Student Handbook

Postlicensure Nursing Graduate Programs

2024-2025

ASU
Edson College of Nursing and Health Innovation
Arizona State University

Contents

Section 1: Introduction

ASU Charter

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Edson College Mission and Goals

The Edson College of Nursing and Health Innovation is distinguished as a model for excellence and inspiration in nursing and interprofessional practice, education, and research to advance knowledge and innovative practice models, and new solutions to optimize the health and well-being of our diverse local, national and global communities.

Deliver excellent innovative, nationally-recognized nursing and interprofessional education that is accessible, inclusive, and learner-centered.
- Distinguish our academic programs through (1) impactful curricular development that reflects national health initiatives; (2) recruitment and retention of world class faculty; and (3) achievements of students and alumni.
- Broaden diverse students access, enrollment and retention in our academic community through (1) tailored marketing; (2) financial support; (3) student support services; and (4) state of the art learning experiences.

Build national reputation in innovative nursing and health related programs that significantly impact individuals and communities.
- Create or refine and disseminate teaching strategies that are student-centered, adaptive and interactive.
- Develop program-specific criteria that advance academic excellence leading to national recognition of Edson College.
- Establish collaborative networks to foster innovative programs that impact local, national and global health.

Establish ASU as a leading global center for interdisciplinary research, discovery and development by 2025.
- Conduct innovative science and participate in and lead interdisciplinary research teams.
- Contribute to the global community of scholars to inform the scientific knowledge base and influence health outcomes.
- Provide professional and research mentorship to develop the next generation of scientists who positively affect health outcomes.

Enhance our local impact and social embeddedness.
- Increase student and faculty collaboration within the community that is reciprocal, beneficial and sustainable to improve health outcomes.
- Engage community members and leaders in designing relevant health-related activities and programs responsive to the needs of diverse populations.

Edson College Values

Serving as a broader framework for the goals, the Edson College 2026 Values, based on the ASU Charter, the college mission and work from previous progress groups informed the development of the goals and provide context and rationale for why certain goals were chosen.

These 6 values are outlined in detail below.
Values: a set of guiding principles that shape behavior and decision-making

Discovery
- Discovery is the act of finding something that had not been known before; the act or process of sighting or learning the existence of something for the first time; the awareness of anomaly.

Diversity, Equity & Inclusion
- Diversity includes all the ways in which people differ, and it encompasses all the distinct characteristics that make one individual or group. It is all-inclusive and recognizes everyone and every group as part of the diversity that should be valued.
- Equity assures access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.
- Inclusion authentically brings traditionally excluded individuals and/or groups into processes, activities and decision/policy making in a way that shares power.

Excellence & Inspiration
- Excellence is a commitment and expectation that advances a continuous process of individual and collective effort that fosters mission-based change and innovation and is marked by objective & narrative indicators.
- Inspiration is an energized condition of engagement that drives purpose, idea creation, thoughts, feelings and actions. Excellence and inspiration are both an action and a state and are positioned within our shared cultural understanding

Entrepreneurship & Innovation
- Entrepreneurship includes identifying a gap where there is one, and understanding what/who it takes to fill that gap and create. An entrepreneur has a spirit that anything can be achieved.
- Innovation is creating, developing, and implementing new and existing ideas, methods or products to provide value to an end-user or stakeholder.

Interprofessionalism
- Interprofessionalism is an evolutionary process that involves the attainment of awareness, knowledge, and skills that reflect, promote, integrate and evaluate collaboration, teamwork, mutual respect, psychological safety and effective communication within and across diverse health and social care-oriented education, research and practice environments.

Personal Well-Being
- Well-Being is a state of whole-person well-being in which every individual experiences life-long growth and capacity-building, adapts to emerging challenges and adversities, lives fully and fruitfully, and experiences a sense of belonging and meaning within their community.

Program Foundation

Purpose

The Edson College of Nursing and Health Innovation embraces the philosophy and purpose of Arizona State University, which is committed to the exchange of knowledge and the pursuit of wisdom within an atmosphere of intellectual honesty and freedom. Arizona State University and the Edson College of Nursing and Health Innovation seek to foster excellence in scholarship, research, service and practice.

The educational programs of the Edson College of Nursing and Health Innovation are dedicated to providing students with the opportunity to acquire the requisite knowledge, skills, attitudes and values necessary to become professional nurses and nurse leaders who are capable practitioners prepared to respond to changing healthcare needs and patterns of healthcare delivery.

Edson College programs encourage creativity and place a premium on delivery and positive impact. Whether through its research centers, where nationally recognized research leaders are impacting health agendas, or through funded research collaborations and the community partnerships they support, Edson College students, faculty and staff are making a difference on a broad scale with their bench-to-bedside research.

Interprofessionalism – in education, practice and research – guides the college as it builds programs and curriculum to meet the needs of a changing industry. Graduate and undergraduate programs continue to expand with a focus on systems thinking, evidence-based practice, collaborative system design and improved delivery across the continuum of care -- preparing future health professionals to work together across disciplines within complex and dynamic health delivery systems.

Accreditation

ASU is regionally accredited by the Higher Learning Commission to offer all online academic programs nationwide. As a regionally accredited institution, ASU is the gold standard in higher education and meets the highest academic standards. Many of ASU Online's programs also carry specialized accreditation specific to the field:

Nursing

The baccalaureate degree program in nursing, master's degree program in nursing and Doctor of Nursing Practice program at Arizona State University are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

 All programs are also approved by the Arizona Board of Nursing.

Grace Center for Innovation in Nursing Education

The Grace Center for Innovation in Nursing Education has received SSH Accreditation of Healthcare Simulation Programs by The Society for Simulation in Healthcare (https://www.ssih.org/Credentialing/Accreditation).

