Simulation Operations Specialists Milwaukee, [Dave Delwiche](#) and [Casey Holst](#)  
Simulation Faculty Milwaukee, [Dr. Amanda Potter](#) and [Dr. Theresa Gruenke Schnable](#)  
Simulation Operations Specialist Pleasant Prairie, Matt Crowcroft [matthew.crowcroft@marquette.edu](mailto:matthew.crowcroft@marquette.edu)  
Simulation Education and Operations Specialist Pleasant Prairie, Shannon Guibord  
[shannon.guibord@marquette.edu](mailto:shannon.guibord@marquette.edu)

## Graduate Student Success Resources

Holistic student support is what we do in the College of Nursing and the [Office of Student Services](#) is here to help. The Marquette University College of Nursing (MU CON) Office of Student Services works collaboratively with our college and university partners to ensure all students can succeed and thrive in the MU CON program. Through strategic and student-centered practices and programs, we strive to inspire, challenge, and empower students to achieve academic and personal successes. A list of services and resources can be found [here](#).

Students are welcome to contact their Program Director and/or the [Graduate Student Success & Programming Specialist](#) for recommended resources and support.

The College of Nursing chapter of [Sigma Theta Tau International](#) is Delta Gamma At-Large. Membership is open to graduate students with a GPA of 3.5 or greater and appropriate recommendations.

## Graduate Financial Assistance Options

Financial aid resources for graduate students can be found [through Marquette Central Office of Financial Aid](#). Students are also encouraged to explore [private scholarship opportunities](#) facilitated through the Office of Student Financial Aid and outside organizations, including the [American Association of Colleges of Nursing](#).

## Policies and Procedures of Marquette University Graduate School

The student admitted to any of the graduate nursing programs is a student of the Graduate School and is bound by all regulations and policies of the Graduate School as well as those specific to the College of Nursing. Graduate School policies can be found within the [Graduate School Bulletin](#).

### Academic Performance and Censure

Students must earn acceptable grades and adhere to the requirements of academic honesty, professional integrity, and professional performance as well as continue to make satisfactory progress toward their degrees and meet the expectations of the Marquette University Student Conduct Code. Students who fail to meet these standards will face repercussions. This may be at the course level or at the program level.

Academic censures may include required program withdrawals due to lack of satisfactory grade achievement or satisfactory academic progress, misconduct, professional performance issues, or breaches of professional/academic integrity.

**All Graduate students** can earn grades of: A, A-, B+, B, B-, C+, C and F.

## College of Nursing Graduate Grading Scale:

96-100	A
92-95.99	A-
88-91.99	B+
84-87.99	B
80-83.99	B-
76-79.99	C+
72-75.99	C
Less than 72	F

## Academic Progression Policy

### Degree Progression Requirements

The College of Nursing Academic Progression Policy for Graduate Students applies to all course work taken during the academic year and summer sessions. The policies of the Graduate School on academic performance, professional integrity, professional performance, academic dishonesty, and student conduct are all followed by the College of Nursing. A variety of responses to problems in any of these areas may be implemented, depending on the nature of the problems encountered.

Warnings, remediation plans, probation, immediate withdrawal from clinical or laboratory activities, suspension and dismissal are all possible actions under these policies. Students are bound by all Graduate School policies including those related to repeating a course.

Additionally:

Grades of F, ADW, WA, and WF are not acceptable in any course and are grounds for dismissal from the program. If the student is allowed to remain in the program, the course in which these grades were earned must be repeated with minimum grade of B-. The timing of when the course may be repeated is on a space available basis and successful repeat of a course does not guarantee that the students will retain a space in their program.

A cumulative grade point average of at least 3.000 must be maintained each term.

A [student](#) may be removed from a clinical course and dismissed from a program at any time due to unsafe clinical performance, lack of preparedness to care for patients, unprofessional behaviors, or other patient-safety related issues. any time due to unsafe clinical performance, lack of preparedness to care for patients, unprofessional behaviors, or other patient-safety related issues.

A student may fail a clinical 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 they are failing a clinical course, withdrawing from that course is no longer an option.

A lack of substantial and visible progress toward completion of program requirements, including failure to complete the qualifying examination, thesis or dissertation or capstone project may be grounds for dismissal.

[Repeated Courses](#): No more than two different courses may be repeated due to unsatisfactory grades. The student must abide by university policy governing the repeat of any courses.

### **Academic Integrity**

All students are required to complete the [Academic Integrity Tutorial](#) during the first month of coursework at Marquette. Every student must complete this tutorial, sign the Honor Code, and submit this to the appropriate entity as directed in the tutorial. The policies on academic integrity should be understood by all students and are found in the [University Bulletin](#).

All students must understand all elements of academic integrity including plagiarism, cheating and other types of academic dishonesty. Any suspected breeches of academic integrity are referred to the Academic Integrity Review Board for review.

### **Disability Services & Student Requests for Special Accommodations**

Marquette University strives to ensure equal access to qualified students with disabilities across all aspects of university life. The [Office of Disability Services](#) has been designated to coordinate this process in accordance with the university's compliance responsibilities under the law. Accommodation determinations for all students with identified and documented disabilities are made on a case-by-case basis. Any student is welcome to contact this office for more information; accommodations may be approved through an interactive process for individuals with a diagnosed medical, physical, or mental health condition that is affecting at least one major life activity. General information can be found [in the bulletin](#).

Given the unique nature of the nursing programs, students' classroom and clinical accommodation needs may differ; students are responsible for considering and requesting accommodations in both settings.

### **Marquette University College of Nursing Technical Standards**

Marquette University College of Nursing curriculum, which provides education and training, leading to the eligibility for licensure as a registered nurse, advanced practice nurse, or nursing leader, requires students to engage in experiences important to acquiring and practicing essential nursing skills and functions. Students must meet at least the minimum level of knowledge and skill required to meet the standards of nursing student practice.

Acquisition of these skills and functions is essential to successfully completing the requirements of Marquette's College of Nursing degree programs (BSN, MSN, DNP, or PhD) and post-graduate certificates. Marquette University College of Nursing is committed to accommodating the needs of students with documented disabilities and will do so to the extent possible without compromising the essential components of the curriculum or patient safety. The student must possess the intellectual, physical, and emotional capacities essential to attaining the competencies required to function as a nurse. Questions or concerns regarding these technical standards should be directed to the assistant dean for the program in which the student is enrolled or seeks to apply.

The technical standards include, but are not limited to the following abilities:

## **Communication**

The student must be able to:

- communicate effectively, to provide an adequate exchange of information with patients, family members, and other health professionals.
- read and write English effectively to fulfill academic requirements, and to maintain accurate clinical records on patient care.
- express his or her ideas and concerns clearly and demonstrate a willingness and ability to give and receive feedback.

## **Mental/Cognitive Capacities**

The student must:

- be able to measure, calculate, reason, prioritize, analyze, integrate, and synthesize information.
- can sustain attention and memory to maintain patient safety.
- be able to comprehend written materials, evaluate and apply information, engage in critical thinking in the classroom (online or in person), lab, and clinical setting within the time constraints unique to each setting.
- demonstrate acquisition and application of knowledge through clinical practice, coursework, discussions, and examinations.
- possess the physical and emotional health required to deliver nursing care and make sound judgments in an appropriate and prompt manner.
- be able to function effectively under physically taxing workloads, and in times of physical and mental stress.
- display compassion, sensitivity, and concern for others, and always maintain professional integrity.

## **Professional Conduct**

The student must:

- possess the ability to reason morally and practice nursing in an ethical manner.
- be willing to learn and abide by the Code of Ethics for Nursing and professional standards of practice.
- be able to engage in patient care delivery in a variety of settings and be able to deliver care to all patient populations.
- demonstrate professional behavior when confronted with unexpected events in the classroom, outside the classroom, and in the clinical setting.
- always demonstrate respectful verbal and non-verbal communication and non-threatening body language.
- meet Marquette University College of Nursing's attendance requirements.
- satisfy all requirements set forth by health care agencies' affiliation agreements.

## **Physical Capacities**

The student should be able to execute movements required to provide general care and treatment to patients in all health care settings.

The student must:

- recognize personal limitations and notify and work with the Office of Disability Services and the College of Nursing to identify and develop appropriate adaptations to provide safe and competent patient care.
- be able to fulfill requirements of clinical rotations, including but not limited to taking a medical

history, performing a physical examination, administering medication, and performing standard medical procedures.

#### Examples of Technical Standards

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations. Use of the scientific method in the development of patient care plans. Evaluation of the effectiveness of nursing interventions.
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	Establish rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution with fellow students, instructors, members of healthcare team and patients and families. Able to hold peers accountable for safe practice.
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, workspaces, and treatment areas. Administration of rescue procedures-cardiopulmonary resuscitation.
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment. Therapeutic positioning of patients.
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to recognize monitoring device alarms and other emergency signals. Ability to discern auscultatory sounds and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary for patient care	Ability to observe patient's condition and responses to treatments.
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate and percuss in physical examinations and various therapeutic interventions.

## References:

- Southern Regional Education Board. (2004). Americans with Disabilities Act: Implications for Nursing Education. Retrieved March 10, 2018, from: <https://www.sreb.org/publication/americans-disabilities-act>
- US Department of Education, Office of Civil Rights. (September 2007). Protecting Students with Disabilities from: <https://www2.ed.gov/about/offices/list/ocr/504faq.html>.
- US Department of Justice. (January 1990). Americans with Disabilities Act of 1990. Retrieved on March 11, 2018, from: <https://www.eeoc.gov/history/americans-disabilities-act-1990>.

## Severe Weather Policy – Cancellation of Classes or Clinical

The College administration uses the national weather service advisory for the Milwaukee and Pleasant Prairie sites to decide if and when the College will close during inclement weather. The College realizes that students may be traveling to campus or to clinical sites from an area that is not under the same weather conditions as the Milwaukee campus. Students and instructors should not attempt to travel to campus or clinical sites if weather conditions are too hazardous to permit safe driving regardless of College announcements. Cancellation of classes and clinicals in the Milwaukee area is guided by the [University severe weather policy](#). Cancellations will be announced on local media, the University website, and social media channels. Decisions to cancel classes/clinicals in sites other than Milwaukee will be made by the Clinical Site Coordinator or Program Director with the guiding principle of assuring safety of the student. Students will be notified of closures via Marquette email and text (if enrolled in the safety alert text message system) as soon as the decision is made.

## Student Absence Policy

A student is expected to attend class/clinical sessions and examinations for each course in which they are enrolled. Absence does not relieve a student of responsibility for completing all work in the course to their satisfaction and within the time specified by the instructor.

Generally, more than one absence in a graduate course is considered excessive. A student may be withdrawn from a graduate course for more than 6 hours absence. It is serious when a student misses a class or examination, and the absence may have an adverse effect on the student's grade or place the student in academic jeopardy. The student is responsible for notifying the course instructor of any absence and negotiating make-up work where feasible.

## COVID-19

The current attendance policies in the [graduate bulletin](#) do not recognize illness as an excused absence. At the same time, Marquette University is **recommending** students not attend class if symptomatic and those who test positive for COVID-19 follow [updated CDC guidance for respiratory illnesses](#). Instead of expanding the categories of excused absence to include illness, which would impose excessive burdens on isolating students to obtain documentation and add pressure on the health care system, the university is [providing guidance](#) to create a flexible and compassionate response to students who are symptomatic or test positive for COVID-19.

## Fatigue, Sleep, and Work Schedule Effects – Patient Safety

College of Nursing graduate students need to comply with any specialty-specific requirements that may exist associated with clinical hours, fatigue, or sleep. In general, students engaging in clinicals

should be well rested. Attending clinical without adequate rest represents a threat to patient safety and optimal clinical performance. Providing direct patient care for 16 or more consecutive hours without a break for meals and rest is not advised. To comply with these expectations, the College of Nursing graduate students are strongly encouraged to adjust their employment and personal activities to maximize rest before and after clinical hours. It is the student's responsibility to ensure fitness for any clinical duty associated with an educational program.



## Grade Appeals: Graduate Students

### Policy

As stated in the Graduate School Bulletin, [a student may appeal a final course grade that they believe to be in error](#). The College of Nursing's Grade Appeal process and timeline supersede the Graduate School's stated timeline. Please adhere to the procedure below. A grade appeal is heard for the Graduate School by the school or college that teaches the course, following the rules of that school or college.

