



MARQUETTE
UNIVERSITY

Be The Difference.

College of Nursing



Undergraduate
Student Handbook
2007-2008

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

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COLLEGE OF NURSING

EMORY T. CLARK HALL

The College of Nursing, Emory T. Clark Hall, was constructed in 1982. The four story building houses classrooms, nursing faculty offices, research areas, a student terrace, Simulation Technology Learning Resource Center computer labs, Nursing Research Center, and the Historical Gallery.

BUILDING HOURS

During the academic year, the College of Nursing Building is open when classes are in session.

College of Nursing Office hours M-F	8:00 AM - 4:30 PM
Sundays (STLRC only)	12:00 NOON - 5:00 PM

COLLEGE OF NURSING OFFICES AND PERSONNEL

All College of Nursing faculty and administrative offices may be dialed directly. General and administrative numbers are:

Interim Dean, Dr. Ellen Rudy	
Administrative Assistant, Irene Cvetich, 243.....	288-3812
Business Manager, Joey Zafra, 245.....	288-3918
Program Assistant, Nikki Dobson, 247.....	288-3802
Associate Dean for Graduate Programs and Research, and PhD Director, Dr. Judith Fitzgerald Miller	
Graduate Program Assistant, Karen Nest, 209.....	288-3810
PhD Program Assistant, Kelly Hillard, 263.....	288-3869
Office of Research and Scholarship, Director, Dr. Jill Winters, 112.....	288-3848
Research/College Coordinator, Liz Stock.....	288-3803
Associate Dean for Undergraduate Programs, Dr. Kerry Kosmoski-Goepfert	
Undergraduate Program Assistant, Harry Kraemer, 251.....	288-3809
Academic Advising Coordinator, Marissa Wesley, 248.....	288-3827
Diversity Recruiter, Advisor, Gloria Rhone, MSN, RN, 217.....	288-3826
College of Nursing General Office.....	288-3800/3801
Faculty Affairs Coordinator, Amy Neitzel, 213.....	288-5632
Student Workers, 215.....	288-3816
RN-BSN-MSN Coordinator, Mary Paquette, MSN, RN, 027A.....	288-3861
Graduate Program Option Coordinators	
Acute Care, Dr. Kerry Kosmoski-Goepfert, 339.....	288-3830
Adults, Dr. Christine Shaw, 359.....	288-3843
Children, Dr. Maureen O'Brien, 235.....	288-3823
Nurse-Midwifery, Dr. Leona VandeVusse, 357.....	288-3844
Healthcare Systems Leadership, Dr. Janet Wessel Krejci, 253.....	288-3809
Older Adults, Dr. Margaret Bull, 349.....	288-3817
Sigma Theta Tau International-Delta Gamma Chapter	
Faculty Advisor, Dr. Kathleen Bobay, 365.....	288-3851
Learning Resources Center	
Simulation Technology and Learning Resource Director, Mary Paquette, 027A.....	288-7549
Technical Support Specialist, John Mohammad, 223.....	288-1428
LRC Assistant, Chris Schutt, 027D.....	288-1431
University Ministry, Rev. Walter J. Stohrer, S.J., Chaplain.....	288-5000
Institute for End of Life Care	
Director, Dr. Sarah Wilson, 319.....	288-3860

Institute for Natural Family Planning
Director, Dr. Richard Fehring, 341-343.....288-3854

SPECIFIC NEEDS..... Harry Kraemer 288-3809

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

Financial Aid.....Joey Zafra 288-3918

COLLEGE OF NURSING WORLD WIDE WEB ADDRESS: <http://www.mu.edu/nursing>

BULLETIN BOARDS

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

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

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

THE TERRACE

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

MAILBOXES

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

SIMULATION TECHNOLOGY AND LEARNING RESOURCES CENTER (STLRC)

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

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

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

The Nursing Skills Lab includes 16 simulated patient care areas and a collection of equipment and simulators. Although most frequently used by classes and clinical groups, use of the lab for individualized practice may be arranged by contacting the STLRC at 288-3806.

OFFICE OF RESEARCH AND SCHOLARSHIP

The Office of Nursing Research is located on the third floor of the College of Nursing (Room 356-368) and includes a conference room, research offices, a storage area, and a small library of research oriented books and periodicals.

HISTORICAL GALLERY

The Historical Gallery is housed in the College of Nursing on the second floor in Room 216. The Gallery serves as a repository for source materials pertinent to nursing and to the growth and development of the College of Nursing. Since the College of Nursing has a unique history and is one of the first baccalaureate programs established in the United States, the exhibits represent both the advances in nursing and the history of nursing education at Marquette University. Marquette has made a significant contribution to the history of nursing and needs to continue its leading role in higher education. Students, begin now to learn more about your College and the impact you can make on its future and the future of nursing. We need to learn from the past and build on it for the future. The Gallery is open from 7:30 a.m. to 5:00 p.m.

UNION STATION, ALUMNI MEMORIAL UNION

Marquette Student I.D. Card and Nursing Clinical ID Card (Replacement)
U.S. Post Office
Bus Passes
Check Cashing

NURSING ORGANIZATIONS

STUDENT NURSES ASSOCIATION

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

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

SIGMA THETA TAU INTERNATIONAL, DELTA GAMMA CHAPTER

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

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

MARQUETTE UNIVERSITY ALUMNI ASSOCIATION

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

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

THE MISSION OF THE COLLEGE OF NURSING

The mission of the College of Nursing emerges from the mission of the University to provide a rigorous liberal education grounded in Judeo-Christian ideals and disciplined in the Jesuit tradition. Marquette University nursing students are prepared for lives of faith, service, and leadership. Students are educated to promote the worth of all persons, to assure professional competence, to respect the pursuit for truth, and to uphold a high standard of personal integrity. Faculty members recognize their central responsibilities as influencing health, health care, and health care policy through quality instructional programs, generation and dissemination of nursing knowledge, active involvement in the community and the profession, and collaborative endeavors. Faculty members recognize caring as essential for preparation for professional nursing practice. This preparation includes liberal and professional knowledge; clinical, cognitive, and leadership skills; and personal and professional values. Excellence characterizes the work of students and faculty of the College of Nursing.

STATEMENT OF PHILOSOPHY

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

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

to create healthy, caring communities actualizing the Jesuit ideal of "care of each individual person" through excellence and innovation in nursing education, practice and research.

