



**MARQUETTE**  
UNIVERSITY

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**Be The Difference.**

# **College of Nursing**



**Graduate Student Handbook**  
**2021-2022**

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

\*The Nurse Anesthesia and Nurse Midwifery options retain a supplemental student handbook with additional policies specific to these options.

All graduate students in nursing are required to electronically submit a signed copy of the following document to:

Ph.D.	Carrie von Bohlen <a href="mailto:carrie.vonbohlen@marquette.edu">carrie.vonbohlen@marquette.edu</a>
Traditional M.S.N. or D.N.P.	Karen Nest <a href="mailto:karen.nest@marquette.edu">karen.nest@marquette.edu</a>
Direct Entry – Milwaukee	Taylor Pamperin <a href="mailto:taylorrose.pamperin@marquette.edu">taylorrose.pamperin@marquette.edu</a>
Direct Entry – Pleasant Prairie	Brenda Kutzke <a href="mailto:brenda.kutzke@mastersnursing.marquette.edu">brenda.kutzke@mastersnursing.marquette.edu</a>
Nurse Anesthesia	Carrie von Bohlen <a href="mailto:carrie.vonbohlen@marquette.edu">carrie.vonbohlen@marquette.edu</a>

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

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

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**Printed Name**

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**Signature**

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**Date**

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## **The Mission of the College of Nursing**

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

## **Vision Statement**

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

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

## **MARQUETTE UNIVERSITY COLLEGE OF NURSING STUDENT STANDARDS OF CONDUCT**

When students are admitted to Marquette University College of Nursing, they become a part of the community of Marquette nursing and of a tradition rooted in Marquette values. As such, all nursing students, through their words, actions, and commitments, are expected to contribute to the development and promotion of a community that, informed by the College of Nursing's Catholic Jesuit ideals, is characterized by respect, caring, and honesty, and to uphold the ethical principles of the nursing profession. These characteristics and expectations are essential to ensure the rights and privileges of all people, preserve the integrity of the Marquette educational community, promote the integrity of the nursing profession and safeguard all those for whom we have the privilege to provide nursing care.

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

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

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

**Respect for Others:** It is expected that students will treat others, on and off campus, with respect and charity so as to establish an atmosphere of safety, trust, and respect, without which there is no community. The College of Nursing expects students to treat all others, including fellow students, faculty, staff, and individuals within clinical and community settings, with sensitivity, consideration, and understanding. This includes respecting persons with different cultures, practices, beliefs, and needs, and demonstrating an active concern for the safety, health, and well-being of others. Conduct, whether oral, written, or physical that is intimidating, hostile, or demeaning toward another is in violation of the standard of respect for others. This standard is not intended to set unreasonable limits on spirited debate related to political, social, ethical, or legal issues. Rather, it is intended to foster intelligent, reasoned, respectful, examination and discussion of issues of relevance to nursing and to further the mission of the University in the search for truth, the discovery and sharing of knowledge, and the fostering of personal and professional excellence.

The College of Nursing especially is concerned that students show respect for patients in all matters, respect being rooted in the transcendent dignity of the human person and guaranteed by the rights that flow from human dignity. It is vital that students take, with

the utmost seriousness, their fiduciary responsibility toward patients, who, in their vulnerability, entrust their lives into the hands of those who profess to heal.

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>

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

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

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

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

## Marquette University College of Nursing Directory

### Emory T. Clark Hall

The College of Nursing, Emory T. Clark Hall, was constructed in 1982. The four-story building houses classrooms, nursing faculty and staff offices, office of student services, research areas, a student lounge, the WFHC Center for Clinical Simulation, and the Nursing Research Center.

The Student Services office is open from 8am – 4:30pm during the regular semesters, and 8 am–4 pm in Summer. The office is located in room 112, 288-3800.

### Offices & Personnel

All College of Nursing faculty & administrative offices may be dialed directly. All emails are full firstname.lastname@marquette.edu.

#### Dean of Nursing, Dr. Janet Krejci, 241

[janet.krejci@marquette.edu](mailto:janet.krejci@marquette.edu)

**Administrative Assistant, Irene Cvetich, 243\_**  
[irene.cvetich@marquette.edu](mailto:irene.cvetich@marquette.edu) ..... 288-3812

#### Associate Dean for Academic Affairs, Dr. Jill Guttormson, 267

[jill.guttormson@marquette.edu](mailto:jill.guttormson@marquette.edu) ..... 288-3819

#### Interim Assistant Dean for Graduate Programs, Dr. Karen Robinson, 261

[karen.robinson@marquette.edu](mailto:karen.robinson@marquette.edu) ..... 288-3841

**Graduate Program Coordinator, Karen Nest, 251\_**  
[karen.nest@marquette.edu](mailto:karen.nest@marquette.edu) ..... 288-3810

Admissions  
Adviser  
Change Requests  
Certification Application  
Class Schedule Conflicts  
Continuous Enrollment  
Course Audit  
Course Withdrawals  
Student Health Requirements (CastleBranch)  
Independent Study  
Permission Numbers  
RN License  
Registration Procedures and Problems  
Thesis Guidelines  
Transfer Credits

#### PhD Program Director, Kristina Thomas Dreifuerst, 368

[kristina.dreifuerst@marquette.edu](mailto:kristina.dreifuerst@marquette.edu) ..... 288-3817

Carrie von Bohlen [carrie.vonbohlen@marquette.edu](mailto:carrie.vonbohlen@marquette.edu) Zilber Hall 121.... 288-3878

Admissions  
 Certification Application Class Schedule Conflicts Continuous Enrollment Course  
 Course Withdrawals Independent Study  
 Permission Numbers Records  
 RN License  
 Registration Procedures and Problems  
 Transfer Credits  
 Dissertations  
 Doctoral Qualifying Exams (DQE)  
 Education/Research Practica

**Assistant Dean for Undergraduate Programs, Dr. Madeline Schmidt, 253**  
[madeline.schmidt@marquette.edu](mailto:madeline.schmidt@marquette.edu) ..... 288-3870

**Associate Dean for Research, Dr. Kimberlee Gretebeck, 246**  
[kimberlee.gretebeck@marquette.edu](mailto:kimberlee.gretebeck@marquette.edu) ..... 288-2146  
**Research and College Office Coordinator, Pengpeng Wang, 217**  
[pengpeng.wang@marquette.edu](mailto:pengpeng.wang@marquette.edu) ..... 288-3803

**Business Affairs Coordinator, Margie (Margaret) Felber, 247**  
[margaret.felber@marquette.edu](mailto:margaret.felber@marquette.edu) ..... 288-7347

**Strategic Initiatives Specialist, Patricia Schroeder**  
[patricia.schroeder@marquette.edu](mailto:patricia.schroeder@marquette.edu) .....

**Office of Student Services, 112**  
**Director of Student Services, Marissa Delwiche, 112**  
[marissa.delwiche@marquette.edu](mailto:marissa.delwiche@marquette.edu) ..... 288-3827

**Adviser Direct Entry Generalist Masters-Milwaukee Campus;  
 Graduate Program Adviser MSN/DNP**  
 Taylor Rose Pamperin [taylorrose.pamperin@marquette.edu](mailto:taylorrose.pamperin@marquette.edu) ..... 288-5632

**Adviser Direct Entry Generalist Masters – Pleasant Prairie Campus**  
 Anna vanHaandel [Anna.vanhaandel@mastersnursing.marquette.edu](mailto:Anna.vanhaandel@mastersnursing.marquette.edu)

**Pleasant Prairie Site Coordinator/Clinical Placement Pleasant Prairie**  
 Brenda Kutzke [brenda.kutzke@mastersnursing.marquette.edu](mailto:brenda.kutzke@mastersnursing.marquette.edu)

**Clinical Placement Coordinator Milwaukee Campus, 248**  
 Kimberly Wood [kimberly.wood@marquette.edu](mailto:kimberly.wood@marquette.edu) ..... 288-2054

## Graduate Program Option Coordinators/ Program Directors

<b>Adult-Gerontology Acute Care NP</b> , Dr. Debra Casper, 362 .....	288-3871
<a href="mailto:debra.peterson@marquette.edu">debra.peterson@marquette.edu</a>	
<b>Adult-Gerontology Primary Care NP</b> , Dr. Madeline Schmidt 253,	
<a href="mailto:madeline.schmidt@marquette.edu">madeline.schmidt@marquette.edu</a> .....	288-3870
<b>Direct Entry- Generalist MSN</b> , Dr. Kathleen Muglia .....	(866) 891-8438
<a href="mailto:kathleen.muglia@marquette.edu">kathleen.muglia@marquette.edu</a> ...Milw 288-5632... Pleasant Prairie 262-510-2157	
<b>Post Master's Doctor of Nursing Practice</b> Dr. Susan Breakwell, 233... 288-3848	
<a href="mailto:susan.breakwell@marquette.edu">susan.breakwell@marquette.edu</a>	
<b>Health Care Data Analytics, Aundrea Price</b> , Cudahy 240H .....	288-5517
<a href="mailto:aundrea.price@marquette.edu">aundrea.price@marquette.edu</a>	
<b>Health Systems Leadership, Dr Shelly Malin</b> , Clark Hall 361 .....	288-7495
<a href="mailto:Shelly.malin@marquette.edu">Shelly.malin@marquette.edu</a>	
<b>Nurse Anesthesia, Dr. Lisa Thiemann</b> , Cudahy 207 .....	288-3858
<a href="mailto:lisa.thiemann@marquette.edu">lisa.thiemann@marquette.edu</a>	
Carrie von Bohlen <a href="mailto:carrie.vonbohlen@marquette.edu">carrie.vonbohlen@marquette.edu</a> Zilber Hall 121....	288-3878
<b>Nurse-Midwifery, Dr. Kathlyn Albert</b> .....	288-7631
<a href="mailto:Kathlyn.albert@marquette.edu">Kathlyn.albert@marquette.edu</a>	
<b>Nurse Practitioner Programs Director</b> , Dr. Karen Robinson, 261 .....	288-3841
<a href="mailto:karen.robinson@marquette.edu">karen.robinson@marquette.edu</a>	
<b>Pediatrics, Primary Care NP</b> , Dr. Kristin Haglund, 315.....	288-3824
<a href="mailto:kristin.haglund@marquette.edu">kristin.haglund@marquette.edu</a>	
<b>Pediatrics, Acute Care NP</b> , Dr. Christine Schindler 307.....	288-6179
<a href="mailto:christine.schindler@marquette.edu">christine.schindler@marquette.edu</a>	
<b>Dual Pediatric Acute/ Primary Care NP</b>	
Dr. Christine Schindler, 307 .....	288-6179
Dr. Kristin Haglund, 315.....	288-3824