Section II: Curriculum

The specific plan of study for each of the MS, Nursing degree tracks and graduate certificates are noted in the sections below. Questions regarding transfer credit or courses offered on the plan of study can be directed to the MS program director.

The curriculum meets the competencies and program requirements outlined by the American Association of Colleges of Nursing Essentials. Students in all degree tracks (not graduate certificate programs) will complete direct care clinical hours and a role-focused practicum that allows them to work with a preceptor in an area or role best suited to their career goals.

Master of Science in Nursing

The MS program in nursing is ideal for nurses looking to gain advanced education and skills in the translation of concepts, practices and principles of leadership. The degree is designed for nurses who think about the future and are ready to take the next step in their career. This Commission of Collegiate Nursing Education-accredited program focuses on four key areas: evidence-based practice, patient safety and health care quality, informatics and leadership.

Coursework is delivered completely online, providing students with the flexibility to focus on both their education and career goals. Throughout the program, students learn about leadership, innovative thinking and interprofessional team collaboration, and they advance their skills in leadership, research, evidence-based practice, evaluation, critical thinking, health care quality and patient safety.

Program Completion Outcomes (PCOs)

Upon completion of this program the graduate will be able to:
1. Examine theoretical and scientific underpinnings from the sciences, humanities, public health, policy, education, and organizational sciences to provide a knowledge base for ethical practice and leadership in the art and science of nursing across diverse settings. *(AACN I, II, VI) Level IV Analyzing*
2. Appraise safety and quality principles, including innovative methods and performance measures to improve health care outcomes across diverse settings. *(AACN III) Level V Evaluating*
3. Evaluate evidence-based practice and leadership in direct and indirect clinical practice with patients, populations, information and health care delivery systems to improve health care outcomes. *(AACN IV, V, IX) Level V Evaluating*
4. Build interprofessional teams to design, implement and evaluate innovative clinical interventions and use of informatics and healthcare technologies that are patient-centered, minimize risk and improve outcomes across diverse settings. *(AACN V, VII and VIII, IPEC 4) Level VI Creating*
5. Model clear, coherent, professional and respectful leadership in communication with patients, families and health care professionals. *(AACN IX, IPEC 3) Level III Applying*
6. Create innovative systems for leadership in implementing and evaluating nursing and health care information. *(AACN V) Level VI Creating*
7. Design systems for patient safety, risk reduction, quality measurement and performance improvement. *(AACN III, IV, V) Level VI Creating*
8. Develop interprofessional care coordination and patient quality and safety innovation leadership teams at the unit, organizational or systems levels. *(AACN V, IPEC IV) Level VI Creating*

Courses

- NUR 544: Theoretical Foundations for Nursing
- NUR 501: Individual, Innovation & Interprofessional Leadership in Healthcare
- NUR 521: Health Care Evidence: Informatics & Analysis

- NUR 548: Foundations of Patient Safety & Health Care Quality
- NUR 547: Community, Global and Population Health
- NUR 502: Advanced Integration of Assessment, Pathophysiology, and Pharmacology for Health Promotion I
- NUR 509: Clinical Prevention and Population Health Practicum
- NUR 503: Advanced Health Assessment, Pathophysiology and Pharmacotherapeutics for Health Promotion II
- DNP 602: Evaluating Research for Practice
- NUR 529: Role-Focused Practicum: Patient Safety and Health Care Quality for the Nurse Leader
- NUR 593: Applied Project

RN to MS in Nursing bridge option

The RN-MS in Nursing (Registered Nurse to Master of Science Degree in Nursing) bridge program provides the opportunity for registered nurses who hold an associate degree in nursing to complete a graduate degree without first completing a Bachelor of Science in Nursing (BSN) degree. This new bridge program supports academic progression that is essential to prepare the future nursing workforce to deliver care in the increasingly complex health care system.

This program supports RNs who are seeking to move into specialized roles within clinical nursing practice. The program offers a focused curriculum built upon advanced-level core competencies from the AACN Essentials for Professional Nursing Practice. The program will prepare students for specialty roles in informatics, administration/leadership, public/population health, and health policy.

Program Completion Outcomes (PCOs)

The RN to MS bridge program meets the same Program Completion Outcomes as the Master of Science in Nursing degree track.

Courses

The RN to MS bridge program includes all courses in the MS, Nursing degree track along with these two additional courses:
- NUR 552: Dynamics of Professional Nursing I
- NUR 553: Dynamics of Professional Nursing II

Master of Science in Nursing, Nursing Education (NED)

The country is experiencing a shortage of nursing faculty. This degree program, with a concentration in nursing education, prepares students to advance their career and achieve their goal of becoming a nurse educator in an academic or practice setting. During this program, students prepare to teach future nurses and nursing leaders. Program highlights include:

- academic and clinical assessment
- curricular design and evaluation
- curriculum and course development and delivery
- educational theory and research
- testing and evaluation, including evaluation methods

Coursework in the MS program in nursing is delivered completely online, providing flexibility for students to balance their education and their career.

Courses in this program are led by experienced nursing faculty and designed with active learning strategies. Throughout the program, students learn the key competencies of a master's degree-prepared nurse while they gain additional nursing education skills. Students complete direct care clinical hours and a role-focused practicum that allows students to work with a preceptor in an area or role best suited to their career goals (students can choose to work with a clinical educator or an academic educator during the practicum).