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

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

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

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

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

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

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

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

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

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

COLLEGE OF NURSING COMMITTEES

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

Undergraduate Program and Curriculum

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

CURRICULAR THEMES

There are five curricular themes for the undergraduate and graduate programs.

A. Communication

Communication is a continuous process that embraces all human interaction. The process includes the sharing of information and ideas through written, verbal, nonverbal, and electronic means. Therapeutic communication is initiated for the purpose of enhancing the well being of others. Therapeutic communication includes respect for the uniqueness of each person and recognition of multiple influences on communication.

Nurse-Client interactions include explaining, clarifying, and sharing information to enable clients to make informed decisions about their health and health care. Communication includes listening, receiving feedback, and interpreting cues to facilitate interconnectedness. Nurses advocate for clients in the health care system and promote system changes through expertise in communication. Inter- and intradisciplinary communication is used in care planning, care coordination, and shaping public policy.

B. Ethical Competence in Nursing Practice

Ethical competence is use of specific ethical knowledge in the critical thinking process to assist individuals, families, and communities in health care decision making.

Important concepts and components inherent in ethical competence:

Ethics: An art and science that examines the principles behind the "shoulds" and "oughts" of moral actions in a systematic way. Includes following components: ethical theories, ethical principles, ethical decision making, moral orientation, ethics of caring, and transcultural ethics.

Values: A set of personal beliefs and attitudes about truth, beauty and worth of any thought, object or behavior upon which a person acts.

Valuing: A life long process that involves reflective thinking about the meaning of personal and professional actions with and towards other people.

Spirituality: A person's deepest relationship with self, others and God/ higher power in striving to arrive at the meaning and purpose of life and death. One's spiritual beliefs interact with and influence ethical decision making.

Caring: A personal or person to person regard for, or inclination toward someone. It is a life long process of feeling/thought with the moral intent to promote well-being.

In nursing caring is viewed as a moral ideal where there is the utmost concern for human dignity and preservation of humanity (Watson, 1988).

C. **Multicultural Competence**

Multicultural competence is demonstrated by approaching each individual or system as a learner with the intent of discovering the uniqueness of that system. Multicultural competence includes: cultural awareness, cultural knowledge, cultural skill, and cultural encounter. While a person may possess knowledge of all components, multicultural competence will not occur without **desire**.

Cultural awareness is the process of becoming sensitive to other cultures. During this process, the individuals examine their own biases and prejudices toward other cultures. They also examine their own cultural roots.

Cultural knowledge is the process by which the health care provider obtains a sound educational foundation concerning the world views of other cultures. This includes learning about different conceptual and theoretical frameworks concerning other cultures.

Cultural skill is the process of learning how to access a person's cultural values, beliefs, and practices to provide culturally relevant services. This includes the skill of conducting a cultural assessment.

Cultural encounters are interactions with persons from diverse cultural backgrounds for the purposes of (a) validating, negating, or modifying existing cultural knowledge and (b) gaining culturally relevant knowledge from which they can develop culturally specific interventions that are individualized. (Campinha-Bacote, 1993)

D. **Therapeutic Nursing Interventions**

Therapeutic nursing interventions are actions intended to benefit individuals, groups, or aggregates for which nurses are responsible. Therapeutic nursing interventions are purposeful activities that are based on assessment and diagnosis and are evaluated for effectiveness of desired identified outcomes. Selection and evaluation of interventions are grounded in theory and research. The use of interventions also reflects the role of the nurse as advocate by eliciting client input and demonstrating respect for individual and community values.

E. **Critical Thinking**

Critical thinking is a purposeful cognitive process which actively enhances the processes of observation, introspection, intuition, problem solving, decision making, deductive and inductive reasoning. It also enhances relationship building, pattern identification, and exploration of meanings. Using critical thinking, the thinker systematically and habitually develops traits including intellectual integrity, intellectual humility, and intellectual courage.

Critical thinking is important to the practice of nursing for developing and evaluating theory, understanding and using scientific findings, planning and implementing research, in order to deliver quality nursing care. Critical thinking facilitates the use of the nursing process, emphasizing how to think about human responses rather than what to think. It is an active dialogue between assessing evidence and supporting conclusions.

The capacity for critical thinking can be developed by identifying and teaching criteria of sound reasoning including precision, relevance, depth, accuracy, and sufficiency. Teaching critical thinking includes encouraging students' awareness of the elements of thought such as assumptions, points of view, inferences, and conceptual dimensions, through conscious, active, and deliberate exercises.

University Core of Common Studies

Advising Information Sheet

- All students entering Marquette in the fall of 2007 are required to complete 36 credit hours of University Core of Common Studies (UCCS) requirements. This includes incoming freshmen, transfer students, RN students, and readmittance students.
- The 36 credit hours are distributed across 9 knowledge areas as follows:
 - Rhetoric (R) – 6 credits
 - Mathematical Reasoning (MR) – 3 credits
 - Individual and Social Behavior (ISB) – 3 credits
 - Diverse Cultures (D) – 3 credits
 - Literature/Performing Arts (LPA) – 3 credits
 - Histories of Cultures and Societies (HCS) – 3 credits
 - Science and Nature (SN) – 3 credits
 - Human Nature and Ethics (HNE) – 6 credits
 - Theology (T) – 6 credits
- Some UCCS courses are dual application courses. They satisfy UCCS requirements in two knowledge areas. A student may take only one dual application course to satisfy UCCS requirements. The dual application option is not permitted in Human Nature and Ethics or Theology.
- Core credit may be granted for transfer credits, Advanced Placement credits, CLEP, and International Baccalaureate Credits. These awards are made by the usual college designees in consultation with the Director of Core Curriculum. There is no limit on the number of core credits that may be awarded in this manner.
- A list of approved UCCS courses is available in the 2007-2008 Undergraduate Bulletin. A regularly updated list is available on the Office of the Provost website and should be consulted for the most recent listing of UCCS courses. At present, more than 135 UCCS courses have been approved.