<b>Center for Clinical Simulation</b> .....	288-3806
Director, Anne Costello, 016E .....	288-3861
Simulation Education Specialist (Laura Nigh)	
Simulation Operations Specialist (Casey Holst & Dave Delwiche) .....	288-3170
Simulation Faculty Office (Amanda Potter & Theresa Schnable-016D)	

**University Ministry** <http://www.marquette.edu/cm/>

Zilber Hall, 423 (1250 W. Wisconsin Ave)

### Mailboxes

Faculty and staff mailboxes are located on the second floor of Clark Hall.

### Email

All official communication for the College of Nursing is done through the university email system. Students *must* check their MU email accounts frequently; it may be useful to forward the MU email to your personal one. Emails at Marquette are the full first name. last name@marquette.edu.

## Marquette University Student Information

### Academic Calendar

[http://www.marquette.edu/mucentral/registrar/cal\\_index.shtml](http://www.marquette.edu/mucentral/registrar/cal_index.shtml) (Graduate students follow the Graduate School of Management). Calendars for undergraduate and graduate programs are different, so when planning your semesters, refer to appropriate calendar.

### Alumni Memorial Union ..... 288-7250

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

### Union Station, Alumni Memorial Union ..... 288-2273

Marquette Student I.D. Cards (you can get a ID for clinical for \$3.00)  
U.S. Post Office  
Bus Passes  
Check Cashing

### Marquette Book Marq

818 N. 16th Street, Milwaukee, WI 53233

Email: [sm8338@bncollege.com](mailto:sm8338@bncollege.com) (best way to get in touch with us)

Phone: 414-288-7317

Web Site: [marquette@bncollege.com](http://marquette@bncollege.com)

The Book Marq is the official Marquette University Bookstore and a Barnes & Noble College operation, your one-stop-shop for all Marquette Students. Students can acquire their required course materials in-person, or shop on our site, which is preferred by most for convenience. Textbook options include new, used, digital/ebooks, and textbook rental. In addition, the Book Marq offers supplies, gifts, clothing, computer & software discount program, and much more. Due to COVID-19 and city mandates, the Book Marq is limited with an occupancy of 35 customers at one time. To visit the bookstore in person, please use our reservation system at the following link: <https://www.picktime.com/mubookmarq>. To ensure that course materials are delivered to students in a timely fashion, we are encouraging textbook orders be placed on our web site at [marquette.bncollege.com](http://marquette.bncollege.com) for shipping or pick up at the Book Marq.

No risk to order early, as our textbook refund policy allows students to return textbooks the first week of classes with just the receipt. Details for our refund policy

at: <https://marquette.bncollege.com/shop/marquette/page/returns-refunds>

Students who wish to use **EOP Vouchers** and **Marquette Cash** payment options will need to visit the Book Marq in person to purchase their course materials. Other forms of payments accepted: Debit & Credit, Cash, Apple Pay, and Barnes & Noble Gift Cards.

**Campus Map** <http://www.marquette.edu/campus-map/marquette-map.pdf>

**Center for Teaching and Learning** provides many services. Descriptions and

contacts for the services are found at <http://www.marquette.edu/ctl/>. These services include:

Norman H. Ott Writing Center - provides services to improve writing skills for faculty and students <http://www.marquette.edu/writing-center/>

**CheckMarq** is the electronic system in which students register for classes, view information regarding courses, times, classrooms, and review final course grades each semester. Your appointment time to register for classes in the next semester is found on CheckMarq. It is advisable to register for classes as soon as your appointment time allows to ensure that you are able to register for classes on your program plan. A class listed on your program plan is not a guarantee that there will be space if you choose to register late. <https://checkmarq.mu.edu>

The username and password for CheckMarq is identical to the eMarq email username and password. If you forget your password, visit the Password Reset site at <https://reset.mu.edu/>. If you do not know your username, please contact the IT Services Help Desk at 288-7799.

**Counseling Services** ..... 288-7172

The University Counseling Center is located in Holthusen Hall, 1324 W. Wisconsin Ave

Hours are 8-4. Telehealth is available. <http://www.marquette.edu/counseling/>

**Copier/PrintWise**

Copier/PrintWise stations for making photocopies or printing from a computer are available in the Simulation Center on the ground floor of Clark Hall. Copier/PrintWise stations are also located in the Raynor Memorial library.

**Doctoral Student Office/Study Room**

Room 356/360 is a shared office for RAs, TAs and a study area for doctoral students. They can check out keys from Pengpeng Wang, office 217, [pengpeng.wang@marquette.edu](mailto:pengpeng.wang@marquette.edu). Keys must be returned on/before the last day of hire or the last day of school before students graduate. The computers in room 356/360 are all online stations with access to departmental printers. There is a departmental printer in the third-floor workroom Rm. 366.

**All Graduate students** can earn grades of: A, A-, B+, B, B-, C+, C and F. Graduate students may not be assigned a C- or any D grade in any course whatsoever, including undergraduate courses.

**Graduate Grading Scale:**

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

## Health Insurance Options for Graduate Students

[https://www.marquette.edu/riskunit/riskmanagement/student\\_health\\_insurance.shtml](https://www.marquette.edu/riskunit/riskmanagement/student_health_insurance.shtml)

Also consider 211 Wisconsin for a directory of free and low-cost clinics.

<https://211wisconsin.communityos.org/>

## Holidays

The following holidays are recognized by the University and apply to all employees and students. All campus facilities are closed during these holidays.

<http://www.marquette.edu/hr/holidays.shtml>

**ITS/Computers Help Desk** helpdesk@marquette.edu..... 288-7799

Information Technology Services (including user terminals) is located in Cudahy Hall, 2nd floor. Computer specification requirements can be found on the ITS webpage.

<http://www.marquette.edu/its/home/>

<http://www.marquette.edu/its/new/>

Pleasant Prairie campus IT assistance- If you are having a problem with Canvas, please contact Canvas directly. If you are having exam problems, please reach out to your instructor. If you are having computer technical issues, then please contact ITS/Computers help desk.

## Learning Management Systems (LMS)

The LMS used on the Milwaukee campus is Desire to Learn (D2L) LMS.

<https://d2l.mu.edu/d2l/login> and <http://www.marquette.edu/its/help/d2l/d2l.shtml>

Access to your courses in the learning management systems is with your Marquette Username and Password.

Every course section offered in the university has a designated D2L site. For courses on the Milwaukee campus, the minimum requirement for D2L use is that the course syllabus be posted on the site. Many other course-related documents and links are found on the D2L site. The D2L site for a course is the platform for Milwaukee campus-based hybrid or online courses.

The Canvas LMS is used for College of Nursing distance programs at Pleasant Prairie and Indianapolis. Students in these sites will be provided with access to the sites.

**Library Facilities Available to Graduate Students** ..... (24-hour number) 288-7556

Privileges with Marquette University Student Identification Card:

- Raynor Memorial Libraries, Marquette University  
(Includes interlibrary loans, computerized literature searches, etc.)

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

Libraries for which loan privileges may be available upon application:

Medical College of Wisconsin Library; Milwaukee Public Libraries; Wauwatosa Public Library; UWM Library.

**Marquette Central** <http://www.marquette.edu/mucentral/> offers links to many services in the University including information regarding class schedules, registration, calendars, grades, financial aid, scholarship, student employment, tuition, billing and payments.

**Parking**..... 288-6911

Parking permits are available at the beginning of each semester by contacting the Parking and Traffic Office <http://www.marquette.edu/parking/index.shtml>

Online purchase of parking permits

<http://www.marquette.edu/parking/student-parking-permits.shtml>

Graduate students who have primarily evening classes may wish to purchase evening passes which are far less costly than the daytime/evening passes.

**Police Department /Public Safety**

**Emergency number ---288-1911.**

Non- emergency number --- 288-6800.