### Procedure

- The student must exhaust all possibilities of resolving the problem with the faculty member assigning the grade.
- If this does not lead to acceptable resolution, the student may initiate, in writing, the formal procedure for appealing the grade to the Assistant Dean for Graduate Programs stating the reason the grade should be changed.
- The **Marquette University College of Nursing Grade Appeal Form** must be submitted electronically (via email) within 10 days of receiving the grade being appealed.
- Should the appeal be approved, the appeal process must be completed [before late registration of the subsequent semester or summer module](#), to avoid delay in progression.
- The Assistant Dean for Graduate Programs will appoint a committee of three faculty members to consider the grade appeal if the issue is not resolved by consulting with the student and original faculty member.
- The committee will:
  - Consider written course work and consultation with the faculty member and the student.
  - Deliberate in a closed session.
  - Decide regarding the appeal.
- The decision of the committee along with the rationale will be forwarded in writing to the Assistant Dean for Graduate Programs will make the final disposition of the appeal, including informing the student and faculty of the decision.
- If necessary, the grade change form will be completed by the Assistant Dean for Graduate Programs.
- If there is no grade change granted, the student has the opportunity for further appeal. Package, including one-page student statement, must be sent to the [Associate Dean for Graduate Programs](#) within 3 calendar days of the previous communicated decision.

## Marquette University College of Nursing Grade Appeal Form

Please type all information and submit via email to the Dean and Assistant Dean for Graduate Programs *along with your supporting documentation*.

Submitting an appeal form and supporting documentation initiates the formal appeal process.

**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 **10 calendar days** after [official grades are posted in CheckMarq](#). 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.

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Marquette Email: \_\_\_\_\_

MUID#: \_\_\_\_\_ Current Cumulative GPA: \_\_\_\_\_

I am appealing a final course grade of \_\_\_\_\_ (letter grade) that I received in \_\_\_\_\_ (course number) from \_\_\_\_\_ (enter faculty name).

**Reason(s) for grade appeal (indicate by checking the applicable options 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).

**Explain in detail the reason(s) for the appeal you checked above:**

On \_\_\_\_\_ (date), I consulted with the instructor about the above listed concern. I presented the following evidence supporting why I believe the grade is in error:

**If student is to submit additional materials, indicate by checking the applicable options below:**

- I choose to submit additional evidence of my performance *as an attachment* to my appeal email request.
- I request that the following pertinent materials be obtained by the review committee from the course faculty: \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Assistant Dean's receipt of the above appeal/evidence on \_\_\_\_\_ (date).

**Within 30 days from date of receipt of (above), student & faculty will be informed of decision.**

Ad Hoc Committee'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. Please attach a written report of evidence and decision.**

Ad Hoc Committee recommendation based on evaluation of appeal [check decision below]:

Assigned grade remains.

The course instructor is asked to reconsider grade considering 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 \_\_\_\_\_

Assistant Dean decision:

Assigned grade remains.

The course instructor is asked to reconsider grade considering information gathered & this reconsidered grade will be final.

Grade change to \_\_\_\_\_ (enter new grade) is warranted.

Assistant Dean's signature: \_\_\_\_\_ Date \_\_\_\_\_

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

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

**If further appeal desired, package (including one-page student statement) sent to Associate Dean on \_\_\_\_\_ (date, within 3 calendar days of receipt of prior decision).**

Associate Dean/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 electronic file

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

## Graduate Programs Table of Contents

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## **Master of Science in Nursing Program for Non-Nursing Graduates (Direct Entry MSN)**

The [Direct Entry Master of Science](#) (DE MSN) Program for non-nursing graduates is designed for individuals who hold baccalaureate degrees in fields other than nursing. The 75-credit program builds upon previous, broad educational preparation and provides an intense, accelerated, and specialized nursing curriculum. It prepares students to take the NCLEX examination for registered nurse licensure and earn a generalist Master of Science in Nursing degree. Graduates of this program may also wish to apply for a post-master's certificate in one of the many specialties that Marquette offers.

### **DE MSN Program Learning Outcomes**

- Use data and analytical processes to discover, critique, and/or synthesize nursing knowledge for the continued improvement of nursing care across diverse settings
- Integrate pertinent theories, research, and other evidence, as well as patient and population perspectives to guide master's-level nursing practice
- Effectively use varied modes of communication, informatics, and technology to promote safe and high-quality patient care
- Initiate, maintain, and promote intra- and interprofessional collaboration
- Demonstrate leadership in ethical and clinical decision making using a systems perspective
- Provides culturally appropriate evidence-based care to individuals, families, and aggregates
- Use sound clinical judgment in the delivery of high quality, safe, compassionate care

### **Licensing and Certification**

Graduates of this program are eligible to sit for the NCLEX examination and, after passing the exam, be licensed in most states. Please note that there may be additional requirements for licensure established by some states. Marquette does not guarantee that the DE MSN program meets every criterion of every state. It is the responsibility of the student to become knowledgeable of the requirements of the state in which they wish to license and obtain the prerequisites for that state's license.

### **Standardized Testing**

Standardized testing is required in several courses prior to taking the NCLEX examination. An exit exam and review course are also required. Fees are required for all tests (the exact amount is based on vendor costs at testing time).

### **NCLEX RN Certification**

Students will be approved by the College to take NCLEX RN after successfully completing the DE MSN program.

### **Equipment Policy**

All students are expected to have the following equipment:

- penlight
- stethoscope (with a bell & diaphragm)
- blood pressure cuff (adult)
- watch with a second hand (cell phones as watches are not acceptable in the clinical setting)
- equipment items may be purchased from any medical supply company; be sure to find out if the company will repair equipment, if necessary

## **Guidelines for Professional Appearance of Marquette University Direct Entry Master's of Science in 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. While individual preferences exist, the personal appearance of students may have a significant impact on the safety and comfort of patients, clients, families, and other staff. For this reason, appropriate clinical attire is the standard, considering all aspects of patient/client/student safety and infection control practices. Ethnic, national origin, and cultural traditions are acknowledged and respected when patient, client, or student safety is not at risk.

Uniforms must be worn during all skills labs, simulation, and clinical courses on- and off- campus unless otherwise instructed by the course faculty (i.e., uniform requirements may vary in some clinical courses). They are not, however, to be worn outside of clinical rotations (e.g. at other jobs). Please keep in mind that you are representing MUCN when you are in uniform.

College of Nursing uniforms and guidelines must always be followed. Clean and intact clothes are required. Length must be reasonable and size sufficient to allow for movement, comfort, and professional appearance. Proper undergarments are to be worn and not exposed or visible through clothing.

### **Uniform Description for DE MSN Students**

- Navy blue scrub pants and navy-blue scrub shirt with MUCN emblem patch on the left shoulder. Pants and tops can be any style.
- White lab coat: optional for clinical with a Marquette emblem is to be sewn on left shirtsleeve 1-1.5" below shoulder seam.
- Any visible layers under scrubs (i.e., t-shirts, tank tops, long sleeved shirts, etc.) must be white.
- Any outer layer of your uniform requires the MU emblem and can be purchased directly from CINTAS below. There is a warmup jacket or fleece jacket option for outerwear. Any other MU or MUCN spirit wear (sweatshirts etc.) is considered out of uniform on the clinical site.
- White leather or white athletic shoes. Clean white shoes are required. They are to be plain, leather or leather types without stripes or logos. Clogs, crocs, and open-toe shoes/sandals are not acceptable.
- Appropriate socks are white and undecorated.
- Hair must be clean and well-trimmed. Hair must be secured so it does not fall forward over the shoulders or into the face.
- Facial hair must be cleaned and well-trimmed and able to wear a mask in the hospital setting.
- For safety reasons, be mindful of jewelry, and facial piercings in clinical settings. Hospital units may require removal for clinical care.
- There are certain clinical sites (geriatrics, perinatal, neonatal etc.) where fingernails should be no longer than the tip of the finger to prevent injury to clients. Artificial nails, enhancements or acrylic overlays need to be of acceptable length and may be prohibited in some settings and will be discussed in your clinical orientation.
- ID badges issued by the healthcare organization and/or College of Nursing **MUST always be worn and must be in clear view**. The Marquette picture ID is provided by MU Card Services. Replacement cards may be purchased from Union Station in the AMU for a fee.
- Good body hygiene is important during contact with clients.

The list above identifies some but not all items or attire that are deemed appropriate. The College of Nursing and the healthcare agencies have the right to determine appropriateness for the professional work environment. Students 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 that must be followed.

### **Uniform Ordering**

Uniform items can be purchased from: <https://www.mycintas.com/>. Enter the Company ID (“Marquette”) > Navigate to the left panel > Click on “School of Nursing”. Cintas Corporation will visit campus for students to try on uniforms for sizing prior to ordering. Cintas Corporation 6415 North 62nd Street Milwaukee, WI 53223.

### **Policies and Procedures of Marquette University Graduate School**

The student admitted to any of the graduate nursing programs is a student of the Graduate School and is bound by all regulations and policies of the Graduate School as well as those specific to the College of Nursing. Graduate School policies can be found within the [Graduate School Bulletin](#).

### **Academic Performance and Censure**

Students must earn acceptable grades and adhere to the requirements of academic honesty, professional integrity, and professional performance as well as continue to make satisfactory progress toward their degrees and meet the expectations of the Marquette University Student Conduct Code. Students who fail to meet these standards will face repercussions. This may be at the course level or at the program level.

Academic censures may include required program withdrawals due to lack of satisfactory grade achievement or satisfactory academic progress, misconduct, professional performance issues, or breaches of professional/academic integrity.

**All Graduate students** can earn grades of: A, A-, B+, B, B-, C+, C and F.

### **College of Nursing Graduate Grading Scale:**

96-100	A
92-95.99	A-
88-91.99	B+
84-87.99	B
80-83.99	B-
76-79.99	C+
72-75.99	C
Less than 72	F



## Academic Progression Policy

### Degree Progression Requirements

The College of Nursing Academic Progression Policy for Graduate Students applies to all course work taken during the academic year and summer sessions. The policies of the Graduate School on academic performance, professional integrity, professional performance, academic dishonesty, and student conduct are all followed by the College of Nursing. A variety of responses to problems in any of these areas may be implemented, depending on the nature of the problems encountered. Warnings, remediation plans, probation, immediate withdrawal from clinical or laboratory activities, suspension and dismissal are all possible actions under these policies. Students are bound by all Graduate School policies including those related to repeating a course.

Additionally:

Grades of F, ADW, WA, and WF are not acceptable in any course and are grounds for dismissal from the program. If the student is allowed to remain in the program, the course in which these grades were earned must be repeated with minimum grade of B-. The timing of when the course may be repeated is on a space available basis and successful repeat of a course does not guarantee that the students will retain a space in their program.

A cumulative grade point average of at least 3.000 must be maintained each term.

Students in the Direct Entry MSN program must achieve at least a B- in a clinical course or the course must be repeated. The timing of when the course may be repeated is on a space available basis and successful repeat of a course does not guarantee that the students will retain a space in their program.

Students in the DE MSN program who may be interested in pursuing a post-MSN certificate for an advanced practice degree may successfully pass Advanced Patho, Advanced Pharm, and Advanced Health Assessment with a C or better within their DE MSN curriculum. However, students may be required to repeat these courses for various reasons prior to beginning their post-MSN program regardless of grade earned within the DE MSN program.

### Progression Towards Degree/Continuous Enrollment

A student [must be enrolled in each fall and spring semester during their progression](#) towards the degree. Students must be [continuously enrolled each fall and spring term](#). If a student is unable to enroll in classes during any spring or fall semester, they must enroll in the appropriate [continuous enrollment](#) course.

[Temporary withdrawals from the Graduate School](#) due to health reasons and other major life events may be granted by the Graduate School. You cannot temporarily withdrawal during a semester. The [Request for Temporary Withdrawal form](#) must be submitted to the student's Program Director and Assistant Dean for Graduate Programs prior to consideration.

### Learning Management Systems (LMS)

The Learning Management System used on the Milwaukee campus is [Desire to Learn \(D2L\)](#). Access your courses in [Desire to Learn \(D2L\)](#) using your Marquette Username and Password. Every Milwaukee-based course has a designated D2L site.

The Learning Management System used on the Pleasant Prairie program site is [Canvas](#). Canvas is

used for College of Nursing distance programs. Students at this site will be provided with access.

### **Guidelines for Academic Advisement for the DEMSN Graduate Program**

The Direct Entry Master of Science in Nursing Program has two program sites: Milwaukee and Pleasant Prairie. The DE MSN program on the Milwaukee campus is offered in a *primarily* in-person educational modality and the DE MSN program on the Pleasant Prairie site is offered in a *primarily* distance learning education modality.