GRADUATION REQUIREMENTS

AMOUNT AND QUALITY OF WORK

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

UNIVERSITY CORE OF COMMON STUDIES AND COLLEGE CURRICULUM REQUIREMENTS

The College of Nursing builds on the foundational educational experience provided by the University Core of Common Studies. It does this through a college curriculum that amplifies and deepens the knowledge, skills, and values imparted to students in the nine knowledge areas of the UCCS. Nursing students are required to complete 128 credits for the Bachelor of Science in Nursing Degree. Beyond the 36 credit UCCS requirements, the College of Nursing core requirements include an additional 18 credits. The nursing major consists of 72 credits. There are 3 credits remaining as general electives.

Rhetoric (R)	6 credits
ENGL 001 and ENGL 002 ARE REQUIRED.	
Mathematical Reasoning (MR)	3 credits
All UCCS courses accepted; Statistics recommended for students considering graduate education.	
Individual and Social Behavior (ISM)	9 credits
Psyc 001, Psyc 078, and Soci 021 ARE REQUIRED.	
Diverse Cultures (DC)	3 credits
Heal 025* IS REQUIRED.	
Literature and Performing Arts (LPA)	3 credits
All UCCS courses accepted for college curriculum credit.	
Histories of Cultures and Societies (HCS)	3 credits
All UCCS courses accepted for college curriculum credit.	
Science and Nature (SN)	14 credits
015 is REQUIRED.	
Human Nature and Ethics (HNE)	6 credits
Phil 050, Phil 104	
Theology (T)	6 credits
THEO 001 IS REQUIRED, and all Theology UCCS courses accepted for remaining 3 credits.	
General Electives	3 credits
Other Required Science Courses	9 credits
Bisc 006, 007, and 115	
Nursing Major	75 credits
NURS 15, 50, 55, 100, 105, 110, 120, 130/131, 135, 138/139, 142/143, 160/161, 171/172, 178/179, 184, 188, any NURS elective, and HEAL 025, 045.	

*HEAL 025 Satisfies both UCCS and College Curriculum requirements.

PURPOSE OF THE UNDERGRADUATE PROGRAM

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

THE PROGRAM OUTCOMES

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

Provider of Care:

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

Leader of Care:

Within the health care team, lead through collaboration and advocacy to design and coordinate safe, cost-effective, quality care for individuals, families, and aggregates.

Member of Profession:

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

OBJECTIVES OF THE UNDERGRADUATE PROGRAM

The graduate of the Undergraduate Program is expected to demonstrate the ability to:

1. Assist individuals, families, and communities in health care decision-making using principles of ethics.
2. Integrate cultural awareness, knowledge, and skill in the development of culturally specific individualized interventions.
3. Engage in therapeutic use of self to affect health care outcomes.
4. Demonstrate problem-solving and decision-making in all phases of the nursing process with individuals, families and aggregates.
5. Manage, coordinate and evaluate nursing care of individuals across the life span, families and aggregates.
6. Incorporate relevant theory and research into the planning and implementation of nursing care.
7. Apply therapeutic communication techniques with individuals, families and aggregates.
8. Demonstrate leadership skills in managing and coordinating nursing care for individuals, families and aggregates.
9. Advocate for policy change.
10. Analyze the interrelationships among safety, effectiveness, and cost when making practice decisions.

PREREQUISITE GUIDE FOR BACCALAUREATE STUDENTS

COURSES	CR	PREREQUISITES
N015 Dimensions of Professional Nursing	3	Nursing Major
HEAL 025 Culture & Health	3	None
HEAL 045 Normal & Therapeutic Nutrition	3	BISC 006, 007, 015 Sophomore standing, and not open for credit to students who have completed BISC 110
N050 Health Assessment	3	BISC 006, 007, 015, Prerequisite or Concurrent: BISC 115, H045, N015
N055 Foundations of Nursing Practice	3	BISC 006, 007, 015, Prerequisite or Concurrent: BISC 115, H045, N015
N100 Pathophysiology 1	3	BISC 006, 007, 015; PSYC 001; Prerequisite or Concurrent: N110
N105 Pathophysiology 2	3	N100; PSYC 078
N110 Pharmacotherapeutics for Nursing Practice	3	BISC 007, BISC 015
N120 Introduction to Nursing Research	3	Junior standing, N055
N130 Nursing Care of Adults-Theory	3	N055, N100, N110, H045; Prerequisite or Concurrent: H025 or H140; N105, Concurrent: N131
N131 Nursing Care of Adults-Practicum	3	Concurrent: N130
N135 Essentials of Gerontological Nursing	3	N050, N055, N100, N110. Prerequisite or Concurrent N105
N138 Childbearing Family Nursing-Theory	3	H025, H045, SOCI021, PSYC078, N055, N100, N110; Concurrent N139
N139 Childbearing Family Nursing-Practicum	3	Concurrent: N138
N142 Mental Health Nursing-Theory	3	N055, N100, N110; H045; PSYC078; SOCI021; H025; Concurrent: N143
N143 Mental Health Nursing-Practicum	3	Concurrent: N142
N160 Nursing Care of Acutely Ill Adults-Theory	3	N105, N120, N130, N131, N135, N138, N139, N142, N143; Concurrent: N161
N161 Nursing Care of Acutely Ill Adults-Practicum	3	Concurrent: N160
N171 Family Centered Nursing of Children-Theory	3	N130, N131, N138, N139, N142, N143, Concurrent: N172; Senior standing
N172 Family Centered Nursing of Children-Practicum	3	Concurrent: N171; Senior standing
N178 Nursing of Communities-Theory	3	N120, N130, N131, N138, N139, N142, N143; Concurrent: N179; Senior standing
N179 Nursing of Communities-Practicum	3	Prerequisite or Concurrent: N178; Senior standing
N184 Synthesis Practicum	3	N120, N130, N131, N138, N139, N142, N143. Prerequisite or Concurrent: either N161, N172, or N179; Senior standing
N188 Nursing Leadership-Theory	3	N120, N130, N131, N138, N139, N142, N143. Concurrent: either N161, N172, or N179; Senior standing