Program Completion Outcomes (PCOs)

In addition to the MS in Nursing program outcomes above, the graduate of the NED degree track will be able to complete the following outcomes:
1. Utilize theory and research that provide a knowledge base for innovation in nursing education science and art. *(AACN I, VI; NLN) Level III Applying*
2. Design, implement and evaluate innovative learner-centered approaches that consider culture, lifestyle, age, experience, learning styles, learning goals, setting and current technology in the context of providing nursing and health care. *(AACN I; NLN) Level V Evaluating and Level VI Creating*
3. Plan, produce and evaluate educational programs that consider professional, regulatory, ethical and legal standards in academic and practice settings. *(AACN II, VI; NLN) Level III Applying and Level V Evaluating*
4. Adapt best practices in the delivery of innovative learner-centered education and principles of leadership and educational change in academic and practice settings. *(AACN III, IX; NLN) Level VI*

Courses

- NUR 544: Theoretical Foundations for Nursing
- NUR 501: Individual, Innovation & Interprofessional Leadership in Healthcare
- NUR 502: Advanced Integration of Assessment, Pathophysiology, and Pharmacology for Health Promotion I
- NUR 509: Clinical Prevention and Population Health Practicum
- NUR 503: Advanced Health Assessment, Pathophysiology and Pharmacotherapeutics for Health Promotion II
- DNP 602: Evaluating Research for Practice
- NUR 671: Teaching in Academic & Practice Settings
- NUR 670: Curriculum Development in Academic and Practice Settings
- NUR 672: Design and Delivery of Mediated Instruction
- NUR 673: Producing and Evaluating Programs for Academic and Practice Settings
- NUR 579: Role-Focused Practicum: Nursing Education
- NUR 593: Applied Project

RN to MS, Nurse Education bridge option

The RN-MS in Nursing, Nurse Education (Registered Nurse to Master of Science Degree in Nursing, Nursing Education) bridge program provides the opportunity for registered nurses who hold an associate's degree in nursing to complete a graduate degree without first completing a Bachelor of Science in Nursing (BSN) degree.

This new bridge program supports academic progression that is essential to prepare the future nursing faculty workforce to prepare new nurses entering practice. To increase nurses in practice,

the first step is training well-prepared nursing faculty. Many nurses currently employed in teaching positions are underqualified with only a bachelor's or associate degree.

The RN-MS bridge program is designed specifically for RNs who have earned an Associate degree in nursing from a regionally-accredited program. The program will prepare nurses to assume educator positions requiring graduate preparation across clinical, community, and academic settings.

Program Completion Outcomes (PCOs)

The RN to MS, Nurse Education bridge program meets the same Program Completion Outcomes as the Master of Science in Nursing, Nursing Education degree track.

Courses

The RN to MS (NED) bridge program includes all courses in the NED degree track along with these two additional courses:
- NUR 552: Dynamics of Professional Nursing I
- NUR 553: Dynamics of Professional Nursing II

Nurse Educator (NED) Graduate Certificate Program

The Nurse Educator Graduate Certificate (NED certificate) is a non-degree option designed for experienced health care professionals who want to develop the knowledge and skills needed to practice as a Nurse Educator in academia or staff development. The certificate consists of 15 credit hours (five Nurse Educator core courses). It is also available to students in the PhD, DNP and MS programs who choose to supplement their degrees with educational courses.

This 15-credit hour graduate certificate in Nursing Education prepares post-master's registered nurses or those enrolled in doctoral programs and other health professionals to teach in academic or practice settings.

Courses

- NUR 670: Curriculum Development in Academic and Practice Settings
- NUR 671: Teaching in academic and Practice Settings
- NUR 672: Design and Delivery of Mediated Instruction
- NUR 673: Producing and Evaluating Programs for Academic and Practice Settings
- NUR 579: Teaching Practicum (135-hour practicum)

Section III: Student Information

Academic Calendar

The academic calendar for all registration and withdrawal deadlines for current and future sessions can be found here: http://students.asu.edu/academic-calendar

Academic Progress

Application

The program follows all *Application* policies outlined in the Graduate College Policy Manual: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

For application requirements and process for each degree program, see
https://nursingandhealth.asu.edu/degree-programs/graduate. The recruitment team helps guide
applicants through the application process and answers general questions about the program.
https://students.asu.edu/graduate/apply.

Admission

The program follows all *Admission* policies outlined in the Graduate College Policy Manual:
https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

With guidance from the program office, applicants are reviewed by the Edson College student
services team, and admission decisions are submitted to ASU Graduate College for final review and
offer of admission. All applicants selected for admission will be admitted with contingencies, which
will be outlined in the admission email from our academic unit.

Each program within the college is authorized to operate on a state-by-state basis. Students who do
not reside in Arizona should review the ***State Authorization*** section of this Handbook to confirm if the
program is authorized within the state of residence.

Advisement

Upon admission, students will receive communication from their assigned academic advisor, who will
serve as a resource for developing and revising their academic plan, navigating university policies
and procedures, and providing guidance related to academic success for the duration of their
program.

If at any time a student has questions or needs to make an appointment, they can find their academic
advisor on their MyASU page, Academic Support Team box, Academic Advising tab.

Enrollment & Registration

The program follows all *Registration & Enrollment* policies outlined in the Graduate College Policy
Manual:
https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

Once admitted to a graduate degree program or graduate certificate program, students must be
registered for a minimum of one graduate-level credit hour during all phases of their graduate
education. Graduate students planning to discontinue registration for a semester or more must
submit a Leave of Absence request via their Interactive Plan of Study (iPOS). There are appropriate
circumstances when students may need to withdraw from the university (i.e., medical withdrawal,
compassionate leave). The policies for such withdrawals are the same for both undergraduate and
graduate students. An approved Medical/Compassionate Complete Withdrawal is valid towards
meeting the continuous enrollment policy.

Students are responsible for enrollment in courses each semester, following the program of study for
their concentration. Enrollment is completed through MyASU.