The Public Safety Department is open 24 hours each day for emergency use and offers a variety of safety services and programs to students, including walking escorts (Student Safety Patrols) and the LIMO service. LIMO vans circle the campus between the hours of 5pm and 3am seven days a week and will transport any student with a valid Marquette ID anywhere on campus. For more specific information regarding Safety Patrols, the LIMO routes, or how to request a ride, go to

<http://www.marquette.edu/dps/index.shtml>

**Recreation Centers**

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

**Sigma Theta Tau International, Delta Gamma At-Large Chapter** .....288-3803

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

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

## Graduate Financial Assistance Options

A limited amount of institutional financial aid (tuition scholarships and graduate assistantships) are available from the College of Nursing and the Graduate School. Interested students should apply on CheckMarq by the application deadline for fall, spring or summer to be considered. Step-by-step instructions for applying for this merit-based aid are available on the Graduate School's website. <https://www.marquette.edu/grad/>

Questions may be addressed to:

Office of Student Financial Aid <http://www.marquette.edu/mucentral/financialaid/>  
.....288-4000

Tom Marek, Graduate School, [thomas.marek@marquette.edu](mailto:thomas.marek@marquette.edu) ..... 288-5325

[www.FAFSA.gov](http://www.FAFSA.gov)

- **Grant Funded Research Assistant Positions**

Opportunities are communicated via Marquette email as they become available. Assignments are made in Spring for the following academic year.

- **Teaching Assistant/ Research Assistant Positions**

Positions are announced (notices and application materials will be emailed) in February and all full-time graduate students (with RN licensure) may apply. Award notification is sent out by the Graduate School in April/May for the academic year beginning the following August. <https://www.marquette.edu/grad/financial-aid-rules-assist.php>

- **Scholarships** (*external opportunities*)

Notices of scholarship opportunities from outside agencies are emailed to students as the College becomes aware of them. Students are responsible for determining eligibility and submitting applications.

- **MU Nursing Scholarships** (*internal opportunities*)

The College of Nursing offers its students several scholarship opportunities, with preference given to full-time students. Scholarship decisions are made in the spring semester for awarding in the upcoming academic year. Specific information is sent out to those who have a FAFSA on file by Feb 15<sup>th</sup>. **Annual award amounts vary depending on available funds. Scholarships do not automatically renew and must be applied for annually.**

- **Statement of Need**

If all options for assistance have been exhausted, submit a "statement of need" to **Interim Assistant Dean for Graduate Programs, Dr. Karen Robinson** [karen.robinson@marquette.edu](mailto:karen.robinson@marquette.edu)

Nursing has a small amount of funding that may be awarded to students with exceptional financial need.

**Note:** Students who have not registered with the Office of Financial Aid (288-4000) <https://www.marquette.edu/mucentral/financialaid/index.shtml> or completed a FAFSA <https://studentaid.ed.gov/sa/fafsa> will not be considered for aid by the College of Nursing.

## Policies and Procedures of Marquette University College of Nursing

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

**In addition to the policies listed below, students should refer to the current Graduate Bulletin <http://bulletin.marquette.edu/grad/> for University policies <http://bulletin.marquette.edu/grad/policiesofthegraduateschool/> pertaining to:**

Academic Integrity	Grade Changes
Academic Misconduct Policy Academic Performance Academic Programs Defined	Graduate Credit
Advising	Graduation
Assistantships & Fellowship Attendance	Immunization & Tuberculosis Screening Requirements
Background Checks, Drug Testing Commencement	Independent Study
Conduct	Intellectual Property
Confidentiality of Proprietary Information	Last Date of Attendance/Activity
Continuous Enrollment	Military Call for Active Duty or Training
Courses & Prerequisites	Readmission
Course Load	Repeated Courses
Credit	Research involving Humans, Animals, Radioisotopes, or Recombinant DNA/Transgenic Organisms
Cross-Listed Courses	Temporary Withdrawal from Graduate Program
Deadlines	Time Limitations
Diplomas	Transcripts-Official
Enrollment Changes	Transfer of Credit
Enrollment Status	Undergraduate Students in Graduate Courses
Faculty Grading	Withdrawals
Family Education Rights & Privacy Act (FERPA)	Working with Minors
Grade Appeals	
Grading System	

## **Academic Performance and Censure**

Students must earn acceptable grades and adhere to the requirements of academic honesty, professional integrity, and professional performance as well as continue to make satisfactory progress toward their degrees and meet the expectations of the Marquette University Student Conduct Code. Students who fail to meet these standards will face repercussions. This may be at the course level or at the program level. Academic censures may include required program withdrawals due to lack of satisfactory grade achievement or satisfactory academic progress, misconduct, professional performance issues, or breaches of professional/academic integrity.

For additional information regarding academic performance, censures or academic probation and dismissal please see the Graduate School website.

<http://bulletin.marquette.edu/grad/policiesofthegraduateschool/#academicperformance>

# Academic Progression Policy

## Degree Progression Requirements

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

<https://bulletin.marquette.edu/grad/policiesofthegraduateschool/#academicperformance>

Additionally:

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

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

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

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

Students in the Direct Entry MSN program must achieve at least a B- in a clinical course or the course must be repeated. The timing of when the course may be repeated is on a space available basis and successful repeat of a course does

not guarantee that the students will retain a space in their program'

A student may be removed from a clinical course and dismissed from a program at any time due to unsafe clinical performance, lack of preparedness to care for patients, unprofessional behaviors or other patient-safety related issues. <https://bulletin.marquette.edu/grad/policiesofthegraduateschool/#academicperformance>

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

A lack of substantial and visible progress toward completion of program requirements, including failure to complete the qualifying examination, thesis or dissertation or capstone project may be grounds for dismissal. No more than two different courses may be repeated due to unsatisfactory grades. The student must abide by university policy governing the repeat of any courses.

<https://bulletin.marquette.edu/grad/policiesofthegraduateschool/#repeatedcourses>

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

A student must be enrolled in each Fall and Spring semester during their progression towards the degree.

<http://bulletin.marquette.edu/grad/policiesofthegraduateschool/#academicperformance>

Progression to completion of the MSN degree is limited to six years. The DNP and PhD time limit is eight years. Students must be continuously enrolled each Fall and Spring term. If a student is unable to enroll in classes during any spring or fall semester, they must enroll in the appropriate Continuous enrollment course.

<http://bulletin.marquette.edu/grad/policiesofthegraduateschool/#continuousenrollment>

Temporary withdrawals from the Graduate School due to health reasons and other major life events may be granted by the Graduate School. You cannot temporarily withdraw during a semester. The appropriate forms requesting continuous enrollment and withdrawal status are found at:

<https://www.marquette.edu/grad/forms.php>.

## **Academic Integrity**

All students are required to complete the Academic Integrity tutorial at <https://www.marquette.edu/provost/academic-integrity-tutorial.php>. During the first month of coursework at Marquette, every student must complete this tutorial, sign the Honor Code, and submit this to the appropriate entity as directed in the tutorial. The policies on academic integrity should be understood by all students and are found in the University Bulletin at <http://bulletin.marquette.edu/grad/policiesofthegraduateschool/>.

All students are obligated to understand all elements of academic integrity which includes but is not limited to plagiarism, cheating and other types of academic dishonesty. Any suspected breeches of academic integrity are referred to the Academic Integrity Review Board for review.

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

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

More detailed information about accessibility for all students at Marquette can be found at the Disability Services website. The Office of Disability Services is located in the 707 building, Room 524; P.O. Box 1881, Milwaukee, WI 53201-1881; Phone (414)288-1645; Fax (414) 288-5799.

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

<https://bulletin.marquette.edu/grad/studentresourcesandfacilities/>

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

Marquette University College of Nursing curriculum, which provides education and training, leading to the eligibility for licensure as a registered nurse, advanced practice nurse, or nursing leader, requires students to engage in experiences important to

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

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

### **Communication:**

The student must be able to:

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

### **Mental/Cognitive Capacities**

The student must:

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

### **Professional Conduct:**

The student must:

- possess the ability to reason morally and practice nursing in an ethical manner
- be willing to learn and abide by the Code of Ethics for Nursing and professional

standards of practice.

- be able to engage in patient care delivery in a variety of settings and be able to deliver care to all patient populations.
- demonstrate professional behavior when confronted with unexpected events in the classroom, outside the classroom, and in the clinical setting.
- demonstrate respectful verbal and non-verbal communication and non-threatening body language at all times.
- meet Marquette University College of Nursing’s attendance requirements.
- satisfy all requirements set forth by health care agencies’ affiliation agreements.

**Physical Capacities:**

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

The student must:

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

Examples of Technical Standards

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations. Use of the scientific method in the development of patient care plans. Evaluation of the effectiveness of nursing interventions.
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establish rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution with fellow students, instructors, members of healthcare team and patients and families. Able to hold peers accountable for safe practice.
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses.

Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, workspaces and treatment areas. Administration of rescue procedures- cardiopulmonary resuscitation.
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment. Therapeutic positioning of patients.
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to recognize monitoring device alarms and other emergency signals. Ability to discern auscultatory sounds and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary for patient care	Ability to observe patient's condition and responses to treatments.
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate and percuss in physical examinations and various therapeutic interventions.