All Direct Entry Master's students are advised by a professional Advisor:

Milwaukee – Taylor Rose Pamperin, M.Ed. [taylorrose.pamperin@marquette.edu](mailto:taylorrose.pamperin@marquette.edu)

Pleasant Prairie Advisor – Dilara McElmurry [dilara.mcelmurry@marquette.edu](mailto:dilara.mcelmurry@marquette.edu)

Pleasant Prairie Interim Advisor – Anna van Haandel, M.Ed. [anna.vanhaandel@marquette.edu](mailto:anna.vanhaandel@marquette.edu)

The Graduate School strongly recommends that students meet regularly with their advisers; an adviser plays an important role in graduate students' course of study. The primary purpose of advising is to enhance the academic performance of students. The result of this process should be graduates who are demonstrably committed to academic excellence and who assume responsibility for their own actions. Their growth toward this goal can be observed in their ability to make sound personal and academic choices.

Students consult with their DE MSN Advisor for:

- One-on-one, small group, and cohort meetings to exchange information about the program.
- Preparation and submission to the Graduates School of an individualized program plan of study in the first semester for the entire degree. We utilize DocuSign.
- Holistic support on transitioning to graduate school and an accelerated generalist MSN program.
- Questions about progress toward completion of degree requirements for graduation.
- Academic counseling and connection to academic and personal resources when needed.

Students consult with the DE MSN Program Director for:

- Changes in the program plan (i.e. a modified plan)
- Completion of the Nursing Program Planning form and any subsequent forms if there is a change in program timeline. We utilize DocuSign.

### **Health Requirements and Criminal Background Checks**

Prior to entry into the program, all graduate students are required to complete a criminal background check. All graduate students must provide proof of American Heart Association CPR certification, physical exam, and immunization status.

Criminal background check verification, health status verification, and seasonal influenza and TB immunization statuses are to be updated annually. CPR certification is updated every two years. Urine drug screening is required prior to beginning clinical courses. This information is processed and tracked through [CastleBranch](#). Students are responsible for the cost of these services.

**These health and criminal background check requirements are a requirement of the Southeastern Wisconsin Nursing Alliance (SEWNA) as an agreement with our healthcare**

**partners. If a student does not meet these requirements, clinical placement may be affected.**

CastleBranch will be requesting documentation on the following items:

- **Background Check**
  - Required by the Wisconsin Caregiver Background Check Law. The Office of the General Counsel and the Wisconsin State Board of Nursing will be contacted in all instances of criminal offenses identified to determine if a student is eligible to remain in the program. All students must get a background check upon admission and then must provide an annual self-report verification of criminal background status. Refer to CastleBranch for self-report form. Marquette cannot guarantee clinical course placement when there is a positive finding on a background check. Before accepting a student into their clinical settings, health care institutions require notification of any positive background check finding. The healthcare institution determines whether the student will be allowed a clinical placement or not. If clinical placements are not granted, the student may not be able to complete the educational program's requirements.
  - **If anything changes after your annual verification, it is your responsibility to notify the College of those changes. Please contact your [Assistant Dean](#).**
- **American Heart Association CPR Certification**
  - Provide a copy of your signed card (you must upload a document that shows both sides of the card). CPR certification must be maintained throughout the program. Only American Heart Association Health Care provider BLS certification, which includes AED, will be accepted, and it must be renewed every two years.
    - Direct Entry students can complete the BLS certification at the beginning of their program and certification classes at Marquette are available.
- **Physical Exam**
  - A physical examination must have been completed within six months of entering the program with annual verification by self-report that health history is updated. A physician, nurse practitioner, certified nurse-midwife, or a physician assistant must provide signed documentation of the initial physical exam. In addition, the provider must attest that the student is in satisfactory health to participate in Marquette University's College of Nursing Program, including engaging in clinical practice. Any ADA/restrictions must be listed. The completed form must be uploaded to [CastleBranch](#). Refer to [CastleBranch](#) for healthcare practitioner statement and annual self-report forms.
- **Ten-Panel Urine Drug Screen**
  - All nursing students will undergo a 10-panel urine drug screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case additional screens may be required. The screen must be completed the semester prior to entering clinical (example: students starting clinical in Spring must have drug screen by October 1st). If a student has a current positive drug screen result, they will not be able to participate in a clinical placement.

## **Vaccinations**

If your vaccination document is a printed vaccination record from a healthcare facility, then a signature from a provider is not required. However, if the vaccine information is handwritten or is not a printed document from a healthcare facility, then it **MUST** be signed by an MD, DO, NP, or PA. Electronic signatures and stamps from the Healthcare Facility are acceptable forms of signatures. Wisconsin Immunization Registry reports are accepted. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. Refer to [CastleBranch](#) for medical exemption document.

- **Tetanus-Diphtheria Pertussis**
  - One of the following administered within the past 10 years is required: Td booster OR TDaP vaccination
- **Chickenpox Varicella Vaccine OR Positive Blood Titer**
  - One of the following is required:
    - 2 vaccines (administered at least 4 weeks apart) OR
    - positive antibody titer (history of the disease is not sufficient). If any titer is negative or equivocal, new alerts will be created for you to repeat the series.
- **TB Skin Test**
  - One of the following is required *annually*:
    - a negative TB (Mantoux) skin test OR
    - negative blood test such as TB Quantiferon Gold (lab report required) or T-Spot (lab report required)
  - If at any time the TB skin test is positive, then a TB Quantiferon Gold or T-spot blood test is required. If BOTH of these or the blood test are found to be positive, evidence of a one-time chest x-ray AND completion of the annual Report of Health Symptom Survey are required. The student is also required to complete a report of health/symptom survey annually thereafter via [CastleBranch](#).
  - If positive for active TB disease, participation in active treatment plan must be reviewed annually. Students are not eligible to participate in clinical until medical provider determines they are not communicable. It is the students' responsibility to upload documentation related to this test to CastleBranch on a yearly basis.
  - The renewal date will be set for one year for negative tests. No renewal is required for positive results. Upon renewal one of the following is required:
    - 1 step TB skin test, OR
    - QuantiFERON Gold blood test (lab report required) OR T-Spot blood test (lab report required).
- **2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine**
  - Two vaccinations are required:
    - dose 1 on or after the first birthday and dose 2 must be at least one month after the first dose.
    - If the immunization dates are not available/verifiable, a laboratory report of a blood test (titer) showing immunity to measles, mumps and rubella will be accepted.
- **Hepatitis B Virus (HBV/HBSAB Series) OR Titer**
  - One of the following is required:
    - 3 documented vaccinations, OR
    - Positive antibody titer,
    - OR signed declination waiver (use faculty declination form).
  - If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.
  - If your titer is negative or equivocal and you have received three immunizations in the past, a new alert will be created for you to report receipt of a Hepatitis B booster
- **Seasonal Influenza Vaccine**
  - Students need to provide documentation of annual immunization by November 1st. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. If valid documentation is on file an annual declination form must be signed as self-report. Refer to [CastleBranch](#) for medical exemption document and annual declination forms.

- Documentation must indicate one of the following: that the vaccination was from a batch from the current flu season OR that the vaccine was administered within two months of the due date (November 1st).
- PLEASE NOTE: If DECLINING the Influenza vaccination, you MUST submit the Influenza Vaccine Documentation/Declination form. Use the flu declination form.
  - The renewal date will be set for November 1st of the following flu season.
- **COVID-19 Vaccine**
  - Submit documentation of COVID-19 vaccination when your vaccination series is complete:
    - 2 dose series Pfizer and Moderna and 1 dose Johnson and Johnson. Documentation of both doses must be submitted at the same time for approval. If you choose not to get the vaccine for medical or religious reasons, please upload the declination forms for review.
  - Regarding clinicals, the COVID-19 policy of any healthcare partner site supersedes that of the University. Therefore, students who have an accepted exemption from the University may or may not be permitted to clinical if the healthcare system denies the exemption. **If clinical time is missed due to missing health requirements, student progression may be affected.**

**Note:** The preceding documentation is required by the College of Nursing and is to be uploaded to [CastleBranch](#). Any health information required by the University must be submitted separately to the [Marquette Medical Clinic](#) through the [MU Patient Portal](#) - including your COVID-19 vaccine.

Students will not be permitted to progress in the program and/or continue in clinicals until the above health reports are current and on file at [CastleBranch](#).

**DE MSN Sample Course Plan** (clinical courses may require on-site preparation prior to clinical days):

<b>Semester 1</b>	
NURS 6011 Health Assessment and Fundamentals Theory	3cr
NURS 6013 Health Assessment and Fundamentals Lab/Clinical	2cr
NURS 6003 Essentials of Nursing	3cr
NURS 6030 Pathophysiological Concepts for Advanced Nursing Practice	3cr
NURS 6015 Pharmacotherapeutics for Nursing Practice	3cr
<b>Semester 2</b>	
NURS 6201 Nursing Concepts and Intervention, Adult/Gerontology I Theory	3cr
NURS 6500 Family Centered Nursing Care of Children Theory	3cr
NURS 6005 Concepts & Interventions for the Promotion of Mental Health Theory	3cr
NURS 6007 Ethics Policy and Health Care Advocacy	3cr
NURS 6970 Nursing Care for Patients with Chronic Conditions Clinical	4cr
<b>Semester 3:</b>	
NURS 6100 Community and Population Health Nursing	3cr
NURS 6700 Perinatal Nursing, Sexual, and Reproductive Health	3cr
NURS 6010 Research and Evidence as a Foundation	3cr
NURS 6202 Nursing Concepts and Intervention, Adult/Gerontology II Theory	3cr
NURS 6971 Nursing Care for Patients with Acute Conditions Clinical	4cr
<b>Semester 4:</b>	

NURS 6000 Theoretical Foundations of Nursing	3cr
NURS 6032 Pharmacology for Advanced Nursing Practice	3cr
NURS 6244 Health Promotion across the Lifespan	3cr
HEAL 6825 Quality Improvement and Patient Safety in Health Care	3cr
NURS 6973 Professional Nursing Practice Clinical	4cr
<b>Semester 5:</b>	
NURS 6009 Organizational and Systems Leadership	3cr
HEAL 5901 Palliative Care	3cr
HEAL 6835 Informatics, Technology, and Professional Issues	3cr
NURS 6976 Transition to Nursing Practice	4cr

## Master of Science in Nursing (MSN)

The [Master of Science in Nursing](#) (MSN) Program at Marquette University prepares nurses for nursing administration or for roles in advanced practice nursing.

Specializations:

- [Adult-Gerontology Primary Care Nurse Practitioner](#)
- [Adult-Gerontology Acute Care Nurse Practitioner](#)
- [Health Systems Leadership](#)
- [Nurse Midwifery](#)
- [Pediatric Acute Care Nurse Practitioner](#)
- [Pediatric Primary Care Nurse Practitioner](#)
- [Pediatric Dual Primary Care and Acute Care](#)

### MSN Program Learning Outcomes

Students will be able to demonstrate competence in selected scope of graduate level nursing practice as evidenced by their ability to:

- Use data and analytical processes to discover, critique and/or synthesize nursing knowledge for the continued improvement of nursing care across diverse settings.
- Integrate pertinent theories, research, and other evidence, as well as patient and population perspectives, to guide master's level nursing practice.
- Effectively use varied modes of communication, informatics, and technology to promote safe and high-quality patient care.
- Initiate, maintain, and promote intra- and interprofessional collaboration.
- Demonstrate leadership in ethical and clinical decision-making using a system's perspective.
- Provide culturally appropriate evidence-based clinical prevention and population health to individuals, families, and aggregates.

### Licensing and Certification

It is the student's responsibility to be aware of any state-specific licensing or regulatory requirements that may impact their ability to practice in each state after successful degree completion. For example, in the state of Wisconsin, 45 hours of pharmacology must be taken within 5 years of applying for prescriptive privileges (see curricula for specialty program).

### Specialty Certification Exams

Students in all advanced practice specialty programs will be approved to sit for certification after conferral of graduation by the University in the semester of graduation. Students will not be approved to take certification exams prior to University conferral. Paperwork should be submitted to Marquette University College of Nursing [Graduate Program Coordinator](#).

### Policies and Procedures of Marquette University Graduate School

The student admitted to any of the graduate nursing programs is a student of the Graduate School and is bound by all regulations and policies of the Graduate School as well as those specific to the College of Nursing. Graduate School policies can be found within the [Graduate School Bulletin](#).