- The University's Registrar's Office will verify student enrollment each semester according to
  the general guidelines found here: https://students.asu.edu/enrollment-verification
- How to register for classes: https://students.asu.edu/howtoregister
- Registrar's website for the most up to date policies on Registration, Grades & Records, and
  Residency: http://students.asu.edu/registration

Satisfactory Academic Progress

The program follows all *Academic Progress* policies outlined in the Graduate College Policy Manual: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College, at which time the Dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum 3.00 for all GPAs (see "Grades" section of this Handbook).
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates).
4. Successfully complete the culminating experience.
5. Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program. See full Leave of Absence rules below.

Incomplete Grades

Students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent and will remain on the students' transcripts. The student will have to re-register for the course to receive credit

Additional information regarding incomplete grades can be found in the ASU Student Services Manual (https://asu.edu/aad/manuals) in policy SSM 203–09: Grade of Incomplete.

A student who requests a grade of incomplete "I" must complete the following steps:

- Submit a request for a grade of incomplete to the instructor of the course. Submit the instructor-approved (signed) form to the Program Office by faxing, scanning/emailing, or mailing. **This contract must be received by the Program Office no later than 5 business days prior to the last day of classes.**
- Keep a copy of the final contract (signed by student, instructor and program director).
- Notify the Graduate Program Office upon fulfillment of the contract.
- Many courses are pre-requisites for progression in the program. If a student's incomplete grade postpones his/her scheduled progression in the program, the student must contact the Graduate Program Office immediately to determine how to proceed.
- Unfinished work must be completed with the same instructor except under extenuating circumstances.
- The student must complete the course prior to the stated date on the contract to remove the incomplete grade. If no date is specified on the contract, the student has a maximum of one calendar year from the date the grade of "I" is recorded before the system converts it to a permanent "I."
- After one calendar year the grade "I" will become a permanent part of the transcript. To repeat the course for credit, a student must re-register and pay the required fees. The grade

for the repeated course will appear on the transcript but will not replace the permanent "I." **Students with incomplete contracts may not file for an incomplete in another course until the previous contract is fulfilled, course requirements are met, and a grade change request is submitted.**

Note: Completion of an incomplete grade does not satisfy the Graduate College's satisfactory progress requirement. In order to maintain continuous enrollment in a degree program, a student must enroll in at least one course each Fall and Spring semester.

Leave of Absence

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to re-enter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may re-apply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

Students with a Graduate College approved Leave of Absence are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time.

Program Completion

Students must satisfy all conditions noted in the *Graduate Program Requirements* and the *Master's Degree* policies outlined in the Graduate College Policy Manual: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

Graduation and Convocation

The student is eligible for graduation when all degree requirements have been met. The student's iPOS must be approved and on file with the Graduate College before the student is eligible to apply for graduation. For further instructions, please review the graduation process here: https://students.asu.edu/graduation.

University Graduate and Undergraduate Commencement ceremonies are the university-wide ceremonies at which President Crow confers degrees. Convocation events are celebrations of individual achievement where graduate names are called and graduates cross the stage. Convocation ceremonies are hosted by the college or special interest group.

The Edson College of Nursing and Health Innovation holds a separate Convocation ceremony in conjunction with the Fall and Spring Commencement. Edson College will send required information to graduates early in the semester providing the information to register and attend. Students who have met all university and college degree requirements are encouraged to participate. It is the student's responsibility to adhere to the convocation timelines.

Clinical Placements (Practicum)

Enrolled MS degree students are required to complete a graduate-level direct care clinical practice experience. The clinical, called a practicum, is a precepted experience appropriate to master's level nursing and health care professional practice. Clinical practicums are designed to build on core knowledge learned in other courses in the program and complement the Role-Focused practicums that may or may not occur in the clinical setting. The practicums are tailored to student interests, professional goals, and population area of interest.

Students must meet the following criteria to be eligible to participate in the direct-care practicum experience. Failure to meet these criteria can lead to delays in the plan of study and program completion.

- Students must have a current, unencumbered RN license in the state in which they are attending a clinical practicum.
- Students are responsible for finding a clinical site and a preceptor for the required direct care and role practicum experiences in the program.
  - The MS program is not responsible for guaranteeing a clinical placement site.
  - The Program Office and Clinical Coordinator will work with the student to establish and approve the clinical site.
  - Affiliation agreements are required for all direct-care clinical experiences.
  - Contracting for affiliation agreements can take 6-12 months to complete and must be approved by ASU Office of the General Counsel prior to beginning the course.
  - The student's clinical practicum will be arranged in collaboration with the MS clinical coordinator. The clinical coordinator will determine if the site and preceptor are appropriate to accomplish clinical goals.
- Preceptors must be an RN with a graduate degree and an RN license in good standing as mandated by the state board of nursing where the clinical site is located.
- Required practicum hours must be completed during the semester dates only.
- Students must notify the MS clinical coordinator or program office staff regarding any issues related to their preceptor, patient interactions or site (conflict with preceptor, sexual harassment, safety issues, etc.) immediately.

Students must satisfy all requirements and conditions noted in the *Health and Safety Compliance Requirements* section of this Handbook to be able to complete clinical hours.

Clinical Compliance Requirements

All students are required to meet health and safety requirements, including immunizations, before registering for any course with a clinical, practicum, or internship component. Compliance is completed through an Edson College-designated third-party online platform. Instructions for purchasing an account on this platform will be provided in the student welcome information provided upon admission to the program.

- Students are responsible for all costs associated with these requirements.
- No other forms of background clearance or drug screening are accepted.
- Students are responsible for submitting and maintaining compliance for all required materials throughout the duration of the program.
- Many health and safety requirements, including immunizations, will expire at specific intervals and it is the student's responsibility to respond to expiration notices and complete updated requirements.

- The Edson College compliance platform will notify the student of any deficiencies, but it is the student's responsibility to maintain these requirements.
- Students cannot attend clinical/practicum courses if any required documentation is incomplete, out of compliance, or expired.