### References

Southern Regional Education Board. (2004). Americans with Disabilities Act: Implications for Nursing Education. Retrieved March 10, 2018 from <https://www.sreb.org/publication/americans-disabilities-act>

US Department of Education, Office of Civil Rights. (September 2007). Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities. Retrieved March 11, 2018 from <http://www2.ed.gov/about/offices/list/ocr/504faq.html>

US Department of Justice. (January 1990). Americans with Disabilities Act of 1990. Retrieved on March 11, 2018 from <https://www.eeoc.gov/eeoc/history/35th/1990s/ada.html>

## Health Requirements and Criminal Background Checks

Prior to entry into the program, all graduate students are required to complete a criminal background check. Those graduate students in Milwaukee-based programs who are registered nurses must provide proof of RN licensure in Wisconsin. Those nurses admitted to a program at the Indiana site must provide evidence of Indiana RN licensure. All graduate students must provide proof of American Heart Association CPR certification, physical exam and immunization status prior to entry into the program. Criminal background check verification, health status verification, and seasonal influenza and TB immunization status are to be updated annually. CPR certification is updated every two years. Urine drug screening is required prior to beginning clinical courses. This information is processed and tracked through CastleBranch at [www.CastleBranch.com](http://www.CastleBranch.com). Students are responsible for the cost of these services. The approximate cost is \$124 (drug test \$34; background check \$60; medical document manager \$30) and a yearly fee of \$40. No further charges will be incurred unless additional background checks or drug tests are required.

**These requirements are a requirement of SEWNA (southeastern Wisconsin nursing alliance) as an agreement with our medical partners. If a student does not meet these requirements it may affect clinical placement.**

CastleBranch will be requesting documentation on the following items:

### **Background Check**

Required by the Wisconsin Caregiver Background Check Law. The Office of the General Counsel and the Wisconsin State Board of Nursing will be contacted in all instances of criminal offenses identified to determine if a student is eligible to remain in the program. All students must get a background check upon admission and then must provide annual self-report verification of criminal background status. Refer to CastleBranch for self-report form. Marquette cannot guarantee clinical course placement when there is a positive finding on a background check. Prior to accepting a student into their clinical settings, health care institutions require notification of any positive finding on a background check. The healthcare institution makes the determination as to whether the student will be allowed a clinical placement or not. If clinical placements are not granted, the student may not be able to complete the requirements of the educational program.

**if anything changes after your annual verification, it is your responsibility to notify the College of those changes. Please contact your Assistant Dean.**

### **Wisconsin Professional Nursing License (or Indiana if enrolled in that site)**

Directions will be listed on CastleBranch as to how to provide evidence of the RN license from the registered nurse license search website.

NOTE: Direct Entry students are exempt from this requirement.

### **American Heart Association CPR Certification**

Provide a copy of your signed card (you must upload a document that shows both sides of the card). CPR certification must be maintained throughout the program. Only American Heart Association Health Care provider BLS certification, which

includes AED, will be accepted, and it must be renewed every two years. Certification at Marquette University is available. **NOTE:** Direct Entry students can complete the BLS certification at the beginning of their program. **NOTE:** Adult- Gerontology Acute Care NP students need to be ACLS certified by the October of the academic year in which they will begin clinical courses. **NOTE:** Pediatric Acute Care NP students need to be PALS certified by the October of the academic year in which they will begin clinical courses. Nurse Anesthesia students are required to maintain both ACLS and PALS. **NOTE:** CPR certification is optional for Health Systems Leadership students. It is not required for Health Care Data Analytics students.

□ **Physical Exam**

A physical examination must have been completed within six months of entering the program with annual verification by self-report that health history is updated. A physician, nurse practitioner, certified nurse-midwife or a physician assistant must provide signed documentation of the initial physical exam. In addition, the provider must attest that the student is in satisfactory health to participate in Marquette University's College of Nursing Program, including engaging in clinical practice. Any ADA/restrictions must be listed. Completed form must be uploaded to [www.CastleBranch.com](http://www.CastleBranch.com). Refer to CastleBranch for healthcare practitioner statement and annual self-report forms.

□ **Tetanus-Diphtheria Pertussis**

One of the following administered within the past 10 years is required:

Td booster OR

TDaP vaccination

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

□ **TB Skin Test**

One of the following is required annually:

A negative TB (Mantoux) skin test, OR negative blood test such as TB Quantiferon Gold (lab report required), or T-Spot (lab report required).

If at any time the TB skin test is positive, then a TB Quantiferon Gold or T-spot blood test is required. If BOTH of these or the blood test are found to be positive, evidence of a one-time chest x-ray AND completion of the annual Report of Health Symptom Survey are required. The student is also required to complete a report of health/symptom survey (forms available at [www.CastleBranch.com](http://www.CastleBranch.com) annually thereafter.

If positive for active TB disease, participation in active treatment plan must be reviewed annually. Students are not eligible to participate in clinical until such time as medical provider determines that they are not communicable. It is the students' responsibility to turn in documentation related to this test to **CastleBranch** on a yearly basis.

The renewal date will be set for 1 year for negative tests. No renewal is required for positive results. Upon renewal one of the following is required:

1 step TB skin test, OR

QuantIFERON Gold blood test (lab report required), OR

T-Spot blood test (lab report required).

If the document is a printed vaccination record from a healthcare facility, then a signature is

not required. However, if the vaccine information is hand-written or is not a printed document from a healthcare facility, then it MUST be signed by an MD, DO, NP, or PA. Electronic signatures and stamps from the Healthcare Facility are also acceptable forms of signatures

☐ **Chickenpox Varicella Vaccine OR Positive Blood Titer**

One of the following is required:

2 vaccines (administered at least 4 weeks apart) OR Positive antibody titer. (history of the disease is not sufficient). If any titer is negative or equivocal, new alerts will be created for you to repeat the series.

If the document is a printed vaccination or titer record from a healthcare facility, then a signature is not required. However, if the vaccine or titer information is hand-written or is not a printed document from a healthcare facility, then it MUST be signed by an MD, DO, NP, or PA. Electronic signatures and stamps from the Healthcare Facility are also acceptable forms of signatures. Wisconsin Immunization Registry reports are accepted. A history of having the disease does not qualify for meeting this requirement.

☐ **2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine**

2 vaccinations, dose 1 on or after the first birthday; dose 2 must be at least one month after the 1<sup>st</sup> dose. If immunization date is not available/verifiable, a laboratory report of a blood test (titer) showing immunity to measles, mumps and rubella will be accepted. If the document is a printed vaccination or titer record from a healthcare facility, then a signature is not required. However, if the vaccine or titer information is handwritten or is not a printed document from a healthcare facility, then it MUST be signed by an MD, DO, NP, or PA. Electronic signatures and stamps from the Healthcare Facility are also acceptable forms of signatures. Wisconsin Immunization Registry reports are accepted.

☐ **Hepatitis B Virus (HBV/HBSAB Series) OR Titer**

One of the following is required:

3 documented vaccinations, OR

Positive antibody titer, OR

Signed declination waiver (use faculty declination form).

If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.

If your titer is negative or equivocal and you have received 3 immunization in the past, a new alert will be created for you to report receipt of a Hepatitis B booster. If the document is a printed vaccination or titer record from a healthcare facility, then a signature is not required. However, if the vaccine or titer information is handwritten or is not a printed document from a healthcare facility, then it MUST be signed by an MD, DO, NP, or PA. Electronic signatures and stamps from the Healthcare Facility are also acceptable forms of signatures. Wisconsin Immunization Registry reports are accepted.

If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. Refer to CastleBranch for medical exemption document.

□ **Seasonal Influenza Vaccine**

Provide documentation of annual immunization by November 1. If the document is a printed vaccination record from a healthcare facility, then a signature is not required. However, if the vaccine information is handwritten or is not a printed document from a healthcare facility, then it MUST be signed by an MD, DO, NP, RN, or PA. Electronic signatures and stamps from the Healthcare Facility are also acceptable forms of signatures. Wisconsin Immunization Registry reports are accepted. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. If valid documentation is on file an annual declination form must be signed as self-report. Refer to CastleBranch for medical exemption document and annual declination forms.

Documentation must indicate one of the following:  
that the vaccination was from a batch from the current flu season OR  
that the vaccine was administered within two months of the due date (11/01).

PLEASE NOTE: If DECLINING the Influenza vaccination, you MUST submit the Influenza Vaccine Documentation/Declination form. Use the flu declination form.

The renewal date will be set for 11/01 of the following flu season.

□ **Ten-Panel Urine Drug Screen**

For traditional graduate students, must be completed the semester prior to entering clinical (example: students starting clinical in Spring must have drug screen by October 1<sup>st</sup>). DE students must have the drug screen prior to beginning course work. All nursing students will undergo a 10-panel urine drug screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case additional screens may be required. If there is a break in a student's enrollment, the urine drug screen will need to be repeated. If a student has a current positive drug screen result, they will not be able to participate in a clinical placement.

□ **COVID 19 Vaccine**

Submit documentation of COVID-19 vaccination when your vaccination series is complete. 2 Dose series Pfizer and Moderna, 1 dose Johnson and Johnson. Both doses must be submitted at the same time for approval. If you choose not to get the vaccine for medical or religious reasons please upload the declination forms for review.

**Note:** The preceding documentation is required by the College of Nursing and is to be submitted to [www.CastleBranch.com](http://www.CastleBranch.com). Any health information required by the University must be submitted separately to MU Student Health Services including your COVID -19 vaccine.

**Students will not be permitted to progress in the program and/or continue in clinicals if the above health reports are not current and on file at [www.CastleBranch.com](http://www.CastleBranch.com). If clinical time is missed due to missing health requirements, students' progression may be affected.**

## **Severe Weather Policy – Cancellation of Classes or Clinical**

The College administration uses the national weather service advisory for the Milwaukee and Pleasant Prairie campuses to decide if and when the College will close during inclement weather. The College realizes that students may be traveling to campus or to clinical sites from an area that is not under the same weather conditions as the Milwaukee campus. Students and instructors should not attempt to travel to campus or clinical sites if weather conditions are too hazardous to permit safe driving regardless of College announcements. Cancellation of classes and clinicals in the Milwaukee area campus is guided by the University severe weather policy. Cancellations will be announced on television and radio as well as the University website. Decisions to cancel classes/clinicals in sites other than Milwaukee will be made by the site coordinator/Option Coordinator with the guiding principle of assuring safety of the student. Students will be notified of closures via Marquette email as soon as the decision is made.