## Academic Performance and Censure

Students must earn acceptable grades and adhere to the requirements of academic honesty, professional integrity, and professional performance as well as continue to make satisfactory progress toward their degrees and meet the expectations of the Marquette University Student Conduct Code. Students who fail to meet these standards will face repercussions. This may be at the course level or at the program level.

Academic censure may include required program withdrawals due to lack of satisfactory grade achievement or satisfactory academic progress, misconduct, professional performance issues, or breaches of professional/academic integrity.

**All Graduate students** can earn grades of: A, A-, B+, B, B-, C+, C and F.

### College of Nursing Graduate Grading Scale:

96-100	A
92-95.99	A-
88-91.99	B+
84-87.99	B
80-83.99	B-
76-79.99	C+
72-75.99	C
Less than 72	F

### Academic Progression Policy

#### Degree Progression Requirements

The College of Nursing Academic Progression Policy for Graduate Students applies to all course work taken during the academic year and summer sessions. The policies of the Graduate School on academic performance, professional integrity, professional performance, academic dishonesty, and student conduct are all followed by the College of Nursing. A variety of responses to problems in any of these areas may be implemented, depending on the nature of the problems encountered.

Warnings, remediation plans, probation, immediate withdrawal from clinical or laboratory activities, suspension and dismissal are all possible actions under these policies. Students are bound by all Graduate School policies including those related to repeating a course.

Additionally:

Grades of F, ADW, WA, and WF are not acceptable in any course and are grounds for dismissal from the program. If the student is allowed to remain in the program, the course in which these grades were earned must be repeated with minimum grade of B-. The timing of when the course may be repeated is on a space available basis and successful repeat of a course does not guarantee that the students will retain a space in their program.

A cumulative grade point average of at least 3.000 must be maintained each term.

For graduate students in advanced practice programs, a minimum grade of B- in NURS 6030



Pathophysiological Concepts for Advanced Nursing Practice, NURS 6032 Pharmacology for Advanced Nursing Practice, NURS 6035 Advanced Assessment Across the Lifespan, and all specialty theory courses is required. A student who earns less than a B- in any of the above-mentioned courses is required to repeat the course. The timing of when the course may be repeated is on a space available basis and may significantly delay program progression. The student is not guaranteed that they will retain a space in the advanced specialty program.

Graduate students in advanced practice programs who earn a grade less than a B- in a clinical course will be dismissed from the program. If a student successfully appeals the dismissal decision and is allowed to continue in the program, the student must repeat the clinical course and earn at least a B- grade. The timing of when the course may be repeated is on a space available basis. The student is not guaranteed that they will retain a space in their program.

### **Progression Towards Degree/Continuous Enrollment**

A student [must be enrolled in each fall and spring semester during their progression](#) towards the degree. Students must be [continuously enrolled each fall and spring term](#). Progression to completion of the MSN degree is limited to six years. If a student is unable to enroll in classes during any spring or fall semester, they must enroll in the appropriate [continuous enrollment](#) course.

[Temporary withdrawals from the Graduate School](#) due to health reasons and other major life events may be granted by the Graduate School. You cannot temporarily withdrawal during a semester. The [Request for Temporary Withdrawal form](#) must be submitted to the student's Program Director and Assistant Dean for Graduate Programs prior to consideration.

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The Learning System used at Marquette is [Desire to Learn \(D2L\)](#). Access your courses in [Desire to Learn \(D2L\)](#) using your Marquette Username and Password. Every Marquette Milwaukee-based course has a designated D2L site.

### **Typhon**

[Typhon](#) is a student clinical tracking program used in all advanced practice graduate specialty clinical courses. Students enroll in Typhon and pay the fee which covers their use of the clinical tracker for the program's duration. Students will be notified regarding enrollment in the program prior to their first clinical experience.

## **Guidelines for Academic Advisement for Traditional Graduate Programs**

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Students consult with their Program Director for:

- Information about the program
- Addressing unmet prerequisites or deficiencies (these should be removed in the first semester)
- Preparation and submission of an individualized program of study prior to the first semester reflecting a plan for the entire degree
- Changes in the program plan
- Completion of the Program Planning DocuSign form and any subsequent forms if there is a change in program
- Progress toward completion of degree requirements for graduation
- Academic counseling when indicated

If the Program Director is unavailable, the [Assistant Dean for Graduate Programs](#) may be consulted. Students are welcome to contact the Marquette University College of Nursing [Graduate Student Success & Programming Specialist](#) for additional recommended resources and support.

### **Change of Program**

If a student desires a change of specialty program, approval must be sought from the Program Director of the new specialty program. The Program Director of the original program should be notified of the student's program change. When a change of program is approved, a new Program Planning Form must be completed by the student's new Program Director in DocuSign. Once signed by the student and the student's new Program Director, the Marquette University College of Nursing [Graduate Program Coordinator](#) will proceed to update the Graduate School's program planning form.

### **Graduate Student Preceptor Placement Policy**

Graduate students in programs that utilize precepted clinicals must have an approved plan of study, signed by the student and the student's Program Director (academic advisor). This plan must be on file with the [Graduate Program Coordinator](#) prior to the student being assigned a preceptor in a clinical course.

The College of Nursing will usually secure all preceptor(s). If loss of preceptor occurs due to no fault of the student, the College will make earnest attempts to reassign the student to a new preceptor although finding an appropriate preceptor cannot be guaranteed and may result in program extension. If the loss of the preceptor is due to student-related behavior or action, the student may be dismissed from the course.

Failure to successfully complete a required clinical course for any reason may result in program extension or dismissal from the program.

### **Graduate Student Preceptor Placement Procedures**

#### **Preceptor Assignment:**

Student curricular program plans are developed with the student's advisor (their Program Director). Plans are created in DocuSign and signed by the student and the Program Director. A copy of this plan is sent via DocuSign to Marquette University College of Nursing [Graduate Program Coordinator](#) and filed in the official program database. The College will identify qualified clinical preceptors for only those graduate students who's official, signed program plans indicate that they are scheduled to

enroll in a specific clinical course. The process for selecting and assigning these clinical preceptors varies according to the specific graduate specialty, and some programs may not allow student-initiated requests for specific clinical site rotations.

The program may assign students to any clinical facility deemed necessary for them to obtain the required clinical hours and patient care experiences.

If an MSN student has a special placement request, the request must be reviewed by the Program Director. This request must be made by mid-semester prior to the semester in which the placement is sought. The student must provide the name(s) and contact information for suitable preceptor(s) so that they can be contacted and vetted. It will not always be possible to honor the requests.

### **Clinical Hours**

Once a preceptor is assigned and the student is notified of the assignment, it is the responsibility of the student to contact the preceptor immediately and arrange the schedule of the clinical experience. The available times for student experiences are determined by the preceptors. It is the expectation that students will accommodate their personal schedules to that of the preceptors. It is not possible to assign preceptors based on the student's work and personal schedules.

### **Loss of Preceptor During a Semester**

If during a semester, a preceptor becomes unable to precept a student due to illness, practice change, clinic site, or other situations that are beyond the control of the College, another preceptor will be sought by the [Advanced Practice Clinical Placement Coordinator](#). While clinical placements are sometimes difficult to find, every effort will be made to reassign the student with a new preceptor. Students may be requested to assist in identifying potential replacement preceptors.

As clinical placements can sometimes take extra time for confirmation and orientation, a student may need to take an incomplete in a clinical course and complete the required clinical hours prior to the start of the next clinical and/or graduation. If a student decides not to wait for a new placement to be secured, they will need to withdraw from the course. The [university tuition refund policy](#) will be adhered to. The student will also need to meet with their Program Director to complete a new program plan for clinical placement in a future course offering.

### **Students Dismissed by a Preceptor During a Semester**

In situations in which the preceptor dismisses a student from the clinical site, the course faculty, in collaboration with the Program Director, will investigate the situation and act accordingly. According to the [Marquette University Bulletin](#), "By virtue of the special nature of clinical courses in health care and other human service fields, students are held to clinical and professional standards in addition to academic standards. If, in the opinion of the supervising faculty member, students are falling short of expected levels of performance or professional behavior, they may be removed immediately from the clinical course. In many cases, students are counseled regarding the deficiency and are given an opportunity to retake the class. However, depending on the type and severity of the deficiency, students may be dismissed from their program and the Graduate School."

Thus, if a student is dismissed by the course faculty from a clinical site based on any reason including but not limited to professional integrity, professional performance, and academic performance, the student will not be granted another clinical placement for the semester in which the dismissal occurred. The student will be assigned an F in the course.

If it is determined by the faculty and Program Director that the student is meeting professional standards and objectives of the course, a new preceptor will be sought for the student though there is no guarantee that an appropriate preceptor will be secured in time to complete the course requirements. In this situation, the student will be required to withdraw from the course. The [university tuition refund policy](#) will be adhered to. The student will need to meet with their Program Director to complete a new program plan for clinical placement in a future course offering.

### **Health Requirements and Criminal Background Checks**

Prior to entry into the program, all graduate students are required to complete a criminal background check. Graduate students who are registered nurses must provide proof of RN licensure in Wisconsin. All graduate students must provide proof of American Heart Association CPR certification, physical exam, and immunization status.

Criminal background check verification, health status verification, and seasonal influenza and TB immunization statuses are to be updated annually. CPR certification is updated every two years. Urine drug screening is required prior to beginning clinical courses. This information is processed and tracked through [CastleBranch](#). Students are responsible for the cost of these services.

**These health and criminal background check requirements are a requirement of the Southeastern Wisconsin Nursing Alliance (SEWNA) as an agreement with our healthcare partners. If a student does not meet these requirements, clinical placement may be affected.**

CastleBranch will be requesting documentation on the following items:

- **Background Check**
  - Required by the Wisconsin Caregiver Background Check Law. The Office of the General Counsel and the Wisconsin State Board of Nursing will be contacted in all instances of criminal offenses identified to determine if a student is eligible to remain in the program. All students must get a background check upon admission and then must provide an annual self-report verification of criminal background status. Refer to CastleBranch for self-report form. Marquette cannot guarantee clinical course placement when there is a positive finding on a background check. Before accepting a student into their clinical settings, health care institutions require notification of any positive background check finding. The healthcare institution determines whether the student will be allowed a clinical placement or not. If clinical placements are not granted, the student may not be able to complete the educational program's requirements.
  - **If anything changes after your annual verification, it is your responsibility to notify the College of those changes. Please contact your [Assistant Dean](#).**
- **Wisconsin Professional Nursing License**
  - Directions will be listed on CastleBranch as to how to provide evidence of the RN license from the registered nurse license search website.
- **American Heart Association CPR Certification**
  - Provide a copy of your signed card (you must upload a document that shows both sides of the card). CPR certification must be maintained throughout the program. Only American Heart Association Health Care provider BLS certification, which includes AED, will be accepted, and it must be renewed every two years.
  - **Adult-Gerontology Acute Care NP students** need to be ACLS certified by the October of the academic year in which they will begin clinical courses.
  - **Pediatric Acute Care NP students** need to be PALS certified by the October of the

academic year in which they will begin clinical courses.

- **Health Systems Leadership students:** CPR certification is optional for Health Systems Leadership students.
- **Physical Exam**
  - A physical examination must have been completed within six months of entering the program with annual verification by self-report that health history is updated. A physician, nurse practitioner, certified nurse-midwife, or a physician assistant must provide signed documentation of the initial physical exam. In addition, the provider must attest that the student is in satisfactory health to participate in Marquette University's College of Nursing Program, including engaging in clinical practice. Any ADA/restrictions must be listed. The completed form must be uploaded to [CastleBranch](#). Refer to [CastleBranch](#) for healthcare practitioner statement and annual self-report forms.
- **Ten-Panel Urine Drug Screen**
  - All nursing students will undergo a 10-panel urine drug screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case additional screens may be required. The screen must be completed the semester prior to entering clinical (example: students starting clinical in Spring must have drug screen by October 1st). If a student has a current positive drug screen result, they will not be able to participate in a clinical placement.

## VACCINATIONS

If your vaccination document is a printed vaccination record from a healthcare facility, then a signature from a provider is not required. However, if the vaccine information is handwritten or is not a printed document from a healthcare facility, then it MUST be signed by an MD, DO, NP, or PA. Electronic signatures and stamps from the Healthcare Facility are acceptable forms of signatures. Wisconsin Immunization Registry reports are accepted. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. Refer to [CastleBranch](#) for medical exemption document.