Background Clearance & Drug Screening

By the first day of the first class in the program, all students will be required to complete background clearance and drug screening. Details about the screenings can be found in Appendix A.

The deadlines for specific requirements are:

- **First day of classes:** Criminal background check and drug and alcohol screen _must be completed_ by the start date of your first class.
- **Prior to the first Practicum course (NUR 509):**
  - All remaining items must be _submitted and approved_ before you can enroll in your practicum course.
  - Additional requirements may be required by your chosen clinical sites and students will be responsible to ensure these items are in compliance prior to starting their clinical experience.

Students who do not meet these stated deadlines may be removed from classes and will be withdrawn from the program.

ASU is contractually obligated to our clinical partners to ensure all health & safety items are up to date and no items should expire during your practicum semester. It is your responsibility to ensure documents are updated throughout your time in the program (for instance, if your CPR certification expires you are responsible to renew and upload the new document). Renewal dates for all relevant items are listed in the online compliance platform.

Immunizations and Other Requirements

Additional health and safety requirements are required prior to the first day of the first clinical/practicum course in the program. These requirements are determined by the clinical sites and may change without prior notice. Some of these items can require up to six months to complete, and it will be the student's responsibility to ensure full compliance with all items in time to begin the course. Enrollment in the clinical/practicum course will not be allowed until full compliance lasting throughout the duration of the course has been demonstrated in the compliance platform.

Nursing Licensure

All students are required to have an active, unencumbered RN license in the State Board of Nursing where they practice. The RN license must remain active and unencumbered throughout the student's enrollment in any nursing program.

International nurses may be eligible for an Arizona registered nurse license and may enroll in the MS Program provided that verification of an RN-equivalent license has been submitted during the application process.

If a license becomes encumbered or expires at any time, the student will be dropped from courses (without guarantee of a tuition refund), and will be unable to enroll in any future courses until the license returns to unencumbered, active status.

Clinical Site Requirements

Some agencies utilize an additional onboarding system (e.g. myClinicalExchange) for students completing clinical hours in their facility.

- If a fee is incurred, it is the student's responsibility.
- Onboarding to a clinical site that uses this additional onboarding system may include the submission of immunization documentation, TB status, background check, licenses, ID, additional drug testing, orientation, modular training and/or EMR training and any other documentation required by the site.
- The Program Office or the Clinical Coordinator are not responsible for these items, nor do they have any say in the requirements of the specific sites.
- Students are to anticipate that onboarding could involve additional time spent in orientation and/or modular training.
- Any additional costs associated with clinical placements are the responsibility of the student.
- Students are to start the onboarding process immediately upon confirmation of the clinical site. Students are responsible for following the instructions regarding onboarding. A delay in following instructions or not following instructions will place a student at risk for a delay in their course progression.

Academic Affiliation Agreements

Academic Affiliation Agreements are required to be in place before a student may begin a clinical practicum. Agreements can take 6 to 12 months to execute. Occasionally, ASU Edson College of Nursing and Health Innovation is unable to agree to the terms of an Agreement and the Agreement is not able to be executed. ASU and Edson College have existing agreements with many clinical sites across the U.S. Please check with the Program Office or the MS clinical coordinator if you have any questions.

Change of Residence (out of state or out of current area)

Students are required to immediately report any change in address to the Program Office or the Academic Advisor. Failure to do so may result in a delay in the student's course progression, due to clinical placement issues.

If moving out of the area or out of state, please refer to the *State Authorization* section of this Handbook. There are several states where ASU's MS program is not currently offered. Moving to a restricted state could mean that a student will no longer be eligible to graduate from the program. Program exceptions for restricted states are noted on the ASU Authorizations website: https://asuonline.asu.edu/about-us/authorizations/.

Incident Reporting

Any incidence of harm or potential harm while a student is at their clinical site while earning course credit must be reported.

- Edson Policy: Employee and Non-Employee Incident Reporting: https://nursingandhealth.asu.edu/sites/default/files/2023-04/Employee%20and%20Non%20Employee%20Incident%20Reporting.pdf

Financial Assistance

Financial assistance for graduate study is available in the form of scholarships, traineeships, assistantships, and loans. Scholarships, traineeships, and assistantships are awarded to students with regular admission status and satisfactory academic standing. In addition to information on financial assistance presented in this section, students are advised to consult the Financial Aid and Scholarship Services: https://students.asu.edu/financialaid.

Additional details can be found in the "Scholarships" section below.

Grades

Academic Grading Policies

The programs follow all grade policies as outlined by the University Registrar (https://registrar.asu.edu/grades). The grading scale used by all required courses in the program is listed below. Elective courses offered by other departments and programs may follow different grading scales and will be disclosed in the Course Syllabus. It is the students' responsibility to read the course syllabus for important grading details including the grading scale, late point deductions, and all assignment and grading requirements.

Grade Appeal

The program follows the university process for grade appeals. Students must follow all steps, informal and formal, as outlined in this policy (https://catalog.asu.edu/appeal).

Standard Grading Scale

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69 – Course Repeat	1.0
E	59 or below – Course repeat	0.0
EN	Failing, Never Participated	0.0
EU	Failing, Did Not Complete	0.0
I	Incomplete	-
W	Withdraw	-
XE	Academic Dishonesty	0.0

NEXus courses

The Edson College postlicensure programs participate in the Western Institute of Nursing NEXus (Nursing Education Xchange) Consortium, which allows students in participating universities to enroll in courses at other participating universities for discounted rates. Students can search for courses at: http://www.winnexus.org/. Please note that the Graduate College has indicated that the 12-credit hour transfer limit applies to NEXus courses.