10/01 revised 8/11/05 aen



**MARQUETTE UNIVERSITY COLLEGE OF NURSING
BACHELOR OF SCIENCE IN NURSING CURRICULUM
ACADEMIC YEAR 2007 – 2008
PLAN A**

*** Academic Advising Coordinator will assign students to curriculum plan A or plan B Spring Semester 2008.**

Fall			Cr	Spring			Cr
Freshman							
NURS	15*	Dimensions of Professional Nursing	3	BISC	7*	Biochemistry for Health Professions	3
BISC	6*+	Chemistry for Health Professions	3	BISC	15*+	Principles of Human Anatomy & Physiology	5
ENGL	1+	Rhetoric & Composition 1	3	ENGL	2+	Rhetoric & Composition 2	3
PSYC	1+	General Psychology	3	PHIL	50+	Philosophy of Human Nature	3
THEO	1+	Intro to Theology	3	ELEC		General Elective	3
			15				17
Sophomore							
PSYC	78+	Intro to Life-Span Developmental Psych	3	NURS	55*	Foundations of Nursing Practice	3
BISC	115*	Human Microbiology	3	NURS	100*	Pathophysiology I	3
HEAL	25+	Culture & Health	3	NURS	110*	Pharmacotherapeutics for Nursing Practice	3
HEAL	45*	Normal & Therapeutic Nutrition	3	SOCI	21+	The Family	3
NURS	50*	Health Assessment	3	HIST	+	UCCS HCS (History)	3
			15				15
Junior							
NURS	105*	Pathophysiology II	3	NURS	138	Childbearing Family Nursing: Theory	3
NURS	120	Introduction to Nursing Research	3	NURS	139	Childbearing Family Nursing: Practicum	3
NURS	130	Nursing Care of Adults: Theory	3	NURS	142	Mental Health Nursing: Theory	3
NURS	131	Nursing Care of Adults: Practicum	3	NURS	143	Mental Health Nursing: Practicum	3
NURS	135	Essentials of Gerontological Nursing	3	MATH	+	UCCS MR (Math)	3
PHIL	104+	Theory of Ethics	3				15
			18				
Senior							
NURS	171	Family Centered Nursing of Children: Theory	3	NURS	160	Nursing Care of Acutely Ill Adults: Theory	3
NURS	172	Family Centered Nursing of Children: Practicum	3	NURS	161	Nursing Care of Acutely Ill Adults: Practicum	3
NURS	178	Nursing of Communities: Theory	3	NURS	184	Synthesis Practicum	3
NURS	179	Nursing of Communities: Practicum	3	NURS	188	Nursing Leadership	3
NURS		Nursing or Health Elective	3	THEO	+	UCCS T (Theology)	3
LPA	+	UCCS LPA (Literature or Performing Arts)	3				15
			18				

Total Credits: 128

*Courses offered only in semester indicated

+UCCS Courses

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

Revised 7/18/06



**MARQUETTE UNIVERSITY COLLEGE OF NURSING
BACHELOR OF SCIENCE IN NURSING CURRICULUM
ACADEMIC YEAR 2007 – 2008
PLAN B**

***Academic Advising Coordinator will assign students to curriculum plan A or plan B Spring Semester 2008.**

Fall			Cr	Spring			Cr
Freshman							
NURS	15*	Dimensions of Professional Nursing	3	BISC	7*	Biochemistry for Health Professions	3
BISC	6*+	Chemistry for Health Professions	3	BISC	15*+	Principles of Human Anatomy & Physiology	5
ENGL	1+	Rhetoric & Composition 1	3	ENGL	2+	Rhetoric & Composition 2	3
PSYC	1+	General Psychology	3	PHIL	50+	Philosophy of Human Nature	3
THEO	1+	Intro to Theology	3	ELEC		General Elective	3
			15				17
Sophomore							
NURS	50*	Health Assessment	3	NURS	55*	Foundations of Nursing Practice	3
HEAL	45*	Normal & Therapeutic Nutrition	3	NURS	100*	Pathophysiology I	3
BISC	115*	Human Microbiology	3	NURS	110	Pharmacotherapeutics for Nursing Practice	3
SOCI	21+	The Family	3	HEAL	25+	Culture & Health	3
HIST	+	UCCS HCS (History)	3	PSYC	78+	Intro to Life-Span Developmental Psych	3
			15				15
Junior							
NURS	105*	Pathophysiology II	3	NURS	120	Introduction to Nursing Research	3
NURS	138	Childbearing Family Nursing: Theory	3	NURS	130	Nursing Care of Adults: Theory	3
NURS	139	Childbearing Family Nursing: Practicum	3	NURS	131	Nursing Care of Adults: Practicum	3
NURS	142	Mental Health Nursing: Theory	3	NURS	135	Essentials of Gerontological Nursing	3
NURS	143	Mental Health Nursing: Practicum	3	MATH	+	UCCS MR (Math)	3
			15	PHIL	104+	Theory of Ethics	3
							18
Senior							
NURS	160	Nursing Care of Acutely Ill Adults: Theory	3	NURS	171	Family Centered Nursing of Children: Theory	3
NURS	161	Nursing Care of Acutely Ill Adults: Practicum	3	NURS	172	Family Centered Nursing of Children: Practicum	3
NURS	184	Synthesis Practicum	3	NURS	178	Nursing of Communities: Theory	3
NURS	188	Nursing Leadership	3	NURS	179	Nursing of Communities: Practicum	3
NURS		Nursing or Health Elective	3	THEO	+	UCCS T (Theology)	3
LPA	+	UCCS LPA (Literature or Performing Arts)	3				15
			18				

Total Credits: 128

*Courses offered only in semester indicated

+ UCCS Courses

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

Subject to change

Revised 7/18/06



**MARQUETTE UNIVERSITY COLLEGE OF NURSING
BACHELOR OF SCIENCE IN NURSING, RN TO BSN CURRICULUM
ACADEMIC YEAR 2007 – 2008**