- **Tetanus-Diphtheria Pertussis**
  - One of the following administered within the past 10 years is required: Td booster OR Tdap vaccination
- **Chickenpox Varicella Vaccine OR Positive Blood Titer**
  - One of the following is required:
    - 2 vaccines (administered at least 4 weeks apart) OR
    - positive antibody titer (history of the disease is not sufficient). If any titer is negative or equivocal, new alerts will be created for you to repeat the series.
- **TB Skin Test**
  - One of the following is required *annually*:
    - a negative TB (Mantoux) skin test OR
    - negative blood test such as TB Quantiferon Gold (lab report required) or T-Spot (lab report required)
  - If at any time the TB skin test is positive, then a TB Quantiferon Gold or T-spot blood test is required. If BOTH of these or the blood test are found to be positive, evidence of a one-time chest x-ray AND completion of the annual Report of Health Symptom Survey are required. The student is also required to complete a report of health/symptom survey annually thereafter via [CastleBranch](#).
  - If positive for active TB disease, participation in active treatment plan must be reviewed

annually. Students are not eligible to participate in clinical until such time as medical provider determines that they are not communicable. It is the students' responsibility to upload documentation related to this test to CastleBranch on a yearly basis.

- The renewal date will be set for one year for negative tests. No renewal is required for positive results. Upon renewal one of the following is required:
  - 1 step TB skin test, OR
  - QuantiFERON Gold blood test (lab report required) OR T-Spot blood test (lab report required).
- **2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine**
  - Two vaccinations are required:
    - dose 1 on or after the first birthday and dose 2 must be at least one month after the first dose.
    - If the immunization dates are not available/verifiable, a laboratory report of a blood test (titer) showing immunity to measles, mumps and rubella will be accepted.
- **Hepatitis B Virus (HBV/HBSAB Series) OR Titer**
  - One of the following is required:
    - 3 documented vaccinations, OR
    - Positive antibody titer,
    - OR signed declination waiver (use faculty declination form).
  - If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.
  - If your titer is negative or equivocal and you have received three immunizations in the past, a new alert will be created for you to report receipt of a Hepatitis B booster
- **Seasonal Influenza Vaccine**
  - Students need to provide documentation of annual immunization by November 1st. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. If valid documentation is on file an annual declination form must be signed as self-report. Refer to [CastleBranch](#) for medical exemption document and annual declination forms.
  - Documentation must indicate one of the following: that the vaccination was from a batch from the current flu season OR that the vaccine was administered within two months of the due date (November 1st).
  - PLEASE NOTE: If DECLINING the Influenza vaccination, you MUST submit the Influenza Vaccine Documentation/Declination form. Use the flu declination form.
    - The renewal date will be set for November 1st of the following flu season.
- **COVID-19 Vaccine**
  - Submit documentation of COVID-19 vaccination when your vaccination series is complete:
    - 2 dose series Pfizer and Moderna and 1 dose Johnson and Johnson. Documentation of both doses must be submitted at the same time for approval. If you choose not to get the vaccine for medical or religious reasons, please upload the declination forms for review.
  - Regarding clinicals, the COVID-19 policy of any healthcare partner site supersedes that of the University. Therefore, students who have an accepted exemption from the University may or may not be permitted to clinical if the healthcare system denies the exemption. **If clinical time is missed due to missing health requirements, student progression may be affected.**

**Note:** The preceding documentation is required by the College of Nursing and is to be uploaded to [CastleBranch](#). Any health information required by the University must be submitted separately to the [Marquette Medical Clinic](#) through the [MU Patient Portal](#) - including your COVID-19 vaccine.

**Students will not be permitted to progress in the program and/or continue in clinicals until the above health reports are current and on file at CastleBranch.**

## Post-Master's Certificates

Post-master's certificates allow the student with a master's degree in nursing to pursue a new specialty & certification. All advanced practice programs require advanced assessment, advanced pharmacology, and advanced pathophysiology either as prerequisite or as part of the post-master's certificate.

Post-master's certificate specialties offered include:

- [Adult-Gerontology Primary Care Nurse Practitioner](#)
- [Adult-Gerontology Acute Care Nurse Practitioner](#)
- [Health Systems Leadership](#)
- [Nurse Midwifery](#)
- [Pediatric Acute Care Nurse Practitioner](#)
- [Pediatric Primary Care Nurse Practitioner](#)
- [Pediatric Dual Primary Care and Acute Care](#)

The number of credits in the specific post-master's certificate depends upon the student's previous master's in nursing course work. A minimum of 12 credits must be taken at Marquette.

### Post-Master's Certificate Program Learning Outcomes

- Use data and analytical processes to discover, critique, and/or synthesize nursing knowledge for the continued improvement of systems leadership or advanced practice nursing care across diverse settings.
- Integrate pertinent theories, research, and other evidence, to provide care to patients, families and populations as a systems leader or advanced practice provider.
- Effectively use varied modes of communication, informatics, and technology to promote safe and high-quality patient care.
- Initiate, maintain, and promote intra- and interprofessional collaboration.
- Demonstrate leadership in ethical and clinical decision making using a system's perspective.
- Provides culturally appropriate evidence based clinical prevention and population health to patients, families, and populations.

### Licensing and Certification

It is the student's responsibility to be aware of any state-specific licensing or regulatory requirements that may impact their ability to practice in each state after successful degree completion. For example, in the state of Wisconsin, 45 hours of pharmacology must be taken within 5 years of applying for prescriptive privileges (see curricula for specialty program).

### Specialty Certification Exams

Students in all advanced practice specialty programs will be approved to sit for certification after conferral of graduation by the University in the semester of graduation. Students will not be approved to take certification exams prior to University conferral. Paperwork should be submitted to Marquette University College of Nursing Graduate Program Coordinator.

### Policies and Procedures of Marquette University Graduate School

The student admitted to any of the graduate nursing programs is a student of the Graduate School and is bound by all regulations and policies of the Graduate School as well as those specific to the



College of Nursing. Graduate School policies can be found within the [Graduate School Bulletin](#).

### **Academic Performance and Censure**

Students must earn acceptable grades and adhere to the requirements of academic honesty, professional integrity, and professional performance as well as continue to make satisfactory progress toward their degrees and meet the expectations of the Marquette University Student Conduct Code. Students who fail to meet these standards will face repercussions. This may be at the course level or at the program level.

Academic censures may include required program withdrawals due to lack of satisfactory grade achievement or satisfactory academic progress, misconduct, professional performance issues, or breaches of professional/academic integrity.

**All Graduate students** can earn grades of: A, A-, B+, B, B-, C+, C and F.

### **College of Nursing Graduate Grading Scale:**

96-100	A
92-95.99	A-
88-91.99	B+
84-87.99	B
80-83.99	B-
76-79.99	C+
72-75.99	C
Less than 72	F

### **Academic Progression Policy**

#### **Degree Progression Requirements**

The College of Nursing Academic Progression Policy for Graduate Students applies to all course work taken during the academic year and summer sessions. The policies of the Graduate School on academic performance, professional integrity, professional performance, academic dishonesty, and student conduct are all followed by the College of Nursing. A variety of responses to problems in any of these areas may be implemented, depending on the nature of the problems encountered. Warnings, remediation plans, probation, immediate withdrawal from clinical or laboratory activities, suspension and dismissal are all possible actions under these policies. Students are bound by all Graduate School policies including those related to repeating a course.

Additionally:

Grades of F, ADW, WA, and WF are not acceptable in any course and are grounds for dismissal from the program. If the student is allowed to remain in the program, the course in which these grades were earned must be repeated with minimum grade of B-. The timing of when the course may be repeated is on a space available basis and successful repeat of a course does not guarantee that the students will retain a space in their program.

A cumulative grade point average of at least 3.000 must be maintained each term.

For graduate students in advanced practice programs, a minimum grade of B- in NURS 6030 Pathophysiological Concepts for Advanced Nursing Practice, NURS 6032 Pharmacology for Advanced Nursing Practice, NURS 6035 Advanced Assessment Across the Lifespan, and all specialty theory courses is required. A student who earns less than a B- in any of the above-mentioned courses is required to repeat the course. The timing of when the course may be repeated is on a space available basis and may significantly delay program progression. The student is not guaranteed that they will retain a space in the advanced specialty program.

Graduate students in advanced practice programs who earn a grade less than a B- in a clinical course will be dismissed from the program. If a student successfully appeals the dismissal decision and is allowed to continue in the program, the student must repeat the clinical course and earn at least a B- grade. The timing of when the course may be repeated is on a space available basis. The student is not guaranteed that they will retain a space in their program.

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  - A physical examination must have been completed within six months of entering the program with annual verification by self-report that health history is updated. A physician, nurse practitioner, certified nurse-midwife, or a physician assistant must provide signed documentation of the initial physical exam. In addition, the provider must attest that the student is in satisfactory health to participate in Marquette University's College of Nursing Program, including engaging in clinical practice. Any ADA/restrictions must be listed. The completed form must be uploaded to [CastleBranch](#). Refer to [CastleBranch](#) for healthcare practitioner statement and annual self-report forms.
- **Ten-Panel Urine Drug Screen**
  - All nursing students will undergo a 10-panel urine drug screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case additional screens may be required. The screen must be completed the semester prior to entering clinical (example: students starting clinical in Spring must have drug screen by October 1st). If a student has a current positive drug screen result, they will not be able to participate in a clinical placement.

## VACCINATIONS

If your vaccination document is a printed vaccination record from a healthcare facility, then a signature from a provider is not required. However, if the vaccine information is handwritten or is not a printed document from a healthcare facility, then it MUST be signed by an MD, DO, NP, or PA. Electronic signatures and stamps from the Healthcare Facility are acceptable forms of signatures. Wisconsin Immunization Registry reports are accepted. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. Refer to [CastleBranch](#) for medical exemption document.

- **Tetanus-Diphtheria Pertussis**
  - One of the following administered within the past 10 years is required: Td booster OR TDaP vaccination
- **Chickenpox Varicella Vaccine OR Positive Blood Titer**
  - One of the following is required:
    - 2 vaccines (administered at least 4 weeks apart) OR
    - positive antibody titer (history of the disease is not sufficient). If any titer is negative or equivocal, new alerts will be created for you to repeat the series.
- **TB Skin Test**
  - One of the following is required *annually*:

- a negative TB (Mantoux) skin test OR
  - negative blood test such as TB Quantiferon Gold (lab report required) or T-Spot (lab report required)
- If at any time the TB skin test is positive, then a TB Quantiferon Gold or T-spot blood test is required. If BOTH of these or the blood test are found to be positive, evidence of a one-time chest x-ray AND completion of the annual Report of Health Symptom Survey are required. The student is also required to complete a report of health/symptom survey annually thereafter via [CastleBranch](#).
- If positive for active TB disease, participation in active treatment plan must be reviewed annually. Students are not eligible to participate in clinical until such time as medical provider determines that they are not communicable. It is the students' responsibility to upload documentation related to this test to CastleBranch on a yearly basis.
- The renewal date will be set for one year for negative tests. No renewal is required for positive results. Upon renewal one of the following is required:
  - 1 step TB skin test, OR
  - QuantiFERON Gold blood test (lab report required) OR T-Spot blood test (lab report required).
- **2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine**
  - Two vaccinations are required:
    - dose 1 on or after the first birthday and dose 2 must be at least one month after the first dose.
    - If the immunization dates are not available/verifiable, a laboratory report of a blood test (titer) showing immunity to measles, mumps and rubella will be accepted.
- **Hepatitis B Virus (HBV/HBSAB Series) OR Titer**
  - One of the following is required:
    - 3 documented vaccinations, OR
    - Positive antibody titer,
    - OR signed declination waiver (use faculty declination form).
  - If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.
  - If your titer is negative or equivocal and you have received three immunizations in the past, a new alert will be created for you to report receipt of a Hepatitis B booster
- **Seasonal Influenza Vaccine**
  - Students need to provide documentation of annual immunization by November 1st. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. If valid documentation is on file an annual declination form must be signed as self-report. Refer to [CastleBranch](#) for medical exemption document and annual declination forms.
  - Documentation must indicate one of the following: that the vaccination was from a batch from the current flu season OR that the vaccine was administered within two months of the due date (November 1st).
  - PLEASE NOTE: If DECLINING the Influenza vaccination, you MUST submit the Influenza Vaccine Documentation/Declination form. Use the flu declination form.
    - The renewal date will be set for November 1st of the following flu season.
- **COVID-19 Vaccine**
  - Submit documentation of COVID-19 vaccination when your vaccination series is complete:

- 2 dose series Pfizer and Moderna and 1 dose Johnson and Johnson. Documentation of both doses must be submitted at the same time for approval. If you choose not to get the vaccine for medical or religious reasons, please upload the declination forms for review.
- Regarding clinicals, the COVID-19 policy of any healthcare partner site supersedes that of the University. Therefore, students who have an accepted exemption from the University may or may not be permitted to clinical if the healthcare system denies the exemption. **If clinical time is missed due to missing health requirements, student progression may be affected.**

**Note:** The preceding documentation is required by the College of Nursing and is to be uploaded to [CastleBranch](#). Any health information required by the University must be submitted separately to the [Marquette Medical Clinic](#) through the [MU Patient Portal](#) - including your COVID-19 vaccine.