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

Academic advisers for the traditional graduate programs are the program director or option coordinator of that program. These advisers meet individually with all students accepted into their program to develop a program plan. The student and advisers are informed in writing by the Graduate School upon receiving acceptance letter. Copies of these plans are to be sent by the advisor to Karen Nest prior to the first semester for placement in each student's file and the college data base. If changes occur to the program plan in the future, the student, in collaboration with the adviser, must amend the plan as soon as possible and the revised plan must be sent to Karen Nest. (Karen.nest@marquette.edu) The master's, post-master's certificate, DNP, or PhD program planning form must be completed upon admission unto the program. These forms are found at <https://www.marquette.edu/grad/forms.php> under Master's or Doctoral Program Forms and Directories. The post-master's certificate student uses either the MSN or the DNP form depending whether they are seeking only the post-master's certificate (MSN form) or also a DNP (DNP form). The adviser is responsible for ensuring that the individualized program plan and the Program Planning form are submitted to Karen Nest.

Students consult with the designated academic adviser for:

1. Information about the program.
2. Addressing unmet prerequisites or deficiencies (these should be removed in the first semester).
3. Preparation and submission of an individualized program of study in the first semester for the entire degree.
4. Changes in the program plan.
5. Completion of the Program Planning form and any subsequent forms if there is a change in program or option.
6. Progress toward completion of degree requirements for graduation.
7. Academic counseling when indicated.

If the adviser is unavailable, the Assistant Dean for Graduate Programs may be consulted.

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

Direct Entry - Generalist Master of Science in Nursing Program has two program sites; Milwaukee and Pleasant Prairie.

The advisers for these sites are:

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

Pleasant Prairie – Anna Vanhaandel

[anna.vanhaandel@mastersnursing.marquette.edu](mailto:anna.vanhaandel@mastersnursing.marquette.edu)

Students consult with the designated academic adviser for:

8. Information about the program.
9. Addressing unmet prerequisites or deficiencies (these should be removed in the first semester).
10. Preparation and submission of an individualized program of study in the first semester for the entire degree.
11. Changes in the program plan.
12. Completion of the Program Planning form and any subsequent forms if there is a change in program or option.
13. Progress toward completion of degree requirements for graduation.
14. Academic counseling and general support when needed.

If the adviser is unavailable, the Program Director may be consulted.

## Change of Option

If a student desires a change of specialty option, approval must be sought from the potential new Option Coordinator/ Program Director. The Option Coordinator/Program Director of the original program should be notified of the change of option by the student. When a change of option is approved, a new master's or DNP Program Planning Form must be completed indicating the new option or program. [http://www.marquette.edu/grad/forms\\_index.shtml](http://www.marquette.edu/grad/forms_index.shtml) A new program plan also must be developed by the student and adviser and submitted to Karen Nest.

## Student Absence Policy

A student is expected to attend class/clinical sessions and examinations for each course in which he/she is enrolled. Absence does not relieve a student of responsibility for completing all work in the course to the satisfaction and within the time period specified by the instructor. Generally, more than one absence in a graduate course is considered excessive. A student may be withdrawn from a graduate course for more than 6 hours absence. It is serious when a student misses a class or examination and the absence may have an adverse effect on the student's grade or place the student in academic jeopardy. The student has the responsibility of notifying the course instructor of any absence and negotiating make-up work where feasible.

### COVID-19 (theory course)

It is your responsibility as a student within a nursing program to protect the health and safety of our community and patients. The University has mandated vaccination for all students for academic year 2021-2022. COVID CHEQ will still be used but those that are fully vaccinated and provide documentation, once verified will no longer receive the daily symptom screening survey. You may be required to show your automated green check to show clearance for entry into buildings where required and show if asked

If you are unvaccinated and are exposed, you will need to let your faculty know and quarantine for the time specified by your healthcare provider or public health department. If you are vaccinated and exposed, you may continue attending class while closely monitoring for symptoms for 14 days and if you become symptomatic, get tested.

The University asks all students, faculty, and staff to voluntarily disclose COVID-19 related diagnosis, symptoms, or self-quarantine at <https://www.marquette.edu/coronavirus/covid-19-employee-and-student-voluntary-disclosure.php>. The information you provide will be kept confidential in accordance with HIPAA and FERPA guidelines and will be used to aid in contact tracing.

### COVID-19 (all clinical course)

It is your responsibility as a student within a nursing program to protect the health and safety of our community and patients. The University has mandated vaccination for all students for academic year 2021-2022. COVID CHEQ will still be used but those that are fully vaccinated and provide documentation, once verified will no longer receive the daily symptom screening survey. You may be required to show your automated green check to show clearance for entry into buildings where required and show if asked

If you are unvaccinated and are exposed, you will need to let your faculty know and quarantine for the time specified by your healthcare provider or public health department. If you are vaccinated and exposed, you may continue attending class while closely monitoring for symptoms for 14 days and if you become symptomatic, get tested.

If you are diagnosed with COVID-19, experiencing COVID-19 symptoms, or are self-quarantining due to exposure to COVID-19 immediately notify your clinical course instructor. In addition, the University encourages all students, faculty, and staff to voluntarily disclose COVID-19 related diagnosis, symptoms, or self-quarantine at <https://www.marquette.edu/coronavirus/covid-19-employee-and-student-voluntary-disclosure.php>. The information you provide will be kept confidential in accordance with HIPAA and FERPA guidelines and will be used to aid in contact tracing.

## **Graduate Student Preceptor Placement Policy**

Graduate students in programs that utilize preceptor clinicals must have an approved plan of study, signed by the student and the student's adviser. This plan must be on file with the program coordinator prior to the student being assigned a preceptor in a clinical course.

Marquette College of Nursing (MUCN) usually will secure all preceptor(s). If loss of preceptor occurs due to no fault of the student, MUCN will make earnest attempts to reassign the student to a new preceptor though finding an appropriate preceptor cannot be guaranteed and may result in program extension.

If loss of preceptor is due to student-related behavior or action, the student may be dismissed from the course.

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

## **Graduate Student Preceptor Placement Procedures**

### ***Preceptor Assignment:***

Curriculum plans are developed with the student's adviser, signed, and filed in the official program database upon admission to the academic program. If the student wishes to change any course or the sequencing of a course, a revised program plan must be developed with the student's adviser. The revised plan must be approved by the adviser, signed by the student and adviser, and submitted to the appropriate program coordinator for inclusion in the appropriate database.

MUCN will identify qualified clinical preceptors for only those graduate students whose official, signed program plans indicate that they are scheduled to enroll in a specific clinical course. The process for selecting and assigning these clinical preceptors varies according to the specific graduate specialty, and some programs may not allow student-initiated requests for specific clinical site rotations.

Students may be assigned by the program to any clinical facility that is deemed necessary for the student to obtain the required clinical hours and patient care experiences.

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

### ***Clinical Hours***

With the exception of the nurse anesthesia students, once a preceptor is assigned and the student is notified of the assignment, it is the responsibility of the student to contact the preceptor immediately and arrange the schedule of the clinical experience. The available times for student experiences are determined by the preceptors. It is the expectation that students will accommodate their personal schedules to that of the preceptors. It is not possible to assign preceptors based on the student's work and personal schedules. Nurse anesthesia students should refer to the Nurse Anesthesia Graduate Student Handbook, specific clinical course syllabi and clinical rotation schedule for more guidance regarding clinical expectations for students.

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

If during a semester, a preceptor becomes unable to precept a student due to illness, practice change, clinic site or other situations that are beyond the control of MUCN, another preceptor will be sought by the clinical placement coordinator. While clinical placements are sometimes difficult to find, every effort will be made to reassign the student with a new preceptor. Students may be requested to assist in identifying potential replacement preceptors.

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

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

In situations in which the preceptor dismisses a student from the clinical site, the faculty in collaboration with the option coordinator / program director will investigate the situation and act accordingly. According to the Marquette University [Bulletin](#), "By virtue of the special nature of clinical courses in health care and other human service fields, students are held to clinical and professional standards in addition to academic standards. If, in the opinion of the supervising faculty member, students are falling short of expected levels of performance or professional behavior, they may be removed immediately from the clinical course. In many cases, students are counseled regarding the deficiency and are given an opportunity to retake the class. However, depending on the type and severity of the deficiency, students may be dismissed from their program and the Graduate School." Thus, if a student is dismissed by the course faculty from a clinical site based on any reason including but not limited to professional integrity, professional

performance, and academic performance, the student will not be granted another clinical placement for the semester in which the dismissal occurred. The student will be assigned an F in the course.

If it is determined by the faculty and option coordinator/ program director that the student is meeting professional standards and objectives of the course, a new preceptor will be sought for the student though there is no guarantee that an appropriate preceptor will be located in time to complete the course requirements. In this situation, the student will be required to withdraw from the course. The university tuition refund policy will be adhered to. The student will need to meet with his/her advisor to complete a new program plan for clinical placement in a future course offering.