Scholarships

Several scholarships are awarded by the Edson College of Nursing and Health Innovation during the academic year. To be considered for an award, students must complete the Scholarship Application Form: https://nursingandhealth.asu.edu/student-life/scholarships

Many financial assistance opportunities from the ASU Graduate College are available to the student. This site provides all the tools and resources the student needs to view the types of aid available for students: https://graduate.asu.edu/current-students/funding-opportunities

Student Accessibility

The **Student Accessibility and Inclusive Learning Services (SAILs)** is the central location for establishing and obtaining services and accommodations for qualified students with disabilities: https://eoss.asu.edu/accessibility

Students who feel they will need disability accommodations should contact SAILS prior to starting a class. Campus locations and contact information are available on the SAILS website (https://eoss.asu.edu/accessibility). Check the SAILS website (https://eoss.asu.edu/accessibility) for eligibility and documentation policies.

Email: Student.Accessibility@asu.edu
SAILS Phone: (480) 965-1234
SAILS FAX: (480) 965-0441

Technical Requirements & Support

Computer Requirements

This course requires Internet access and the following:

- A web browser. Please use only Google Chrome (https://www.google.com/chrome) or Mozilla Firefox (https://www.mozilla.org/en-US/firefox/new/)
- Adobe Acrobat Reader (https://get.adobe.com/reader/)
- Microphone and speaker
- Webcam

Computer Skills Requirements

It is expected that you will be able to do at least the following tasks on a computer:

- Accessing and using instructional/communication tools in the Canvas Learning Management System (see https://community.canvaslms.com/docs/DOC-10701 for more information)
- Using ASU email (see https://links.asu.edu/emailguide for more information)
- Creating and submitting files in commonly used word processing program formats (specifically Microsoft Word)
- Copying and pasting text
- Downloading and installing software
- Using spreadsheet programs (specifically Microsoft Excel)
- Using presentation and graphic programs (such as Microsoft PowerPoint, Google Slides, etc.)

- Note: Microsoft Office 365 (including Word, Excel, PowerPoint, etc.) is available for free download to PCs, Macs, and some tablets. See https://myasu.force.com/authkb?id=kA1d0000000DlYr for more information.

Laptop Requirements

Hardware & Software Requirements

Windows Computer (PC)

Operating System	MS Windows 10 or newer
Processor	Intel Core i5 / i7 8th Generation or newer, or AMD Ryzen 3000 Series (Zen 2) or newer
Memory	4 GB RAM (8 GB or more recommended)
Network Adapter	Wi-Fi 5 (802.11ac) or newer
Screen Resolution	1280 x 800 (minimum)
Web Browsers	Mozilla Firefox (current stable release) Google Chrome (current stable release)
Other Software	Microsoft Office 365 (free download for current ASU students) Adobe Acrobat Reader (current version) Java Runtime Environment (current version)

Apple Computer (Macbook)

Operating System	macOS 12 (Monterey) or newer
Processor	Intel Core i5 / i7 8th Generation or newer, or Apple silicon M1 / M2 / M3
Memory	4 GB RAM (8 GB or more recommended)
Network Adapter	Wi-Fi 5 (802.11ac) or newer
Screen Resolution	1280 x 800 (minimum)
Web Browsers	Mozilla Firefox (current stable release) Google Chrome (current stable release) Apple Safari 16 or newer
Other Software	Microsoft Office 365 (free download for current ASU students) Adobe Acrobat Reader (current version) Java Runtime Environment (current version) Apple QuickTime (current version)

Additional hardware

- USB or Bluetooth audio microphone headset
- Built-in or external webcam

Compatibility Issues

We have discovered that some of the software packages and resources you will need for this program will not run on some devices. This includes (but is not limited to):

- Android tablets
- Apple iPad
- Google Chromebook
- Kindle devices
- Some Microsoft Surface devices with mobile ARM processors (~2016 and older)

Technical Support

All courses at ASU use the Canvas Learning Management System to deliver course content. It can be accessed through MyASU at https://my.asu.edu or the Canvas home page at https://canvas.asu.edu.

To monitor the status of campus networks and services, visit the System Status Portal at https://systemstatus.asu.edu.

To contact the help desk, you have several options:

- Website: assessed through the MyASU Service Center at https://my.asu.edu/service
- Chat: assessed through the MyASU Service Center at https://my.asu.edu/service
- Call toll-free at 1-855-278-5080

Tutoring Support

Services are offered in person and online through University Academic Success Programs for ASU students who are currently enrolled in courses.

- Writing tutoring is available for any writing project at any stage of the writing process.
- Graduate writing tutoring is available for any type of writing project for any course.
- Resources are available through our Online Study Hub, YouTube channel, Zoom recordings, and handouts.

Visit https://tutoring.asu.edu or call (480) 965-9072 for more information about these services.

Wellness Support

Course faculty, the program office, and academic advisors are all able to connect students to resources when needed. The following include links to the robust list of student support services available to all ASU students, and can be accessed directly through the links provided/

- ASU Counseling Services (https://eoss.asu.edu/counseling) provide counseling and crisis services for students who are experiencing a mental health concern.
- ASU Health Services (https://eoss.asu.edu/health) are dedicated to the well-being and educational success of each individual student by providing high-quality health care that is accessible, affordable and compassionate.
- Advancing Inclusion and Culture (https://cfo.asu.edu/AIC) and the Office of Inclusive Excellence (https://inclusion.asu.edu/) are dedicated to supporting and fostering a culture of inclusiveness, promoting and assisting with equal opportunity and diversity initiatives.
- Basic Needs Resources (https://eoss.asu.edu/resources/basic-needs) and Student Advocacy and Assistance (https://eoss.asu.edu/dos/student-advocacy-and-assistance)

provide guidance and assistance in connecting students with campus and community resources as well as additional access to one-on-one guidance in resolving personal challenges and concerns.