Basic Health Sciences			Cr	Phase I Nursing Courses			Cr
BISC	15*+	Principles of Anatomy & Physiology 5 credit minimum		HEAL	25+	Culture & Health	3
		Remaining credits: Chemistry, Biology, Biochemistry or Microbiology		NURS	120	Intro to Nursing Research	3
				NURS	162	Health Assessment for Registered Nurses	3
				NURS	173	Professional Issues in Nursing	3
			12				12
Psycho-Social Sciences				Credit Established by Validation†			
PSYC	1+	General Psychology	3	NURS	15	Dimensions of Professional Nursing	3
PSYC	78+	Intro to Life-Span Developmental Psych	3	HEAL	45	Normal & Therapeutic Nutrition	3
SOCI	21+	The Family	3	NURS	55	Foundations of Nursing Practice	3
			9	NURS	100	Pathophysiology I	3
				NURS	105	Pathophysiology II	3
				NURS	110	Pharmacotherapeutics for Nursing Practice	3
English				NURS	130	Nursing Care of Adults: Theory	3
ENGL	1+	Rhetoric & Composition 1	3	NURS	131	Nursing Care of Adults: Practicum	3
ENGL	2+	Rhetoric & Composition 2	3	NURS	138	Childbearing Family Nursing: Theory	3
			6	NURS	139	Childbearing Family Nursing: Practicum	3
				NURS	142	Mental Health Nursing: Theory	3
Philosophy				NURS	143	Mental Health Nursing: Practicum	3
PHIL	50+	Philosophy of Human Nature	3	NURS	160	Nursing of Acutely Ill Adults: Theory	3
PHIL	104+	Theory of Ethics	3	NURS	161	Nursing of Acutely Ill Adults: Practicum	3
			6	NURS	171	Family Centered Nursing of Children: Theory	3
				NURS	172	Family Centered Nursing of Children: Practicum	3
							48
				Phase II Nursing Courses‡			
Theology				NURS	178	Nursing of Communities: Theory	3
THEO	1+	Intro to Theology	3	NURS	179	Nursing of Communities: Practicum	3
THEO	+	UCCS T (Theology)	3	NURS	188	Nursing Leadership	3
			6	NURS		Nursing or Health Elective	3
				NURS		Nursing or Health Elective	3
				NURS		Nursing or Health Elective	3
							18
History							
HIST	+	UCCS HCS (History)	3				
			3				
Math							
MATH	+	UCCS MR (Math)	3				
			3				
Literature/Performing Arts							
LPA	+	UCCS LPA (Literature or Performing Arts)	3				
			3				
General Electives							
ELEC		General Elective	2/3				
			2/3				

Total Credits: 128

*Offered only in Fall

**Offered only in Spring

+ UCCS Courses

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

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

Revised 07/31/06



**MARQUETTE UNIVERSITY COLLEGE OF NURSING
BACHELOR OF SCIENCE IN NURSING, RN TO BSN TO MSN CURRICULUM
ACADEMIC YEAR 2007 – 2008**

Basic Health Sciences			Cr	Phase I Nursing Courses			Cr
BISC	15*+	Principles of Anatomy & Physiology 5 credit min Remaining credits: Chemistry, Biology, Biochemistry or Microbiology		HEAL	25+	Culture & Health	3
				NURS	120	Intro to Nursing Research	3
				NURS	162	Health Assessment for Registered Nurses	3
				NURS	173	Professional Issues in Nursing	3
			12				12
Psycho-Social Sciences				Credit Established by Validation†			
PSYC	1+	General Psychology	3	NURS	15	Dimensions of Professional Nursing	3
PSYC	78+	Intro to Life-Span Developmental Psych	3	HEAL	45	Normal & Therapeutic Nutrition	3
SOCI	21+	The Family	3	NURS	55	Foundations of Nursing Practice	3
			9	NURS	100	Pathophysiology I	3
				NURS	105	Pathophysiology II	3
				NURS	110	Pharmacotherapeutics for Nursing Practice	3
				NURS	130	Nursing Care of Adults: Theory	3
				NURS	131	Nursing Care of Adults: Practicum	3
				NURS	138	Childbearing Family Nursing: Theory	3
				NURS	139	Childbearing Family Nursing: Practicum	3
			6	NURS	142	Mental Health Nursing: Theory	3
				NURS	143	Mental Health Nursing: Practicum	3
				NURS	160	Nursing of Acutely Ill Adults: Theory	3
				NURS	161	Nursing of Acutely Ill Adults: Practicum	3
				NURS	171	Family Centered Nursing of Children: Theory	3
				NURS	172	Family Centered Nursing of Children: Practicum	3
			6				48
				Phase II Nursing Courses‡			
				NURS	178	Nursing of Communities: Theory	3
				NURS	179	Nursing of Communities: Practicum	3
				NURS	200	Theoretical Foundations of Nursing	3
			6	NURS	207	Ethics in Health Care	3
				NURS	209	Creating Nursing Systems	3
				NURS		Nursing or Health Elective	3
							18
Theology							
THEO	1+	Intro to Theology	3				
THEO	+	UCCS T (Theology)	3				
			6				
History							
HIST	+	UCCS HCS (History)	3				
			3				
Math							
MATH	+	UCCS MR (Math)	3				
			3				
Literature/Performing Arts							
LPA	+	UCCS LPA (Literature or Performing Arts)	3				
			3				
General Electives							
ELEC		General Elective	2/3				
			2/3				

Total Credits: 128

*Offered only in Spring

+ UCCS Courses

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

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

Revised 07/31/06

PROGRESSION REQUIREMENTS FOR RN-BSN AND RN-BSN-MSN STUDENTS

- A. The RN students must meet all requirements for progression as defined in Section I and II (pg. 20) of undergraduate progression policies.
- B. An RN student must file a copy of the student's licensure every two years upon renewal (by April 1 of the even numbered years).
- C. Students are required to take the last 30 credits toward the degree at Marquette.
- D. Phase I nursing courses must be completed before student can proceed to Phase II courses.
- E. Course content will be validated and 48 undergraduate credits awarded upon completion of Phase I courses, recommendation of a faculty member, and payment of a validation fee to be determined by the University.
- F. Students may not proceed to Phase II courses until payment of validation fee.
- G. RN students may apply for the RN-BSN-MSN track (which allows them to take NURS 200, NURS 207, and NURS 209 and validate NURS 188, and Nursing or Health electives) once they have met the following requirements:
 - Current undergraduate nursing student (RN-BSN completion)
 - Completion of Phase I credits
 - Completion of PHIL 050 and PHIL 104
 - Cumulative Quality Point Average of 3.00 in Marquette courses.
 - Senior standing (92 credit hours)
- H. Expression of interest in the RN-BSN-MSN track does not assure acceptance into the Graduate Program. Graduate Program acceptance will depend upon the student's application credentials. Applicants will be subject to the same application process as others applying for the MUCN graduate program and its options.
- I. In order to apply credits earned as an undergraduate to the student's graduate program, the student must be accepted as a degree candidate and begin graduate study within one year of baccalaureate graduation. This necessitates the student's completion of all graduate admission requirements within that year, or concurrent with undergraduate program if the student wishes to seek graduate acceptance sooner.
- J. In the final semester, the RN—BSN—MSN student may apply for admission to the MSN program. At that point, MSN admission and progression policies are used.