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

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

## **Grade Appeals Policy: Graduate Students**

### **A. Policy**

As stated in the Graduate School Bulletin, a student may appeal a final course grade that he/she believes to be in error. A grade appeal is heard for the Graduate School by the school or college that teaches the course, following the rules of that school or college. The procedure for appealing grades within the College of Nursing is outlined below.

### **B. Procedure**

1. The student must exhaust all possibilities of resolving the problem with the faculty member assigning the grade.
2. If this does not lead to acceptable resolution, the student may initiate, in writing, the formal procedure for appealing the grade to the Dean of the College of Nursing or designate (Assistant Dean for Graduate Programs) stating the reason the grade should be changed.
  - a. A grade appeal must be submitted within 10 days of receiving the grade being appealed.
  - b. To avoid delay in progression, should the petition be approved, the appeal process must be completed before late registration of the subsequent semester or summer module.
3. The Dean or designate will appoint a committee of three faculty members to consider the grade appeal if the issue is not resolved by consulting with the student and faculty member.
4. The committee will:
  - a. Consider written course work and consultation with the faculty member and the student.
  - b. Deliberate in a closed session.
  - c. Make a decision regarding the appeal.
5. The decision of the committee with rationale will be forwarded in writing to the Dean or designate of the College of Nursing who will make the final disposition of the appeal, including informing the student and faculty of the decision.
6. If necessary, the grade change form will be completed by the Dean or designate.

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

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

**Timing, according to the grade appeal policy:** The appeal is to be submitted no later than **ten calendar days** after official grades are posted in CheckMarq. However, it is in the student's best interest to appeal as soon as possible after learning of the grade that will be appealed, since academic progress may be dependent on the outcome of the appeal.

**Name of Student:**

**Name of Adviser:**

**Phone numbers for ready accessibility:**

Cell Phone #

Permanent Home Phone #

E-mail:

Student ID#

Current cumulative GPA:

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

**Reason(s) for my grade appeal indicated by checking the appropriate reason(s) below:**

a significant violation of clearly established written policies (specify exact source, e.g., syllabus, student handbook, etc.).

a result of improper procedures (specify exactly).

discriminatory (specify exactly).

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

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

\_\_\_ I have decided to request a formal grade appeal.

Student's signature: \_\_\_\_\_ Date \_\_\_\_\_

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

- I choose to submit additional evidence of my performance, noted here or attached.
  
- I request that the following pertinent materials be obtained by the review committee from the course faculty

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

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

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

Ad Hoc Committee's review of additional evidence sought (as checked & then explained below):

- Consultation with the instructor on \_\_\_\_\_(date)  
[check method(s)]: \_\_\_ in person \_\_\_phone \_\_\_electronically\_\_\_hard copies
- Consultation with the student on\_\_\_\_\_(date)  
[check method(s)]:\_\_\_\_in person \_\_\_phone\_\_\_electronically\_\_\_hard copies
- Consultation with any witnesses \_\_\_\_\_(date)  
[check method(s)]:\_\_\_\_in person \_\_\_phone \_\_\_electronically\_\_\_hard copies

**Specify exact details of information and any other evidence acquired:  
Please attach written report of evidence and decision.**

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

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

Ad hoc member's signature: \_\_\_\_\_ Date \_\_\_\_\_

Ad hoc member's signature: \_\_\_\_\_ Date \_\_\_\_\_

Ad hoc member's signature: \_\_\_\_\_ Date \_\_\_\_\_

Assistant Dean decision:

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

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

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

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

**If further appeal desired, to dean on \_\_\_\_\_(date, within 3 calendar days of receipt of prior decision)**

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

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

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

**Marquette University College of Nursing  
Independent Study MSN/Certificate  
Programs  
NURS 6995**

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

**NURS 6995 Courses**

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

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

1. Ordinarily, independent study courses occur in the latter part of a student's program. Independent study is not recommended for students with probationary status.
2. Before registration, the student should seek out an appropriate faculty member to act as the faculty of record. Working with this faculty, the student must define in writing the proposed topic including a course title and course description, a list of course objectives, the methodology by which the objectives will be met, means of evaluation, and plan for participation with the faculty member. This document is to be submitted to both the student's academic adviser and the Assistant Dean for Graduate Programs.

3. The above document must accompany the NURS 6995 form for approval by the faculty of record and the Assistant Dean for Graduate Programs each time a student registers for a NURS 6995 course.
4. NURS 6995 is not permitted for courses that already exist under another course number.
5. These courses are graded.

## **Marquette University College of Nursing Master's Program**

The Master of Science in Nursing Program at Marquette University prepares nurses for nursing administration or for roles in advanced practice nursing.

<http://bulletin.marquette.edu/grad/programs/nursing/#text>

Students may select:

- Health Systems Leadership
- Healthcare Data Analytics
- **Advanced Practice Nursing Options including**
  - Nurse Midwifery
  - Pediatric Acute Care NP
  - Pediatric Primary Care NP
  - Dual Pediatric Acute and Primary Care NP
  - Adult-Gerontology Primary Care NP
  - Adult-Gerontology Acute Care NP

### **MSN Program Learning Outcomes**

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

- Use data and analytical processes to discover, critique, and/or synthesize nursing knowledge for the continued improvement of nursing care across diverse settings.
- Integrate pertinent theories, research and other evidence, as well

as patient and population perspectives to guide master's level nursing practice

- Effectively use varied modes of communication, informatics and technology to promote safe and high-quality patient care.
- Initiate, maintain, and promote intra- and interprofessional collaboration. Demonstrate leadership in ethical and clinical decision making using a system's perspective.
- Provides culturally appropriate evidence-based clinical prevention and population health to individuals, families and aggregates.

It is the student's responsibility to be aware of any state-specific licensing or regulatory requirements that may impact his/her ability to practice in a given state after successful degree completion. For example, in the state of Wisconsin, 45 hours of pharmacology must be taken within 5 years of applying for prescriptive privileges.

### **Adult-Gerontology Primary Care Nurse Practitioner**

Prepares students to apply advanced clinical assessment and management skills to episodic and chronic health problems. Care includes health promotion, advanced physical assessment, diagnosis and management of health problems in patients aged 13 and up, in a clinic setting. Graduates are academically eligible to take the national certification examination for adult gerontology primary care nurse practitioner.

<https://www.marquette.edu/grad/adult-gerontology-primary-care-nurse-practitioner-cert-msn-dnp.php>

### **Adult-Gerontology Acute Care Nurse Practitioner**

Prepares students to apply advanced clinical assessment and management skills to complex health problems. Graduates care for acutely ill patients, ages 13 and up, in a variety of settings such as acute care facilities, specialty practice offices and skilled care. Graduates are academically eligible to take the national certification examination for adult gerontology acute care nurse practitioner. This specialization is offered both at the Milwaukee and the Indianapolis campuses. Two years of full-time nursing experience in an acute care setting with the adult population is required prior to beginning clinical courses.

<https://www.marquette.edu/grad/adult-gerontology-acute-care-nurse-practitioner-cert-msn-dnp.php>

### **Nurse Midwifery**

Prepares students for independent management of low risk women during the antepartum, intrapartum and postpartum periods and for primary and gynecologic care of women throughout the life span. Graduates are prepared for collaborative

management of women with risk factors. Program graduates are academically eligible to take the national certification examination of the American Midwifery Certification Board.

<https://www.marquette.edu/grad/midwifery-nurse-practitioner-cert-msn-dnp.php>

### **Pediatric Primary Care Nurse Practitioner**

Prepares students for advanced practice as a pediatric nurse practitioner. Graduates are prepared to independently provide health care for children and families from simple to complex health issues, usually in primary care settings. Graduates are academically eligible to take primary care pediatric nurse practitioner national certification examinations.

<https://www.marquette.edu/grad/pediatric-primary-care-nurse-practitioner-cert-msn-dnp.php>

### **Pediatric Acute Care Nurse Practitioner**

Prepares students to manage complex chronically ill, acutely ill and critically ill children. Graduates are eligible to take the national certification examination for the acute care pediatric nurse practitioner specialty. This specialty may be attained through the M.S.N., D.N.P., or a post-master's certificate for nurses who already have a Master of Science in Nursing. One year of full-time nursing experience in a pediatric acute care setting is required prior to beginning clinical courses.

<https://www.marquette.edu/grad/pediatric-acute-care-nurse-practitioner-cert-msn-dnp.php>

### **Dual Primary Care and Acute Care Pediatric Nurse Practitioner**

Prepares students to practice as a dually-trained pediatric acute care/primary care nurse practitioner. Graduates are prepared to manage well children, pediatric acute and episodic illnesses, complex chronically ill, acutely ill and critically ill children. Graduates are eligible to take the national certification examinations for the acute care and primary care pediatric nurse practitioner specialties. One year of full-time nursing experience in a pediatric acute care setting is required prior to beginning acute care clinical courses.

<https://www.marquette.edu/grad/pediatric-dual-primary-acute-care-nurse-practitioner-msn-dnp.php>

## **Healthcare Systems Leadership**

Prepares the student for leadership, administrative and executive roles in health care. Graduates are academically eligible to take the national certification examination for Nursing Administration.