Section IV: Policies

The program office is responsible for upholding the policies and procedures set forth by the ASU Graduate College and the University. Students are held to the minimum requirements of the Graduate College as well as any additional requirements set forth by the University. These resources can be found here:

- The Graduate College Policies and Procedures handbook:
  https://graduate.asu.edu/policies-procedures
- The Arizona State University Academic Affairs (ACD) and the Students Services Policy Manuals:
  https://policy.asu.edu/
- The Arizona Board of Regents Policy Manual:
  https://www.azregents.edu/about/policy-manual

The program office upholds policies within the above documents related to but not limited to the following topics:

Accommodations

- ACD 401: Individuals with Disabilities
- SSM 201–18: Accommodating Active Duty Military
- SSM 701–01: Student Accessibility and Inclusive Learning Services – General Policy
- SSM 701-02: Eligibility for Accommodations – Required Disability Documentation
- SSM 701–03: Accommodations for Students with Disabilities

Classroom Policies

- ACD 304–02: Missed Classes Due to University-Sanctioned Activities
- ACD 304–04: Accommodation for Religious Practices
- ACD 304–05: Course Enrollment/Attendance
- ACD 304–06: Commercial Note-Taking Services
- ACD 304–08: Classroom and Testing Accommodations for Students with Disabilities
- SSM 203–09: Grade of Incomplete

Enrollment & Progression Policies

- SSM 201–01: Registration for Classes – General Policy
- SSM 201–03: Drop/Add/Swap of Classes
- SSM 201–08: Withdrawal from Classes – General Policy
- SSM 204–02: Master's and Doctoral Plans of Study

Financial Aid

- SSM 301–01: Financial Aid Eligibility
- SSM 301–02: Enrollment Status

Student Behavior

- [ABOR 5-308](): Student Code of Conduct
- [SSM 104–02](): Handling Disruptive, Threatening, or Violent Individuals on Campus
- [SSM 201–10](): Instructor Withdrawal of a Student for Disruptive Classroom
- [SSM 104–05](): Involuntary Withdrawal from the University in Special Circumstances

Academic and Professional Integrity

The highest standards of academic integrity (https://provost.asu.edu/academic-integrity) and compliance with the university's *Student Code of Conduct* (https://public.powerdms.com/ABOR/documents/1491970) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

Students should refer to the ABOR Student Code of Conduct, the Academic Integrity and applicable laws. Matters that violate the ABOR Student Code or ASU Academic Integrity Policy must be appealed as provided for in those policies.

Professional Standards of Conduct

Professional standards of conduct for participation are based on the philosophy and organizing framework of Edson College and mirror *ANA's Code of Ethics* (https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/). Our framework recognizes the importance of reciprocal connections between people and environments and the influence of the social context, including individual, interpersonal, organizational, and community variables, on human behavior. Accordingly, we aim to foster a social context that provides a safe, respectful learning environment and promotes development as a scholarly citizen.

In addition to the Professional standards of conduct for the program, students must follow internal standards set forth in course syllabi and this handbook, along with external requirements found in the ASU Student Code of Conduct (https://eoss.asu.edu/dos/srr/codeofconduct), university regulations concerning academic, scientific, or student conduct; and Federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board at ASU. Violations of these external standards will be adjudicated through a separate university process.

Disruptive Classroom Behavior

Arizona State University has several policies which are potentially applicable to disruptive student situations. These are:

1. Disruptive Student Protocol STA 104-02
   https://public.powerdms.com/ASU/documents/1560490

2. Student Code of Conduct ABOR 5-308 (and 5-303)
   https://public.powerdms.com/ABOR/documents/1491970
   https://public.powerdms.com/ABOR/documents/1491965
3. Instructor Withdrawal of Student for Disruptive Classroom Behavior
   https://www.asu.edu/aad/manuals/ssm/ssm201-10.html
4. Involuntary Withdrawal Policy (SAC)
   https://public.powerdms.com/ASU/documents/1560492

Virtually all actions taken with respect to behavior need to have a hearing process (or some opportunity for a student to give a response to allegations made or actions to be taken where removal from a class, or grade appeal process, or suspension or expulsion from school is mandated). The Student Code of Conduct provides for the Dean of Students to act when a complaint is filed with the Educational Outreach & Student Services (EOSS), and for a hearing (informal) to be held where the student is given an opportunity to respond. If expulsion or suspension is the recommended sanction, the student does have an opportunity to have a review by the University Hearing Board. In an emergency, the professor, RA/TA, or a student acting on that person's behalf will contact one of the following:

1. ASU Counseling Services	(480) 965-6146 (Tempe campus)
	(602) 496-1155 (Downtown campus)
2. ASU Health Services	(480) 965-3349
3. EMPACT Suicide Prevention Center	(480) 965-1006
4. Dean of Students	(602) 496-4357
5. DPS @ 911 or non-emergency	(602) 496-3456

Graduate Wellness Resources – a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students was developed by the GPSA.
https://graduate.asu.edu/sites/default/files/wellness_resources.pdf

10 Best Practices in Graduate Student Wellbeing – proven ways to help graduate students better care for themselves under the increasing demands of graduate school.
https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/

As a mandated reporter, faculty are obligated to report any information they become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Section V: Disclosures

State Authorization

The State Authorization Reciprocity Agreement (SARA) is a national initiative that helps expand students' access to educational opportunities while maintaining compliance with state regulations. Institutions participating in SARA may offer educational opportunities in SARA member states without seeking individual approval in each state. To learn more about SARA, visit https://nc-sara.org/.

The State of Arizona was approved as a SARA member state on November 11, 2014. Arizona State University is approved as a SARA participating institution by the Arizona SARA Council and the National Council for State Authorization Reciprocity Agreements (NC-SARA).