GUIDELINES FOR INDEPENDENT STUDY NURS 195 AND NURS 108

Registration for a NURS 195 or NURS 108 course is not an expectation for all students. It represents an option available for individualized independent study in nursing as part of the elective credits.

A. NURS 195 COURSES

1. Courses numbered 195 (Independent Study) may be taken twice. For this reason, a student needs a descriptive title which has the approval of the course instructor and Associate Dean for Undergraduate Programs each time he/she registers for this course.
2. It is not possible to register for 195 courses via Checkmarq. The completed approval form must be taken by the student to the Office of the Registrar prior to the close of registration.
3. The 195 course number can never be used to create a course which is offered to a number of students at the same time under usual classroom conditions, nor can it be used to substitute for courses already being offered by the College. The 195 course is intended to be a tutorial experience in which a subject of interest to the student can be explored in depth.
4. While there is considerable freedom in designing and implementing 195 courses, the following general guidelines may be helpful:
 - a. When advising students regarding 195 courses, the role of the advisor is to help the student identify a general topic and suggest faculty members with appropriate expertise.
 - b. The student then approaches the selected faculty member with a proposal for the study topic.
 - c. Before registration, the student and faculty member mutually determine the specific topic, credit allocations, objectives, methodology, and means of evaluation.
 - d. The Nurs 195 form, with details specified in 4c, is submitted for approval to the Associate Dean for Undergraduate Programs.
 - e. Credit allocation and faculty involvement are determined by the nature of the topic, the objectives, and the methodology.
 - f. Independent study courses are to be completed by Friday of final exam week.

B. NURS 108 COURSES

1. NURS 108 Individual Study and Practice provides for individual study with a client or a selected group of clients. Arrangements for guidance of a faculty preceptor must be made prior to registration. NURS 108 may be taken twice. NURS108 courses may only be taken at facilities where the MUCN has an established contract.
2. After consultation with the faculty member, the student completes the NURS 108 form found in the student form rack, second floor MUCN, and attaches:
 - a. Objectives to be accomplished
 - b. Learning experiences-student activities and requirements
 - c. Method of evaluation
 - d. Timetable including frequencies of faculty meetings and due dates for requirements.

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

ACADEMIC POLICIES AND PROCEDURES

ADVISING SERVICES

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

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

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

UNDERGRADUATE ADVISORS

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

REGISTERED NURSE STUDENT ADVISOR

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

Marquette University College of Nursing

PROGRESSION POLICIES FOR UNDERGRADUATE STUDENTS OF NURSING

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

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

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

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

- A. A grade of at least a CD is required in the following courses:
 - BISC 6 - Chemistry for Health Professions
 - BISC 7 - Biochemistry
 - BISC 15 - Principles of Human Anatomy and Physiology
 - PSYC 1 - General Psychology
- B. A grade of C or better is required in the following courses:
 - BISC 115 Microbiology
 - PSYC 78 Introduction to Life-span Developmental Psychology
 - PHIL 104 Theory of Ethics
 - SOCI 21 The Family
- C. A grade of C or better (or S where applicable) in all required NURS and HEAL courses.
- D. A grade of D or better is required for all other required courses not listed above.
- E. Students must have a 2.000 cumulative grade point average to enroll in NURS 50 or NURS 55 and to continue to progress in the nursing program.
- F. Any I, X, IX grade which is not removed by the required time (see academic calendar) will be viewed as an F.
- G. A student who earns less than the required grades in two required courses as defined above will be required to withdraw from the College of Nursing.
- H. No required cognate or required nursing course may be repeated more than one time.
- I. Permission to repeat a required nursing course must be formally requested from the associate dean for undergraduate programs by the student, before beginning the repeated course.
- J. All students are required by the Undergraduate Program and Curriculum Committee to complete external, standardized, comprehensive nursing examinations as a condition of graduation. (Fee required for these examinations.)
- K. Students must meet health requirements as specified in the *Health Requirements for Undergraduate Students* found in this bulletin.

L. Health reports, criminal background check and CPR certification must be on file in the office of the associate dean for undergraduate programs prior to attendance in classes for which these requirements are needed.

M. The college has additional limitations for substitute repeat courses.

PROGRESSION INTO NURS 50

The following required courses or their equivalents must be completed prior to entering NURS 50: BISC 6 Chemistry for the Health Professions, BISC 7 Biochemistry, BISC 15 Principles of Anatomy and Physiology, PSYC 1 General Psychology, and NURS 15 Dimensions of Professional Nursing (may be taken concurrently).

PROGRESSION INTO NURS 55

The following required courses or their equivalents must be completed prior to entering NURS 55: NURS 50 Health Assessment, BISC 115 Microbiology and HEAL 45 Normal and Therapeutic Nutrition.

PROGRESSION INTO NURS 105 THROUGH NURS 143

The following required courses or their equivalents must be completed prior to entering courses NURS 105 through NURS 143: NURS 55 Foundations of Nursing Practice, NURS 100 Pathophysiology 1, NURS 110 Pharmacotherapeutics for Nursing Practice, HEAL 25 Culture and Health, PSYC 78 Introduction to Life-span Developmental Psychology, SOCI 21 The Family.

PROGRESSION INTO NURS 160 OR HIGHER NURSING COURSES

The following required cognate and nursing courses or their equivalents must be completed prior to entering NURS 160 or higher nursing courses: NURS 105 Pathophysiology 2, NURS 120 Introduction to Nursing Research, NURS 130 Nursing Care of Adults/Theory, NURS 131 Nursing Care of Adults/Practicum, NURS 138 Childbearing Family Nursing/Theory, NURS 139 Childbearing Family Nursing/Practicum, NURS 135 Essentials of Gerontological Nursing, NURS 142 Mental Health Nursing/Theory, NURS 143 Mental Health Nursing/Practicum.