<https://www.marquette.edu/grad/nursing-health-systems-leadership-msn-dnp.php>

## **Health Care Data Analytics**

Prepares students to apply specialized data analytics knowledge and skills in a variety of healthcare settings. This is an interdisciplinary program in collaboration with Marquette's Department of Computer Science. Information science courses equip students to understand and quantify the value of decisions based on analyses, and the health curriculum

provides the context and application of the data. The program is designed for students with any undergraduate degree and all levels of professional experience. <http://www.marquette.edu/grad/programs-healthcare-data-analytics.php>

### **Licensure/Certification**

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

### **Specialty Certification Exams**

Students in all advanced practice specialty options will be approved to sit for certification after conferral of graduation by the University in the semester of graduation. Students will not be approved to take certification exams prior to University conferral. Paperwork should be submitted to [Karen.nest@marquette.edu](mailto:Karen.nest@marquette.edu)

## Post-Master's Certificates

Post-master's certificates allow the student with a master's degree in nursing to pursue a new specialty/certification. All advanced practice programs require advanced assessment, advanced pharmacology and advanced pathophysiology either as prerequisite or as part of the post-master's certificate. The number of credits in the specific post-master's certificate depends upon the student's previous master's in nursing course work. <http://www.marquette.edu/nursing/academicprograms-postmasters.shtml>. A minimum of 12 credits must be taken at Marquette. Post-Master's certificate specialties offered include:

<http://bulletin.marquette.edu/grad/programs/nursing/#certificatetext>

- Adult-Gerontology Acute Care Nurse Practitioner
- Adult-Gerontology Primary Care Nurse Practitioner
- Pediatric Primary Care Nurse Practitioner
- Pediatric Acute Care Nurse Practitioner
- Nurse Midwifery
- Health Systems Leadership

### Post-Masters Certificate Program Learning Outcomes

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

### Licensure/Certification

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

### Specialty Certification Exams

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## **Marquette University College of Nursing Graduate Entry in Nursing Master's Program for Nurses (ADN prepared) with Non-Nursing Bachelor's Degree**

Marquette University College of Nursing has developed a program of study for nurses who have an Associate Degrees in Nursing and who also have degrees in disciplines other than nursing and wish to complete an MSN in a specialty. This is a program to which each student is admitted as a special case. The applicant must be licensed as a registered nurse in Wisconsin or compact state.

<http://bulletin.marquette.edu/grad/programs/nursing/#text>

**After admission, the student will be required to complete the following courses prior to progressing with the specialty courses of the selected option:**

NURS 5901- Interdisciplinary Palliative Care

NURS 6100 – Community and Population Health Nursing (3 cr.)

NURS 6010 – Research and Evidence as a Foundation for Nursing (3 cr.)

NURS 6825 – Quality & Patient Safety in Health Care (3 cr.)

**The student may complete the remainder of the core courses while completing the above requirements:**

NURS 6000 Theoretical Foundations of Nursing (3 cr.)

NURS 6007 Ethics, Policy, & Health Care Advocacy (3 cr.)

NURS 6009 Organizational & Systems Leadership (3 cr.)

**Specialty courses required for the MSN specialties noted above.**

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

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

<http://bulletin.marquette.edu/grad/programs/nursing/#mastersrequirementstext>

### **Progression Requirements**

A GPA of 3.0 is required each semester and in summer modules for continuation in the program. See Academic Progression Policy.

### **Licensure/Certification**

Graduates of this program are eligible to sit for the NCLEX examination and, after

passing the exam, be licensed in most states. Please note that there may be additional requirements for licensure established by some states. Marquette does not guarantee that the DE program meets every criteria of every state. It is the responsibility of the student to become knowledgeable of the requirements of the state in which he/she wishes to license and obtain the prerequisites for that state's license.

### **Standardized Testing**

Standardized testing is required in several courses prior to taking the NCLEX examination. An exit exam and review course are also required. Fees are required for all tests; approximate fees are \$500 (exact amount based on vendor costs at testing time).

### **NCLEX RN Certification**

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

## Uniform Description for DE students

### All Students

- Navy blue pants and navy shirt with MUCN emblem patch.
- White lab jacket, white leather or white athletic shoes with white or navy socks.
- A Marquette emblem is to be sewn on left shirtsleeve (all shirts) and lab jacket 1-1.5" below shoulder seam.
- Name bar and picture ID required. \*\* Provided by MU Card Services. Replacement cards may be purchased from Union Station in the AMU for a fee.
- Cintas Corporation will visit campus for students to try on uniforms for sizing prior to ordering.
  - o Items can be purchased from: Cintas Corporation, 6415 N. 62nd St., Milwaukee, WI 53223 [www.cintas.com](http://www.cintas.com)

### Equipment Policy:

- All students are expected to have the following equipment:
  - o pen-light.
  - o stethoscope, 18- 20 inches long with a bell & diaphragm.
  - o watch with a second hand. Cell phones as watches are not acceptable in the clinical setting.
  - o Equipment items may be purchased from any medical supply company. Be sure to find out if the company will repair equipment, if necessary.

### Guidelines for Professional Appearance of Marquette University Nursing Students

The purpose of wearing a uniform is for students to identify themselves as professional student health care providers to clients, other health care workers, and the public. While individual preferences exist, the personal appearance of students may have a significant impact on the safety and comfort of patients, clients, families and other staff. For this reason, appropriate attire in all areas is the standard, considering all aspects of patient/client/student safety and infection control practices. These guidelines are based on the clinical dress codes of the clinical partners we serve.

Students in practice settings that do not require uniforms are to project a professional image of a nurse. Ethnicity, national origin, and cultural traditions will be considered and reviewed when patient, client or student safety is not at risk. College of Nursing uniforms and guidelines must be followed at all times.

1. Intact clothes are required. Length must be reasonable and size sufficient to allow for movement, comfort, and professional appearance. Proper undergarments are to be worn and not exposed or visible through clothing. Pants must be at appropriate waist level. If a long sleeve tshirt is worn under the uniform scrub it is to be a white color.
2. ID badges issued by the healthcare organization and/or College of Nursing **MUST always be worn and must be in clear view.**
3. Clean white shoes are required. They are to be plain, leather or leather types without stripes or logos. Clogs, crocs, and open toed shoes/sandals are not acceptable.
4. Appropriate socks are white, undecorated, and worn inside the pant leg
5. Hair must be a neutral color or have color with subtle undertones, clean and well-

trimmed. Hair must be secured so it does not fall forward over the shoulders or into the face.

6. Facial hair must be cleaned and well-trimmed
7. Sunglasses are not to be worn indoors. Eyewear that changes shade while exposed to sunlight is permitted, except where prohibited for safety reasons by department-specific guidelines
8. Make-up should not be worn in excessive amounts and should be in keeping with professional image
9. For safety reasons, all facial and tongue piercings, necklaces, chains, bracelets and decorative long hanging earrings are prohibited in clinical settings. Acceptable jewelry is limited to wedding rings and small, secure earrings. No nose rings allowed on the clinical site and must be taken out, covered with a bandaid is not acceptable.
10. Tattoos visible outside the uniform need to be covered.
11. Fingernails should be no longer than the tip of the finger. Polish should be of a neutral color and needs to be removed all together if it is chipped or wearing off. Artificial nails, enhancements or acrylic overlays of any length are prohibited.
12. Good body hygiene is important during contact with clients. Fragrances, perfumes and after-shave lotions are not to be worn in clinical settings.

\*\* The above list identifies some but not all items or attire that are deemed appropriate. All of these requirements could be altered by the clinical partners and in that case the student must comply with their requirements. The College of Nursing and the healthcare agencies have the right to determine appropriateness for the professional work environment.

## DE Sample Course Plan: (Sequence effective May 2020)

### Semester 1

NURS 6011 Health Assessment and Fundamentals Theory	3 cr
NURS 6013 Health Assessment and Fundamentals Lab/Clinical	2 cr
NURS 6003 Essentials of Nursing	3 cr
NURS 6030 Pathophysiological Concepts for Advanced Nursing Practice	3 cr
NURS 6015 Pharmacotherapeutics for Nursing Practice	3 cr
Total	16 cr

### Semester 2:

NURS 6201 Nursing Concepts and Intervention, Adult/Gerontology I Theory	3 cr
NURS 6500 Family Centered Nursing Care of Children Theory	3 cr
NURS 6005 Concepts & Interventions for the Promotion of Mental Health Theory	3 cr
NURS 6007 Ethics Policy and Health Care Advocacy	3 cr
NURS 6970 Nursing Care for Patients with Chronic Conditions Practicum	4 cr
Total	16 cr

### Semester 3:

NURS 6100 Community and Population Health Nursing	3 cr
NURS 6700 Maternity Nursing and Women's Health Theory	3 cr
NURS 6010 Research and Evidence as a Foundation	3 cr
NURS 6202 Nursing Concepts and Intervention, Adult/Gerontology II Theory	3 cr
NURS 6971 Nursing Care for Patients with Acute Conditions Practicum	4 cr
Total	16 cr

### Semester 4:

HEAL 6825 Quality Improvement and Patient Safety in Health Care	3 cr
NURS 6244 Health Promotion across the Lifespan	3 cr
NURS 6973 Professional Nursing Practice-Clinical*	4 cr
NURS 6000 Theoretical Foundations of Nursing	3 cr
NURS 6009 Organizational and Systems Leadership	3 cr
Total	16 cr

### Semester 5:

NURS 6032 Pharmacology for Advanced Nursing Practice	3 cr
NURS 6035 Advanced Health Assessment Across the Lifespan	3 cr
HEAL 6835 Informatics, Technology and Professional Issues	3 cr
NURS 6976 Transition to Nursing Practice and Leadership-Clinical	4 cr
Total	13 cr

\*Clinical courses require on-site preparation prior to clinical practice.