**Students will not be permitted to progress in the program and/or continue in clinicals until the above health reports are current and on file at [CastleBranch](#).**



## Doctor of Nursing Practice (DNP)

The DNP prepares students to have competence in leadership, evidence-based care and translational research methods for quality improvement as well as preparation at the very highest level of advanced clinical practice. The DNP program prepares students to attain a clinical doctorate, the terminal professional practice and leadership- focused degree in nursing. Students can [enter the DNP program](#) either through a post BSN to DNP or post-master's DNP program.

The post-BSN to DNP prepares students to become either a nursing leader/administrator or an advanced practice nurse in one of the following specialties:

- [Nurse Anesthetist](#)
- [Adult-Gerontology Primary Care Nurse Practitioner](#)
- [Adult-Gerontology Acute Care Nurse Practitioner](#)
- [Health Systems Leadership](#)
- [Pediatric Acute Care Nurse Practitioner](#)
- [Pediatric Primary Care Nurse Practitioner](#)
- [Pediatric Dual Primary Care and Acute Care](#)

The post-master's DNP is designed for advanced practice nurses, those who have a master's degree in nursing with a leadership/administration focus, and those with a master's degree in health care policy. Post-master's DNP applicants without these MSN specialties will have to complete an advanced practice or leadership/administration-focused post-master's certificate in addition to other post-master's required courses.

### DNP Program Learning Outcomes

- Demonstrate advanced evidence-based management of care in a cultural context at the individual, family, population, and/or organizational/systems level.
- Demonstrate policy analysis and advocacy for social justice, equity and ethical policies in health care delivery.
- Analyze and apply models, theories and scientific evidence to improve quality of health care of diverse populations.
- Employ interprofessional and leadership knowledge and skills to transform health care and complex delivery systems.
- Integrate knowledge of and skills in information systems and patient care technologies for the improvement and transformation of health care.

### DNP Degree Requirements

#### Post-Master's DNP

The 30 credit post-master's DNP program is designed for students who are credentialed as advanced practice registered nurses, who have a nursing leadership/administrator master's in nursing, or those who have a master's degree in health care policy. The post-MSN DNP program builds on the existing Marquette Master of Science in Nursing (MSN) program. Transcripts of students whose master's in nursing degrees are from programs other than Marquette University are evaluated on a case-by-case basis to assure attainment of prerequisite knowledge and clinical experience. For example, a course such as NURS 6009 Organizational and Systems Leadership is a required prerequisite. If prerequisite knowledge is not evident in the MSN transcripts, additional course work beyond the 30 credits will be required.

Credits earned as part of another degree may not be counted toward the 30 credits required for the DNP degree. If required DNP courses have already been taken as part of a prior degree, substitute courses will be determined in consultation with the student's Program Director.

Students with a prior MSN who have not been prepared in an advanced practice or leadership specialty and wish to complete the post-master's DNP must earn a post-master's certificate in an advanced practice or leadership specialty prior to completing the post-master's DNP Project courses.

**Post-Master's DNP [Required Courses](#):**

<a href="#">HEAL 6825</a>	Quality & Patient Safety in Health Care	3
or <a href="#">HEAL 6830</a>	Quality Improvement Science in Health Care	
<a href="#">HEAL 6835</a>	Health Care Informatics, Technology and Professional Issues	3
<a href="#">HEAL 6848</a>	Health Care Policy	3
<a href="#">HEAL 7010</a>	Translational Research	3
<a href="#">HEAL 7012</a>	Epidemiology	3
<a href="#">HEAL 7049</a>	Outcomes Management	3
or <a href="#">NURS 7955</a>	Health Care Management and Leadership - Clinical	
<a href="#">HEAL 8015</a>	Applied Statistics for Health Sciences	3
<a href="#">NURS 7963</a>	DNP Project 1-Proposal and Residency	3
<a href="#">NURS 7964</a>	DNP Project 2-Implementation and Residency	3
<a href="#">NURS 7965</a>	DNP Project 3-Evaluation, Dissemination and Residency	3

**Post-Bachelor's DNP**

The 63-91 credit Post-Bachelor's DNP provides an APRN or nursing leadership/administration focus with courses designed to meet the requirements of the [AACN DNP Essentials](#). Except for the Nurse Anesthesia program, the DNP was deliberately planned so that students earn a master's degree enroute to the DNP and are eligible to write the certification examination in their areas of specialization upon completion of the master's degree. Nurse Anesthesia students' progress directly to the DNP.

The nursing specialty programs include:

- [Adult-Gerontology Primary Care Nurse Practitioner](#)
- [Adult-Gerontology Acute Care Nurse Practitioner](#)
- [Health Systems Leadership](#)
- [Nurse Anesthesia](#)
- [Pediatric Primary Care Nurse Practitioner](#)
- [Pediatric Acute Care Nurse Practitioner](#)
- [Pediatric Dual Primary and Acute Care Nurse Practitioner](#)

## **Licensing and Certification**

It is the student's responsibility to be aware of any state-specific licensing or regulatory requirements that may impact their ability to practice in each state after successful degree completion. For example, in the state of Wisconsin, 45 hours of pharmacology must be taken within five years of applying for prescriptive privileges (see curricula for specialty program).

## **Specialty Certification Exams**

Students in all advanced practice specialty programs will be approved to sit for certification after conferral of graduation by the University in the semester of graduation. Students will not be approved to take certification exams prior to University conferral. Certification exam paperwork should be submitted to the [Graduate Program Coordinator](#).

## **DNP Scholarly Project**

Marquette's Doctor of Nursing Practice (DNP) project is a clinical project that demonstrates a student's ability to translate research into practice. The scholarly product is required by all DNP programs and is completed during the final semesters of the program under the guidance of doctorally prepared faculty. The goal of the project is to improve the quality of health outcomes, practice outcomes, or healthcare policy. For more information about the DNP Project requirements and components visit: [DNP-Implementation.pdf \(aacnnursing.org\)](#)

## **DNP Residency**

In addition to the DNP Project, DNP students must complete residency hours that expand upon the master's-level clinicals that precede it, and leads to completion of the AACN's recommended 1000 hours of supervised clinical practice. Depending on the number of clinical hours completed at the MSN level (usually 750), DNP students, on average, complete the final 250 hours in the last 3 semesters of their program. The clinicals enable the student to demonstrate the highest level of independent advanced practice and contributes to the student's achievement of the program outcomes.

The DNP residency plan is individualized for each student before the DNP Project starts. In collaboration with their advisor, students are required to develop and submit a plan for achievement of the hours. The student must have the requisite approvals from both Marquette and the organization in which the student will be completing their hours before beginning residency hours. Students who are functioning in an advanced practice role may be able to complete a portion of the clinical residency hours in their place of employment, but the hours must be in addition to normal work hours, and the student is expected to demonstrate doctoral level practice.

## Policies and Procedures of Marquette University Graduate School

The student admitted to any of the graduate nursing programs is a student of the Graduate School and is bound by all regulations and policies of the Graduate School as well as those specific to the College of Nursing. Graduate School policies can be found within the [Graduate School Bulletin](#).

### Academic Performance and Censure

Students must earn acceptable grades and adhere to the requirements of academic honesty, professional integrity, and professional performance as well as continue to make satisfactory progress toward their degrees and meet the expectations of the Marquette University Student Conduct Code. Students who fail to meet these standards will face repercussions. This may be at the course level or at the program level.

Academic censures may include required program withdrawals due to lack of satisfactory grade achievement or satisfactory academic progress, misconduct, professional performance issues, or breaches of professional/academic integrity.

**All Graduate students** can earn grades of: A, A-, B+, B, B-, C+, C and F.

### College of Nursing Graduate Grading Scale:

96-100	A
92-95.99	A-
88-91.99	B+
84-87.99	B
80-83.99	B-
76-79.99	C+
72-75.99	C
Less than 72	F

### Academic Progression Policy

#### Degree Progression Requirements

The College of Nursing Academic Progression Policy for Graduate Students applies to all course work taken during the academic year and summer sessions. The policies of the Graduate School on academic performance, professional integrity, professional performance, academic dishonesty, and student conduct are all followed by the College of Nursing. A variety of responses to problems in any of these areas may be implemented, depending on the nature of the problems encountered. Warnings, remediation plans, probation, immediate withdrawal from clinical or laboratory activities, suspension and dismissal are all possible actions under these policies. Students are bound by all Graduate School policies including those related to repeating a course.

Additionally:

Grades of F, ADW, WA, and WF are not acceptable in any course and are grounds for dismissal

from the program. If the student is allowed to remain in the program, the course in which these grades were earned must be repeated with minimum grade of B-. The timing of when the course may be repeated is on a space available basis and successful repeat of a course does not guarantee that the students will retain a space in their program.

A cumulative grade point average of at least 3.000 must be maintained each term.

For graduate students in advanced practice programs, a minimum grade of B- in NURS 6030 Pathophysiological Concepts for Advanced Nursing Practice, NURS 6032 Pharmacology for Advanced Nursing Practice, NURS 6035 Advanced Assessment Across the Lifespan, and all specialty theory courses is required. A student who earns less than a B- in any of the above-mentioned courses is required to repeat the course. The timing of when the course may be repeated is on a space available basis and may significantly delay program progression. The student is not guaranteed that they will retain a space in the advanced specialty program.

Graduate students in advanced practice programs who earn a grade less than a B- in a clinical course will be dismissed from the program. If a student successfully appeals the dismissal decision and is allowed to continue in the program, the student must repeat the clinical course and earn at least a B-grade. The timing of when the course may be repeated is on a space available basis. The student is not guaranteed that they will retain a space in their program.

### **Progression Towards Degree/Continuous Enrollment**

A student [must be enrolled in each fall and spring semester during their progression](#) towards the degree.

Students must be [continuously enrolled each fall and spring term](#). Progression to completion of the DNP is limited to eight years.

If a student is unable to enroll in classes during any spring or fall semester, they must enroll in the appropriate [continuous enrollment](#) course.

[Temporary withdrawals from the Graduate School](#) due to health reasons and other major life events may be granted by the Graduate School. You cannot temporarily withdrawal during a semester. The [Request for Temporary Withdrawal form](#) must be submitted to the student's Program Director and Assistant Dean for Graduate Programs prior to consideration.

### **Learning Management Systems (LMS)**

The Learning Management System used at Marquette is [Desire to Learn \(D2L\)](#). Access your courses in [Desire to Learn \(D2L\)](#) using your Marquette Username and Password. Every Marquette Milwaukee-based course has a designated D2L site.

### **Typhon**

[Typhon](#) is a student clinical tracking program used in all advanced practice graduate specialty clinical courses. Students enroll in Typhon and pay the fee which covers their use of the clinical tracker for the program's duration. Students will be notified regarding enrollment in the program prior to their first clinical experience.

## **Guidelines for Academic Advisement for Traditional Graduate Programs**

Academic advising for the traditional graduate programs is provided by the Program Directors of that specialty program. The student and Program Director are informed in writing by the Graduate School upon receiving an offer of acceptance. Program Directors meet individually with all students accepted into their program to develop a curriculum program plan. Plans are created in DocuSign and signed by the student and the Program Director. A copy of this plan is sent via DocuSign to Marquette University College of Nursing [Graduate Program Coordinator](#) prior to the first semester for placement in each student's college file and entered in the college database. If changes to the program plan are requested, the student, in collaboration with the Program Director, must modify the program plan in DocuSign as soon as possible. The [Graduate Program Coordinator](#) will use the signed program plan to complete the Graduate School's master's program planning form in the student's first semester or after any substantial changes.

Students consult with their Program Director for:

- Information about the program
- Addressing unmet prerequisites or deficiencies (these should be removed in the first semester)
- Preparation and submission of an individualized program of study prior to the first semester reflecting a plan for the entire degree
- Changes in the program plan
- Completion of the Program Planning DocuSign form and any subsequent forms if there is a change in program
- Progress toward completion of degree requirements for graduation
- Academic counseling when indicated

If the Program Director is unavailable, the [Assistant Dean for Graduate Programs](#) may be consulted. Students are welcome to contact the Marquette University College of Nursing [Graduate Student Success & Programming Specialist](#) for additional recommended resources and support.