All other required cognates and nursing courses or their equivalents must be completed prior to graduation. These include: ENGL 1 Rhetoric and Composition 1, ENGL 2 Rhetoric and Composition 2, PHIL 50 Philosophy of Human Nature, HIST (UCCS), LPA (UCCS), MATH (UCCS), THEO 1 Intro to Theology, PHIL 104 Theory of Ethics, General Elective, Nursing or Health elective, NURS 160 Nursing Care of Acutely Ill Adults/Theory, NURS 161 Nursing Care of Acutely Ill Adults/Practicum, NURS 171 Family Centered Nursing of Children/Theory, NURS 172 Family Centered Nursing of Children/Practicum, NURS 178 Nursing of Communities/Theory, NURS 179 Nursing of Communities/Practicum, NURS 184 Synthesis Practicum, and NURS 188 Nursing Leadership.

ATTENDANCE POLICY

Attendance is mandatory in all scheduled classes and practica. In the event of absence, progress and continuation in the course may be at risk, and will be considered individually. The reason for absence, academic performance of the student, past record of absenteeism, and other relevant factors will be considered. The student is required to provide prior notice to faculty of absence or tardiness. No student will be allowed to accumulate excessive absences before intervention by the faculty.

Laboratory or Clinical Practicum

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

- Absence** - Two absences from scheduled laboratory or clinical experience regardless of time involved or clinical allocation.
- Tardiness** - Tardiness of greater than 30 minutes in a scheduled laboratory or clinical experience to be counted as one absence at the discretion of the instructor.

All clinical time is essential and absences will need to be made up. The faculty member will decide what learning assignments or experiences will be required of the student to achieve the course objectives. Make-up experiences will be arranged. Students are responsible for their own transportation to and from all clinical facilities.

Non-clinical/Non-laboratory Courses

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

- Absence:**
 - In a 2 credit course, maximum of three class hours.
 - In a 3 credit course, maximum of four class hours.
 - In a 4 credit course, maximum of five class hours.
- Tardiness:** Tardiness of greater than ten minutes is counted as one absence.

PROCEDURE FOR ASSIGNING AND REMOVING "I" GRADES

The grade of "I" is assigned by the instructor, normally on a **pre-arranged basis**, to allow completion of course assignments other than the final examination. **It is understood that the student's performance in the course must merit this special concession.** If the instructor judges that the student has not merited the "I" grade, s/he will assign an "F" grade if the missing work is significant enough to deserve an "F", or, alternatively, a passing grade which reflects both the quality of work completed and the significance of the work not completed.

Incomplete ("I") grades will be given only when there is a serious and documented reason for the student's being unable to complete the coursework on time. It will be the responsibility of the instructor to notify, in writing, the Associate Dean for Undergraduate Programs of any "I" grades assigned, and the manner in which the make-up work will be completed. Make-up work must be completed according to deadlines posted in Academic Calendar, www.marquette.edu/provost/2007-2008UndergraduateandProfessionalStudiesAcademicCalendar.shtml

After completion of the make-up work, the instructor shall determine a final grade and fill out a Grade Change Request form. The form should then be returned by the instructor to the Associate Dean for Undergraduate Programs. The Associate Dean will sign the completed form and notify the Registrar's Office and the student of the grade change.

Because an "I" grade denotes that the student has not fulfilled all the course requirements, when not removed by the student by the posted deadlines, the University views this grade with the same seriousness as the grade of an earned "F".

PROCEDURE FOR ASSIGNING AND REMOVING "X" GRADES

The grade of "X" is assigned by the instructor to a student who is absent from the final examination and who might earn a passing grade in the course were s/he to take a delayed examination. If these two conditions do not exist, the student is assigned the grade of "F" immediately.

A student receiving the grade of "X" must file an explanation for his/her absence, in writing, to the Associate Dean for Undergraduate Programs. If the excuse is verified as acceptable, the student becomes eligible for a make-up examination. It will be the responsibility of the Associate Dean to notify the student and the instructor so that a make-up can be readied. Students receiving an "X" grade in nursing courses and who wish to continue in the normal progression of clinical assignment must take the examination before enrolling for the next semester immediately following the missed examination.

After completion of the exam, the instructor shall determine a final grade and indicate it on the Grade Change Request form. The form should then be returned by the instructor to the Associate Dean for Undergraduate Programs. The Associate Dean will sign the form and notify the Registrar's Office and the student of the grade change.

Because an "X" grade denotes that the student has not fulfilled all the course requirements, when not removed by the student, the University views this grade with the same seriousness as the grade of an earned "F".

GRADE APPEALS

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

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

If an ad hoc committee is appointed they will:

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

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

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

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

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

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

Approved by Academic Senate, March 20, 2006

APPEAL OF TERMINATION FROM THE NURSING PROGRAM

WITHDRAWAL FROM THE NURSING PROGRAM

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

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

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

A. Policy

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

B. Procedure

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

APPROVAL OF COURSES TAKEN ELSEWHERE

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

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

REPEATING A COURSE

The Undergraduate Catalogue states:

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

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

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

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

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

taken at Marquette University to utilize the substitute repeat privilege.

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

COURSE WITHDRAWAL PROCEDURES

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

UNIVERSITY SUPPORT SERVICES

STUDENT EDUCATIONAL SERVICES

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

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

COUNSELING CENTER

A staff of professional psychologists and counselors provides individual and group assistance to students with educational, vocational, personal or psychological adjustment problems. The staff is committed to providing a warm and friendly atmosphere for students. Counseling services are confidential and free for full-time students. Part-time students are seen for one free session and then referred to a professional counselor in the Milwaukee community. Career counseling is provided through individual appointments and career exploration groups. Additional career information is available through the Career Information Library. A variety of ability and interest tests are available to students.

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

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

DISABILITIES SERVICES

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

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

A policies and procedures manual containing more detailed information about accessibility for all students with disabilities at Marquette is available from the Coordinator of Disability Services, Alumni Memorial Union, Third Floor, Milwaukee, WI 53201-1881, (414) 288-3270 (Voice/TDD). If any student enrolled in the College of Nursing has special needs, please contact the College of Nursing, 414-288-3809.

CAREER SERVICES

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

NON-ACADEMIC POLICIES AND PROCEDURES

STUDENT HEALTH REQUIREMENTS

PRIOR TO BEGINNING ANY CLINICAL PRACTICUM, THE STUDENT MUST MEET THE FOLLOWING REQUIREMENTS:

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

Health requirements for RN students must be completed prior to enrollment in NURS 171.