Relocating to a different state after admission into a degree program may impact whether a student can remain in the degree program, meet the state licensure requirements and/or continue to receive financial aid funding. Prior to considering relocating, it is recommended that students contact their program advisor to discuss authorization and licensure eligibility requirements. **It is the students responsibility to notify the institution of a change in physical location.**

Program exceptions are noted on the ASU Authorizations website: https://admission.asu.edu/academics/authorizations

Professional Licensure/Certification Disclosure

Arizona State University offers degree programs that lead to professional licensure with the State of Arizona and may allow graduates to be eligible for licensure in other states. Students and prospective students are strongly encouraged to contact the state's licensure entity where they intend to practice using the links provided to review all licensure and certification requirements imposed by the state(s) of choice. This information is provided per U.S. Federal Regulations, 34 CFR § 668.50 (2016 Rules), 34 CFR § 668.43 (2019 Rules), and in compliance with the State Authorization Reciprocity Agreement (SARA) Manual. **These disclosures are strictly limited to the university's determination of whether the degree programs, if successfully completed, would be sufficient to meet the educational licensure or certification requirements in a state.** States vary in which professions are required to be licensed and how licensure functions. The terms related to licensure and certification, among others, also vary by state as well. ASU cannot provide verification of an individual's ability to meet licensure or certification requirements unrelated to its educational programming. Some states require individuals to complete additional requirements that are unrelated to educational prerequisites.

These disclosures do not provide any guarantee that any particular state licensure or certification entity will approve or deny an application. Additionally, these disclosures do not account for changes in state law or regulation that may affect an application for licensure that occurs after these disclosures have been made. **Students should check the Professional Licensure material before registering for classes each session for the most up-to-date information.**

Arizona State University is a member of the National Council State Authorization Reciprocity Agreements (NC- SARA) which allows the university to provide distance learning programs (both online and learning placements) and coursework to students located in states other than Arizona. Membership does not grant reciprocity or exemption from state professional licensing requirements.

Licensing requirements in Arizona may not be recognized as sufficient to obtain a license in other states.

ASU shall not be held liable if a student is unable to qualify for licensure or certification in any jurisdiction.

Relocating to a different state after admission into a degree program may impact whether a student can remain in the degree program, meet the state licensure requirements and/or continue to receive financial aid funding. Prior to considering relocating, it is recommended that students contact their program advisor to discuss authorization and licensure eligibility requirements. **It is the student's responsibility to notify the institution of a change in physical location**.

Visit the following webpage to read this information and search for specific Colleges and Programs: https://admission.asu.edu/academics/licensure

Appendix A

Overview of Criminal Background/Drug Screening Requirements

Criminal Background Check Requirements:

- Students must pass the required background clearance obtained from ASU's authorized vendor.
- Students are required to pay for the cost of obtaining the background clearance.
- Background clearances must be completed *within 30 days of notification of conditional acceptance to a clinical program.*
- Students will be required to pass an additional background clearance if they have a break in continuous enrollment in the clinical or research program.
- Students may be required to pass additional background clearances to meet the specific requirements of clinical or research agency partners.
- **At all times during enrollment in a clinical or research program, students must maintain a passing disposition on all background clearances**.
- Enrollment requirements related to background clearances are subject to change as mandated by clinical or research partners.

By applying to an ASU Clinical Nursing Program, you are affirming the following:

1. I understand that within 30 days of notification of conditional acceptance, I must submit to and pay any costs required to obtain the required criminal background clearance.
2. I understand that failure to obtain a "pass" as a result of the required criminal background clearance will result in my inability to enroll in a clinical or research program.
3. I understand that a clinical or research agency may require an additional criminal background clearance to screen for barrier offenses other than those required by ASU.
4. I understand that I will be disqualified for enrollment in a clinical or research program, if I receive a failing disposition on the required background clearance.
5. I understand that I must disclose on all background clearance inquiries all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other state, or other jurisdiction.
6. I understand that my failure to disclose relevant or required information on all background clearance inquiries will result in a violation of the ASU student code of conduct and may be subject to sanctions under that code.
7. I understand that I will not be able to complete a clinical or research program, if a clinical or research agency to which I have been assigned does not accept me based on the results of my background clearance.
8. I understand the Arizona State University and the Edson College of Nursing and Health Innovation reserves the authority to determine my eligibility to enroll in a clinical or research program, and that enrollment or background clearance requirements may change without notice.
9. I understand that I have a duty to report to the Program Director within 48 hours any arrests, convictions, or placement on exclusion databases.

Drug Screening Requirements

1. All admitted graduate nursing students must provide evidence of a negative drug/alcohol screen before beginning the Master's degree program.
2. Inconclusive drug test results or drug test results below acceptable levels for creatinine and specific gravity indicate dilution of urine and may require re-testing at the student's expense. The most common inconclusive results are:

a. Negative dilute: This result will require a retest at the student's expense. If a second test leads to the same result, the student will be deemed compliant.
b. Positive dilute: This result will be considered a failed drug test and will lead to expulsion from the program.
3. Cost of the Drug/Alcohol Screen is the responsibility of the student. If a second drug screen is required, the cost of this second drug screen is also the student's responsibility.
4. Students who refuse to comply with this requirement will forfeit their admission status.
5. Students whose drug screen results are positive, and who do not submit data about prescription drugs that may result in a positive drug screen, will forfeit their admission status.
6. Students taking prescription drugs may receive a positive drug screen report. Students are advised to request a letter (on the provider's official letterhead stationery) identifying the prescribed drug(s), the reason for the prescription(s), and whether the drug needs to be taken prior to the drug screen. Please contact the Master's program director for more information. All information will be kept confidential.
7. Results of your drug screen are sent directly to the Edson College of Nursing and Health Innovation, Graduate Program Office. All results are confidential.
8. The drug screen will include all substances required by the clinical site.