### **Change of Program**

If a student desires a change of specialty program, approval must be sought from the Program Director of the new specialty program. The Program Director of the original program should be notified of the student's program change. When a change of program is approved, a new Program Planning Form must be completed by the student's new Program Director in DocuSign. Once signed by the student and the student's new Program Director, the Marquette University College of Nursing [Graduate Program Coordinator](#) will proceed to update the Graduate School's program planning form.

### **Graduate Student Preceptor Placement Policy**

Graduate students in programs that utilize precepted clinicals must have an approved plan of study, signed by the student and the student's Program Director (academic advisor). This plan must be on file with the [Graduate Program Coordinator](#) prior to the student being assigned a preceptor in a clinical course.

The College of Nursing will usually secure all preceptor(s). If loss of preceptor occurs due to no fault of the student, the College will make earnest attempts to reassign the student to a new preceptor

although finding an appropriate preceptor cannot be guaranteed and may result in program extension. If the loss of the preceptor is due to student-related behavior or action, the student may be dismissed from the course.

Failure to successfully complete a required clinical course for any reason may result in program extension or dismissal from the program.

## **Graduate Student Preceptor Placement Procedures**

### **Preceptor Assignment:**

Student curricular program plans are developed with the student's advisor (their Program Director). Plans are created in DocuSign and signed by the student and the Program Director. A copy of this plan is sent via DocuSign to Marquette University College of Nursing [Graduate Program Coordinator](#) and filed in the official program database. The College will identify qualified clinical preceptors for only those graduate students who's official, signed program plans indicate that they are scheduled to enroll in a specific clinical course. The process for selecting and assigning these clinical preceptors varies according to the specific graduate specialty, and some programs may not allow student-initiated requests for specific clinical site rotations.

The program may assign students to any clinical facility deemed necessary for them to obtain the required clinical hours and patient care experiences.

*With the exception of nurse anesthesia students*, if a DNP student has a special placement request, the request must be reviewed by the Program Director. This request must be made by mid-semester prior to the semester in which the placement is sought. The student must provide the name(s) and contact information for suitable preceptor(s) so that they can be contacted and vetted. It will not always be possible to honor the requests.

### **Clinical Hours**

*With the exception of the nurse anesthesia students*, once a preceptor is assigned and the student is notified of the assignment, it is the responsibility of the student to contact the preceptor immediately and arrange the schedule of the clinical experience. The available times for student experiences are determined by the preceptors. It is the expectation that students will accommodate their personal schedules to that of the preceptors. It is not possible to assign preceptors based on the student's work and personal schedules.

- Nurse anesthesia students should refer to the Nurse Anesthesia Graduate Student Handbook, specific clinical course syllabi and clinical rotation schedule for more guidance regarding clinical expectations for students.

### **Loss of Preceptor During a Semester**

If during a semester, a preceptor becomes unable to precept a student due to illness, practice change, clinic site, or other situations that are beyond the control of the College, another preceptor will be sought by the [Advanced Practice Clinical Placement Coordinator](#). While clinical placements are sometimes difficult to find, every effort will be made to reassign the student with a new preceptor. Students may be requested to assist in identifying potential replacement preceptors.

As clinical placements can sometimes take extra time for confirmation and orientation, a student may need to take an incomplete in a clinical course and complete the required clinical hours prior to the

start of the next clinical and/or graduation. If a student decides not to wait for a new placement to be secured, they will need to withdraw from the course. The [university tuition refund policy](#) will be adhered to. The student will also need to meet with their Program Director to complete a new program plan for clinical placement in a future course offering.

### **Students Dismissed by a Preceptor During a Semester**

In situations in which the preceptor dismisses a student from the clinical site, the course faculty, in collaboration with the Program Director, will investigate the situation and act accordingly. According to the [Marquette University Bulletin](#), “By virtue of the special nature of clinical courses in health care and other human service fields, students are held to clinical and professional standards in addition to academic standards. If, in the opinion of the supervising faculty member, students are falling short of expected levels of performance or professional behavior, they may be removed immediately from the clinical course. In many cases, students are counseled regarding the deficiency and are given an opportunity to retake the class. However, depending on the type and severity of the deficiency, students may be dismissed from their program and the Graduate School.”

Thus, if a student is dismissed by the course faculty from a clinical site based on any reason including but not limited to professional integrity, professional performance, and academic performance, the student will not be granted another clinical placement for the semester in which the dismissal occurred. The student will be assigned an F in the course.

If it is determined by the faculty and Program Director that the student is meeting professional standards and objectives of the course, a new preceptor will be sought for the student though there is no guarantee that an appropriate preceptor will be secured in time to complete the course requirements. In this situation, the student will be required to withdraw from the course. The [university tuition refund policy](#) will be adhered to. The student will need to meet with their Program Director to complete a new program plan for clinical placement in a future course offering.

### **Health Requirements and Criminal Background Checks**

Prior to entry into the program, all graduate students are required to complete a criminal background check. Graduate students who are registered nurses must provide proof of RN licensure in Wisconsin. All graduate students must provide proof of American Heart Association CPR certification, physical exam, and immunization status.

Criminal background check verification, health status verification, and seasonal influenza and TB immunization statuses are to be updated annually. CPR certification is updated every two years. Urine drug screening is required prior to beginning clinical courses. This information is processed and tracked through [CastleBranch](#). Students are responsible for the cost of these services.

**These health and criminal background check requirements are a requirement of the Southeastern Wisconsin Nursing Alliance (SEWNA) as an agreement with our healthcare partners. If a student does not meet these requirements, clinical placement may be affected.**

CastleBranch will be requesting documentation on the following items:

- **Background Check**
  - Required by the Wisconsin Caregiver Background Check Law. The Office of the General Counsel and the Wisconsin State Board of Nursing will be contacted in all instances of



criminal offenses identified to determine if a student is eligible to remain in the program. All students must get a background check upon admission and then must provide an annual self-report verification of criminal background status. Refer to CastleBranch for self-report form. Marquette cannot guarantee clinical course placement when there is a positive finding on a background check. Before accepting a student into their clinical settings, health care institutions require notification of any positive background check finding. The healthcare institution determines whether the student will be allowed a clinical placement or not. If clinical placements are not granted, the student may not be able to complete the educational program's requirements.

- **If anything changes after your annual verification, it is your responsibility to notify the College of those changes. Please contact your [Assistant Dean](#).**
- **Wisconsin Professional Nursing License**
  - Directions will be listed on CastleBranch as to how to provide evidence of the RN license from the registered nurse license search website.
- **American Heart Association CPR Certification**
  - Provide a copy of your signed card (you must upload a document that shows both sides of the card). CPR certification must be maintained throughout the program. Only American Heart Association Health Care provider BLS certification, which includes AED, will be accepted, and it must be renewed every two years.
  - **Adult-Gerontology Acute Care NP students** need to be ACLS certified by the October of the academic year in which they will begin clinical courses.
  - **Pediatric Acute Care NP students** need to be PALS certified by the October of the academic year in which they will begin clinical courses.
  - **Health Systems Leadership students:** CPR certification is optional for Health Systems Leadership students.
- **Physical Exam**
  - A physical examination must have been completed within six months of entering the program with annual verification by self-report that health history is updated. A physician, nurse practitioner, certified nurse-midwife, or a physician assistant must provide signed documentation of the initial physical exam. In addition, the provider must attest that the student is in satisfactory health to participate in Marquette University's College of Nursing Program, including engaging in clinical practice. Any ADA/restrictions must be listed. The completed form must be uploaded to [CastleBranch](#). Refer to [CastleBranch](#) for healthcare practitioner statement and annual self-report forms.
- **Ten-Panel Urine Drug Screen**
  - All nursing students will undergo a 10-panel urine drug screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case additional screens may be required. The screen must be completed the semester prior to entering clinical (example: students starting clinical in Spring must have drug screen by October 1st). If a student has a current positive drug screen result, they will not be able to participate in a clinical placement.

## VACCINATIONS

If your vaccination document is a printed vaccination record from a healthcare facility, then a signature from a provider is not required. However, if the vaccine information is handwritten or is not a printed document from a healthcare facility, then it MUST be signed by an MD, DO, NP, or PA. Electronic signatures and stamps from the Healthcare Facility are acceptable forms of signatures.

Wisconsin Immunization Registry reports are accepted. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. Refer to [CastleBranch](#) for medical exemption document.

- **Tetanus-Diphtheria Pertussis**
  - One of the following administered within the past 10 years is required: Td booster OR Tdap vaccination
- **Chickenpox Varicella Vaccine OR Positive Blood Titer**
  - One of the following is required:
    - 2 vaccines (administered at least 4 weeks apart) OR
    - positive antibody titer (history of the disease is not sufficient). If any titer is negative or equivocal, new alerts will be created for you to repeat the series.
- **TB Skin Test**
  - One of the following is required *annually*:
    - a negative TB (Mantoux) skin test OR
    - negative blood test such as TB Quantiferon Gold (lab report required) or T-Spot (lab report required)
  - If at any time the TB skin test is positive, then a TB Quantiferon Gold or T-spot blood test is required. If BOTH of these or the blood test are found to be positive, evidence of a one-time chest x-ray AND completion of the annual Report of Health Symptom Survey are required. The student is also required to complete a report of health/symptom survey annually thereafter via [CastleBranch](#).
  - If positive for active TB disease, participation in active treatment plan must be reviewed annually. Students are not eligible to participate in clinical until such time as medical provider determines that they are not communicable. It is the students' responsibility to upload documentation related to this test to CastleBranch on a yearly basis.
  - The renewal date will be set for one year for negative tests. No renewal is required for positive results. Upon renewal one of the following is required:
    - 1 step TB skin test, OR
    - QuantiFERON Gold blood test (lab report required) OR T-Spot blood test (lab report required).
- **2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine**
  - Two vaccinations are required:
    - dose 1 on or after the first birthday and dose 2 must be at least one month after the first dose.
    - If the immunization dates are not available/verifiable, a laboratory report of a blood test (titer) showing immunity to measles, mumps and rubella will be accepted.
- **Hepatitis B Virus (HBV/HBSAB Series) OR Titer**
  - One of the following is required:
    - 3 documented vaccinations, OR
    - Positive antibody titer,
    - OR signed declination waiver (use faculty declination form).
  - If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.
  - If your titer is negative or equivocal and you have received three immunizations in the past, a new alert will be created for you to report receipt of a Hepatitis B booster
- **Seasonal Influenza Vaccine**

- Students need to provide documentation of annual immunization by November 1st. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. If valid documentation is on file an annual declination form must be signed as self-report. Refer to [CastleBranch](#) for medical exemption document and annual declination forms.
- Documentation must indicate one of the following: that the vaccination was from a batch from the current flu season OR that the vaccine was administered within two months of the due date (November 1st).
- PLEASE NOTE: If DECLINING the Influenza vaccination, you MUST submit the Influenza Vaccine Documentation/Declination form. Use the flu declination form.
  - The renewal date will be set for November 1st of the following flu season.
- **COVID-19 Vaccine**
  - Submit documentation of COVID-19 vaccination when your vaccination series is complete:
    - 2 dose series Pfizer and Moderna and 1 dose Johnson and Johnson. Documentation of both doses must be submitted at the same time for approval. If you choose not to get the vaccine for medical or religious reasons, please upload the declination forms for review.
  - Regarding clinicals, the COVID-19 policy of any healthcare partner site supersedes that of the University. Therefore, students who have an accepted exemption from the University may or may not be permitted to clinical if the healthcare system denies the exemption. **If clinical time is missed due to missing health requirements, student progression may be affected.**

**Note:** The preceding documentation is required by the College of Nursing and is to be uploaded to [CastleBranch](#). Any health information required by the University must be submitted separately to the [Marquette Medical Clinic](#) through the [MU Patient Portal](#) - including your COVID-19 vaccine.

**Students will not be permitted to progress in the program and/or continue in clinicals until the above health reports are current and on file at [CastleBranch](#).**

## Doctor of Philosophy Program (Nursing Ph.D.)

### Description of Program

The Doctor of Philosophy (PhD) prepares nurse-scientists as teachers and scholars with an emphasis on nursing knowledge development in a substantive research area of science aimed to improve health, healthcare and healthcare education. Detailed information about the PhD program can be found on the [PhD Resources SharePoint Site](#). Contact the [Director of the PhD Program](#) for access.