TUBERCULOSIS:

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

HEALTH ASSESSMENT AND PHYSICAL EXAMINATION.

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

MMR

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

CHICKENPOX IMMUNITY

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

HEPATITIS B VIRUS (HBV)

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

TETANUS

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

Marquette University College of Nursing - UNDERGRADUATE STUDENT HEALTH REQUIREMENT REPORT FORM

NOTE: All of the following requirements must be met prior to enrolling in Nursing 055, Foundations of Nursing Practice, and kept current throughout remainder of program. Documentation must be provided on this Form for all of the following requirements, and any required additional documentation must be attached.

Send Form and any attachments to:
 Marquette University College of Nursing
 P.O. Box 1881
 Clark Hall, Room 251
 Milwaukee, WI 53201-1881
 Ph.: 414-288-3809
 Fax: 414-288-1597

NAME: _____ **DOB:** _____
 (Last Name) (First Name) (MI) (MM/DD/YY)

MUID: _____ **College of Nursing Entrance Date:** _____
 (MM/DD/YY)

PROCEDURE / VACCINATION	RESULTS	COMMENTS
1) TB SKIN TEST: Must be done prior to participation in clinical. THEREAFTER, MUST BE DONE ANNUALLY AND DOCUMENTATION MUST BE PROVIDED.	Neg. _____ Pos. _____ Date Read: _____	If Positive, Date of Chest X-Ray: _____ Chest X-Ray Result: _____
2) MMR: Two doses of MMR vaccine required OR EVIDENCE OF TITERS (Mumps, Rubeola, Rubella):	Immune _____ Not _____ Immune _____ Not _____ Immune _____ Not _____	If not Immune, Date Immunized: _____ Date Immunized: _____
3) HEPATITIS B VIRUS (or signed waiver): (HBV Series)	Dates: 1st: _____ 2nd: _____ 3rd: _____ Titer: _____ (If known)	I choose to sign waiver. Waiver signed and filed with Undergraduate Office Date: _____
4) CHICKENPOX (Screened for immunity OR evidence or Titers):	Immune _____ Not _____	
5) LATEX ALLERGY:	Yes _____ No _____	If yes, provide documentation.
6) HEALTH ASSESSMENT AND PHYSICAL EXAM:	(Student's Name) is in satisfactory health to participate in the Marquette University College of Nursing program, and is free from any infection or condition that is Antibiotic resistant. Examiner's Signature and Title _____ Date Exam Done: _____	Evidence of last health assessment and physical exam must be signed by a physician, registered nurse practitioner, or by a physician's assistant. If another form of documentation is used, it must include the name, title, and complete mailing address of the person performing the health assessment and physical exam.
7) TETANUS SHOT: Tetanus shot must have been given within last ten _____ years. Date last tetanus shot given: _____		
8) CPR CERTIFICATION: Current American Heart Association CPR certification (Red Cross not accepted) must be maintained and proof of certification must be provided. Re-certification must be completed prior to card expiration.		
9) Registered Nurses must provide current copy of RN license.		
10) Is there any other information regarding your health status that we should be aware of? If so, please attach written explanation(s).		

11) Student must read the following statement and sign and date below:

To the best of my knowledge, the information above is correct and accurate, and I do not currently have a communicable disease that would put clients or patients at risk. I hereby grant permission to the Marquette University College of Nursing to release this information to agencies at which I have practicum courses.

(Signature) _____ (Date) _____

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

LATEX ALLERGY

Student will provide documentation if a latex allergy exists.

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

CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENT

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

CRIMINAL BACKGROUND CHECKS

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

PROCEDURE FOR CRIMINAL BACKGROUND CHECKS

UNDERGRADUATE PROGRAM

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

GRADUATE PROGRAM

1. Prior to or during the first semester of specialty course work, students will be required to complete the following forms:
 - Background Information Disclosure Form (HSF-64)
 - Consent & Release Form—Criminal Background Check
2. These forms will be completed by students registered in NURS 200 and returned to the Graduate Programs Assistant no later than the second week of the semester.
3. The Wisconsin Criminal History Multiple Name Record Request form or the Single Name Request form will be completed and submitted to the State of Wisconsin Department of Justice.
4. If the student has lived in states other than Wisconsin during the last three years and since her/his 18th birthday, demographic information (e.g. names, birth date, gender and race) will be sent to the University Department of Public Safety (DPS) for an out of state background check(s).
5. The Office of the General Counsel will be contacted on all instances of criminal offenses identified from either the State or DPS background check(s).
6. The results of the criminal background check and the consent form will be maintained in the student's clinical document file.

MSN PROGRAM FOR NON-NURSING GRADUATES

1. All students admitted to the MSN Program for Non-nursing Graduates will be required to complete the following forms:
 - Background Information Disclosure Form (HSF-64)
 - Consent & Release Form—Criminal Background Check
2. These forms, with an explanation, will be included in the orientation packet sent to all admitted students prior to the beginning of the first course.
3. Students will be instructed to return the forms no later than one week before the beginning of the semester that their first courses begin.
4. The Wisconsin Criminal History Multiple Name Record Request form or the Single Name Request form will be completed and submitted to the State of Wisconsin Department of Justice for all students.
5. A list containing demographic information (e.g. names, birth date, gender and race) of all students who have lived in states other than Wisconsin during the last three years and since their 18th birthday will be sent to the University Department of Public Safety (DPS) for an out of state background check(s).
6. The Office of the General Counsel will be contacted on all instances of criminal offenses identified from the State or DPS background check.
7. The results of the criminal background check and the consent form will be maintained in the student's clinical document file.

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

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

Approval by General Counsel 7/1/99

INCLEMENT WEATHER CLOSING POLICY

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

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

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

STUDENT UNIFORM & EQUIPMENT REQUIREMENTS

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

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

Uniform Description:

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

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

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

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

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

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

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

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

revised 7/07 kkg

GUIDELINES FOR PROFESSIONAL APPEARANCE OF MARQUETTE UNIVERSITY NURSING STUDENTS

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

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

OTHER REQUIREMENTS

COMPUTER COMPETENCIES

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

TRAVEL

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

TIME COMMITMENT

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

COSTS

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

INFORMATION ON THE NCLEX LICENSING EXAMINATION

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

EXIT EXAMINATIONS

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