### Ph.D. Program Learning Outcomes

#### PhD Graduates will be able to:

- Develop knowledge that will impact health, healthcare, policy, and/or nursing education.
- Synthesize research findings to guide nursing knowledge development.
- Design and conduct research.
- Develop, test and refine theories as a basis for nursing science.
- Analyze complex and intersecting patterns of inequities to understand, inform and advance health equity.
- Disseminate knowledge verbally and in writing that will impact health, healthcare, policy and/or nursing education.
- Implement evidence-based teaching and learning principles at course and program levels.
- Synthesize research findings to advance innovation and provide leadership in nursing education.

### Guidelines for Academic Advisement for the Nursing PhD Program

#### Student Advisement

Each PhD student will be matched with an advisor/mentor based on similarity of research interests or methodology. The [Director of the PhD Program](#) will facilitate this connection during the application process or immediately following admission into the program. The College of Nursing faculty have expertise within the following substantive research foci:

- Community-engaged research
- Person-centered research
- Pedagogical research

The advisor/mentor provides guidance with development of the student's program of research, meeting the program benchmarks and outcomes, scholarly development and other issues related to the student's academic and professional development while the student is in coursework and during the dissertator phase. The specific responsibilities of the advisor/ mentor are to:

- Meet bi-monthly with the student to discuss progress, program of research development, the program plan, and the student's attainment of program benchmarks and outcomes. These meetings can be initiated by either the student or the mentor/advisor but are the responsibility of both.

- Interpret the PhD program design, requirements, policies, and documentation requirements with the student.
- Assist the student in planning objectives for PhD study and program of research development.
- Develop and maintain the student's program plan in conjunction with the student and [Director of the PhD Program](#).
- Create a dissertation committee with 2-4 members who can support the content area, methodology, and design of the student's planned dissertation research.

Advising materials and information about the program including processes, procedures, forms, and timelines can be found on the [PhD Resources SharePoint Site](#). Contact the [Director of the PhD Program](#) for access. All PhD students, their advisor/mentors, and committee members have access to the site. The advisor/mentor and the student work together throughout dissertation research but as the student's scholarly focus changes, the student may request a change of advisor/mentors to another Tenured/Tenure Track or Research Active faculty who is a good fit with the planned research. Students may request a change in advisor/mentor at any time by contacting the [Director of the PhD Program](#).

### **PhD Degree Requirements**

The [PhD in the College of Nursing at Marquette University](#) is characterized by the acquisition of research skills necessary for the discovery and use of new nursing knowledge and for preparation for teaching roles. In response to the national need for PhD-prepared nurse faculty, the College of Nursing offers both post-baccalaureate and post-master's admissions to the PhD program. The post-master's degree requires 51 credits, and the post-baccalaureate degree requires 69 credits. These credits include courses in Nursing Science, Scientific Methods, and Faculty Preparation.

### **PhD Curriculum**

The PhD course [requirements](#) and descriptions can be found in the [Graduate School Bulletin](#) and in the [PhD Advising SharePoint Site](#).

### **Courses**

The courses for PhD students are offered according to the [PhD curriculum plan](#). The time schedule of when courses are generally offered can be found on the [PhD Resources SharePoint Site](#).

### **Graduate School Bulletin**

The [Graduate School Bulletin](#) includes information including University and Graduate School policies on academic conduct, professional integrity, academic dishonesty, professional performance, academic progress, leaves of absence, dissertation defense, and graduation requirements.

Additionally, the [Graduate School](#) provides pertinent information and access to [forms](#) and procedures. Students are responsible for following both the Graduate School and the College of Nursing PhD Program processes and procedures. All questions should be referred to the [Director of the PhD Program](#).

### **PhD Residency Requirements**

The [residency requirement](#) immerses PhD students in the campus community of scholars. It must be satisfied in the College of Nursing. Plans for residency must be included on the [Doctoral Program Planning Form](#). Special arrangements or exceptions for the residency requirements must be requested of the [Director of the PhD Program](#). Information about residency requirements can be

found on the [PhD Resources SharePoint Site](#) or on the Graduate School website.

### **Career Skills Requirement for PhD Students**

Marquette University is committed to preparing our students to become exemplary leaders in their chosen academic and professional fields by preparing them for careers in which they find purpose and value by engaging in Ignatian pedagogical reflection and practice. The purpose of the career skills requirement is to ensure all doctoral students have the opportunity to reflect on their desired career and to acquire essential career-related skills needed for them to pursue their chosen path. Students enrolled in Ph.D. programs at Marquette must complete three career skills requirements. Requirements are satisfied by one or more approved courses, workshops, or practical experiences in each category, as approved by the Graduate School. [PhD Nursing students complete these requirements](#) by attendance and participating in the PhD Intensives, held in person on campus annually the first week of the summer semester. Completion of each skill will be noted on the student's transcript. The three career skills requirements are:

- Career discernment
- Communication
- Understanding diversity, equity and inclusion

### **Dissertation Process**

The [dissertation](#) is a demonstration of the student's familiarity with the tools of research and scholarship in the field in which the student shows thorough knowledge of the subject covered and reflects independence of thought, critical insight, and originality. A dissertation topic is influenced by many factors including the student's interests, expertise, and experience; the dissertation chair's interest, program of research, and methodological expertise; content of and experiences in doctoral courses. Student begin formulating their topic and program of research in the first course of the program and are expected to formally articulate their dissertation topic and research methods by the end of the first year (full-time) or second year (part time) of coursework.

### **Doctoral Qualifying Exam (DQE) Overview**

According to the Higher Learning Commission, *"the qualifying exam is designed to test PhD student's preparedness for doing research. The exam is usually designed to comprehensively test the candidate's knowledge, aptitude and readiness for supervised research."*

The [Marquette Graduate School](#) says that *"the DQE is an exploration of the students' understanding in the program field and may be written, oral or both. It may also include an explanation of the proposed dissertation."*

- Preparation for DQE typically begins just prior to the last semester of coursework. Detailed information can be found on the [PhD Resources SharePoint Site](#).
- Once the DQE proposal is written, the next step is preparing for the Doctoral Qualifying Examination. Detailed information can be found [on the PhD Resources SharePoint Site](#).
- Information about the Doctoral Qualifying Examination and Oral Defense information can be found [on the PhD Resources SharePoint Site](#)
- Once the student has successfully passed DQE, they then submit the appropriate documentation to [Institutional Review Board \(IRB\)](#) for review and approval. The mentor/advisor and the Director of the PhD Program will need to approve the documents electronically in the [Kuali](#) system prior to review by IRB.
- Once IRB approval is obtained, the student is considered a Dissertator, and the dissertation

research may commence. Information about the paperwork and process of Doctoral Candidacy can be found [on the PhD Resources SharePoint Site](#).

### **Dissertation Research**

Dissertation research is initiated, conducted, and completed by the Doctoral Candidate under the direct supervision of the Dissertation Chair and the dissertation committee members. Complete Dissertation Directives can be found [on the PhD Resources SharePoint Site](#).

All committee members are expected to receive regular communication and progress updates from the Doctoral Candidate. During the semester prior to the anticipated dissertation defense, the Doctoral Candidate should meet with the committee members and the plan for the steps of the defense and anticipated dates should be agreed upon by the committee. The Doctoral Candidate should also communicate the plan and proposed dates to the PhD Program Director. This communication will trigger the official transcript audit and initiate the processes for graduation. Specific information regarding the semester of the dissertation defense can be found [on the PhD Resources SharePoint Site](#).

### **The Defense**

The dissertation defense is a formal, professional, and scholarly event that includes the public portion, the oral defense, and the deliberations/announcement. Detailed information about the dissertation defense can be found [on the PhD Resources SharePoint Site](#).

### **After the Defense**

Hearing the words “Congratulations Dr. \_” is a moment you will never forget, and a celebration is in order. That is not, however, the end of your tasks to degree completion. Additional critical steps that must be done after the defense can be found [on the PhD Resources SharePoint Site](#).

## **Policies and Procedures of Marquette University Graduate School**

The student admitted to any of the graduate nursing programs is a student of the Graduate School and is bound by all regulations and policies of the Graduate School as well as those specific to the College of Nursing. Graduate School policies can be found within the [Graduate School Bulletin](#).

### **Academic Performance and Censure**

Students must earn acceptable grades and adhere to the requirements of academic honesty, professional integrity, and professional performance as well as continue to make satisfactory progress toward their degrees and meet the expectations of the Marquette University Student Conduct Code. Students who fail to meet these standards will face repercussions. This may be at the course level or at the program level.

Academic censures may include required program withdrawals due to lack of satisfactory grade achievement or satisfactory academic progress, misconduct, professional performance issues, or breaches of professional/academic integrity.

**All Graduate students** can earn grades of: A, A-, B+, B, B-, C+, C and F.

## College of Nursing Graduate Grading Scale:

96-100	A
92-95.99	A-
88-91.99	B+
84-87.99	B
80-83.99	B-
76-79.99	C+
72-75.99	C
Less than 72	F

## Academic Progression Policy

### Degree Progression Requirements

The College of Nursing Academic Progression Policy for Graduate Students applies to all course work taken during the academic year and summer sessions. The policies of the Graduate School on academic performance, professional integrity, professional performance, academic dishonesty, and student conduct are all followed by the College of Nursing. A variety of responses to problems in any of these areas may be implemented, depending on the nature of the problems encountered. Warnings, remediation plans, probation, immediate withdrawal from clinical or laboratory activities, suspension and dismissal are all possible actions under these policies. Students are bound by all Graduate School policies including those related to repeating a course.

Additionally:

Grades of F, ADW, WA, and WF are not acceptable in any course and are grounds for dismissal from the program. If the student is allowed to remain in the program, the course in which these grades were earned must be repeated with minimum grade of B-. The timing of when the course may be repeated is on a space available basis and successful repeat of a course does not guarantee that the students will retain a space in their program.

A cumulative grade point average of at least 3.000 must be maintained each term.

### Progression Towards Degree/Continuous Enrollment

A student [must be enrolled in each fall and spring semester during their progression](#) towards the degree.

Students must be [continuously enrolled each fall and spring term](#). Progression to completion of the PhD is limited to eight years.

If a student is unable to enroll in classes during any spring or fall semester, they must enroll in the appropriate [continuous enrollment](#) course.

[Temporary withdrawals from the Graduate School](#) due to health reasons and other major life events may be granted by the Graduate School. You cannot temporarily withdraw during a semester. The [Request for Temporary Withdrawal form](#) must be submitted to the student's Program Director and Assistant Dean for Graduate Programs prior to consideration.



## **Learning Management Systems (LMS)**

The Learning System used at Marquette is [Desire to Learn \(D2L\)](#). Access your courses in [Desire to Learn \(D2L\)](#) using your Marquette Username and Password. Every Marquette Milwaukee-based course has a designated D2L site.

## Independent Study for MSN/Certificate Programs

### NURS 6995

NURS 6995 represents programs available for individualized independent study in nursing as part of the elective credits.

### NURS 6995 Courses

Policies of the Graduate School: Independent Study (NURS 6995) courses provide students the opportunity to study and investigate areas of interest not available through normal course offerings. A NURS 6995 course is taken on the recommendation of the student's advisor (or Program Director) and with the approval of the [College of Nursing Assistant Dean for Graduate Programs](#). An approval form, which must be completed for each NURS 6995 course, is available under "Registration: General" at [http://www.marquette.edu/grad/forms\\_index.shtml](http://www.marquette.edu/grad/forms_index.shtml). Normally, not more than six credits of NURS 6995 course work can be included in a master's degree program: no more than nine credits in a Doctoral program per the *Graduate School Bulletin*.

In addition to these published Graduate School policies, the following guidelines deal with commonly raised questions and clarify procedure:

- Ordinarily, independent study courses occur in the latter part of a student's program. Independent study is not recommended for students with probationary status.
- Before registration, the student should seek out an appropriate faculty member to act as the faculty of record. Working with this faculty, the student must define in writing the proposed topic including a course title and course description, a list of course objectives, the methodology by which the objectives will be met, means of evaluation, and plan for participation with the faculty member. This document is to be submitted to both the student's academic advisor and the Assistant Dean for Graduate Programs.
- The above document must accompany the NURS 6995 form for approval by the faculty of record and the Assistant Dean for Graduate Programs each time a student registers for a NURS 6995 course.
- NURS 6995 is not permitted for courses that already exist under another course number.
- These courses are graded.