## Doctor of Nursing Practice (DNP)

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

The post-BSN to DNP prepares students to become either a nursing leader/administrator or an advanced practice nurse in one of the following specialties: nurse anesthesia, pediatrics-primary care nurse practitioner, pediatric-acute care nurse practitioner, dual pediatric primary / acute care nurse practitioner, adult-gerontology primary care nurse practitioner or adult-gerontology acute care nurse practitioner.

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

<http://bulletin.marquette.edu/grad/programs/nursing/#nursdnptext>

### DNP Program Learning Outcomes

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

## **DNP Degree Requirements**

### ***Post-Master's DNP***

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

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

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

### **Required Courses:**

HEAL 6825 Quality and Patient Safety in Health Care (offered in Fall Semester) **or**  
HEAL 6830 Quality Improvement Science in Health Care (offered in Spring semester)  
HEAL 6835 Health Care Informatics, Technology & Professional Issues (offered in Fall Semester)  
HEAL 8015 Applied Statistics for the Health Sciences (offered in Fall semester)  
NURS 6848 Health Care Policy (offered in Fall semester)  
HEAL 7010 Translational Research (offered in Spring Semester)  
HEAL 7049 Outcomes Management (offered in Spring Semester)  
HEAL 7012 Epidemiology (offered in Fall semester)  
NURS 7980-7086 Residency (offered in Fall semester)  
NURS 7996 Capstone I (offered in Fall Semester)  
NURS 7997 Capstone II (offered in Spring Semester)

### ***Post-Bachelor's DNP***

The 63-91 credit Post-Bachelor's DNP provides an APRN or nursing leadership/administration focus with courses designed to meet the requirements of the AACN DNP Essentials. <http://www.aacnnursing.org/Education-Resources/AACN-Essentials> With the exception of the Nurse Anesthesia program, the DNP was

deliberately planned so that students earn a master's degree route to the DNP and are eligible to write the certification examination in their areas of specialization upon completion of the master's degree. Nurse Anesthesia students progress directly to the DNP. The nursing specialty options include:

- Nurse Anesthesia
- Adult-Gerontology Acute Care Nurse Practitioner
- Adult-Gerontology Primary Care Nurse Practitioner
- Pediatric Primary Care Nurse Practitioner
- Pediatric Acute Care Nurse Practitioner
- Dual Pediatric Primary and Acute Care Nurse Practitioner
- Health Systems Leadership.

### **Adult-Gerontology Primary Care Nurse Practitioner**

Prepares students to have competence in leadership, evidence-based care and translational research methods for quality improvement as well as preparation at the very highest level to apply advanced clinical assessment and management skills to episodic and chronic health problems. Care includes health promotion, advanced physical assessment, diagnosis and management of health problems in patients aged 13 and up, in a clinic setting. Graduates are academically eligible to take the national certification examination for adult-gerontology primary care nurse practitioner. <https://bulletin.marquette.edu/grad/programs/nursing/#nursdnptext>

### **Adult-Gerontology Acute Care Nurse Practitioner**

Prepares students to have competence in leadership, evidence-based care and translational research methods for quality improvement as well as preparation at the very highest level to apply advanced clinical assessment and management skills to complex health problems. Graduates of this program care for acutely ill patients, ages 13 and up, in a variety of settings such as acute care facilities, specialty practice offices and skilled care. Graduates are academically eligible to take the national certification examination for adult-gerontology acute care nurse practitioner. One year of full-time nursing experience in an acute care setting with the adult population is required prior to beginning clinical courses.

<https://bulletin.marquette.edu/grad/programs/nursing/#nursdnptext>

### **Nurse Anesthesia**

Prepares students to have competence in leadership, evidence-based care and translational research methods for quality improvement as well as preparation at the very highest level to apply advanced clinical assessment and management skills to complex health problems. The nurse anesthesia program prepares expert clinicians who understand the complexities of health care, including patient safety, advanced diagnostics and treatments, information technology, business management and health care finance. The curriculum and clinical experiences prepare students in a variety of regional and general anesthesia techniques for every setting in which anesthesia is delivered to patients. A minimum of one year, preferably two years, of full-time work experience (or its part-time equivalent) as a registered nurse in a critical care setting within the United States, its territories or a U.S. military hospital outside of the United States is required prior to application.

<https://bulletin.marquette.edu/grad/programs/nursing/#nursdnptext>

### **Pediatric Primary Care Nurse Practitioner**

Prepares students to have competence in leadership, evidence-based care and translational research methods for quality improvement as well as preparation at the very highest level to apply advanced clinical assessment and management skills. The program prepares nurses for advanced practice as pediatric nurse practitioners. Graduates are prepared to independently provide health care for children and families from simple to complex health issues usually in primary care settings. Graduates are academically eligible to take primary care pediatric nurse practitioner national certification examinations. One year of full-time nursing experience with a pediatric population is required prior to beginning clinical courses.

<https://bulletin.marquette.edu/grad/programs/nursing/#nursdnptext>

### **Pediatric Acute Care Nurse Practitioner**

Prepares students to have competence in leadership, evidence-based care and translational research methods for quality improvement as well as preparation at the very highest level to apply advanced clinical assessment and management skills. Graduates are prepared to manage complex chronically ill, acutely ill and critically ill children. Graduates are eligible to take the national certification examination for the acute care pediatric nurse practitioner specialty. One year of full-time nursing experience in a pediatric acute care setting is required prior to beginning clinical courses. <https://bulletin.marquette.edu/grad/programs/nursing/#nursdnptext>

### **Dual Primary Care and Acute Care Pediatric Nurse Practitioner**

Prepares students to have competence in leadership, evidence-based care and translational research methods for quality improvement as well as preparation at the very highest level to apply advanced clinical assessment and management skills. The program prepares nurses to practice as a dually-trained pediatric acute care/primary care nurse practitioner. Graduates are prepared to manage well children, pediatric acute and episodic illnesses, complex chronically ill, acutely ill and critically ill children. Graduates are eligible to take the national certification examinations for the acute care and primary care pediatric nurse practitioner specialties. One year of full-time nursing experience in a pediatric acute care setting is required prior to beginning acute care clinical courses <https://bulletin.marquette.edu/grad/programs/nursing/#nursdnptext>

### **Health Systems Leadership**

Prepares students to have competence in leadership, evidence-based care and translational research methods for quality improvement as well as preparation at the very highest level to apply advanced clinical assessment and management skills. Prepares students for leadership, administrative and executive roles through understanding health systems, clinical operations, and strategic thinking. Graduates are academically eligible to take the national certification examination for Nursing Administration or healthcare executive.

<https://bulletin.marquette.edu/grad/programs/nursing/#nursdnptext>

### **Licensure/Certification**

It is the student's responsibility to be aware of any state-specific licensing or regulatory

requirements that may impact his/her ability to practice in a given state after successful degree completion. For example, in the state of Wisconsin, 45 hours of pharmacology must be taken within 5 years of applying for prescriptive privileges (see curricula for specialty option).

### **Specialty Certification Exams**

Students in all advanced practice specialty options will be approved to sit for certification after conferral of graduation by the University in the semester of graduation. Students will not be approved to take certification exams prior to University conferral. Paperwork should be submitted to [Karen.nest@marquette.edu](mailto:Karen.nest@marquette.edu)

## **DNP Residency**

The **DNP residency** requirement expands upon the master's-level clinicals that precede it and leads to completion of the AACN's recommended 1000 hours of supervised clinical practice. The clinical enables the student to demonstrate the highest level of independent advanced practice and contributes to the student's achievement of the program outcomes.

The DNP residency is individualized for each student and prior to the course students are required to develop and submit a plan for achievement of the residency course objectives. Students who are functioning in an advanced practice role may be able to complete a portion of the clinical residency hours in their place of employment but the hours must be in addition to normal work hours; however, the student is expected to demonstrate doctoral level practice. Planning for the residency course occurs in the semester prior to start of residency. Students develop the residency planning template in collaboration with their option advisers. Once approval has been obtained from the adviser, the template plan will be forwarded to the course faculty for final approval. The student must have the requisite approvals prior to beginning residency hours.

## **DNP Scholarly Project**

The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The final DNP product documents outcomes of the student's educational experiences, provides a measurable medium for evaluating the immersion experience, and summarizes the student's growth in knowledge and expertise. The final DNP product should be defined by the academic unit and utilize a form that best incorporates the requirements of the specialty and the institution that is awarding the degree. Whatever form the final DNP product takes, it will serve as a foundation for future scholarly practice.

<https://www.aacnnursing.org/DNP/DNP-Essentials>

## Marquette University College of Nursing Traditional Student MSN & DNP – Scheduling of Courses

The courses for DE students are offered according to the DE curriculum plan

The following guide indicates when required courses are generally scheduled:

Course	Fall	Spring	Summer
NURS 6000	x	x	x
NURS 6007	x	x	x
NURS 6009	x	x	x
NURS 6010	x	x	Even
NURS 6030		x	
NURS 6032	X		
NURS 6035	X		x
NURS 6037	x		
NURS 6240		x	
NURS 6242	x		
NURS 6244		x	
NURS 6251		x	
NURS 6252	x		
NURS 6257		x	
NURS 6258		x	
NURS 6259	x		
NURS 6340		x	
NURS 6351		x	
NURS 6352	x		
NURS 6353		x	
NURS 6451		x	
NURS 6452	x		
HEAL 6825	x		
HEAL 6835	x		
HEAL 6848	x		

Course	Fall	Spring	Summer
NURS 6453		x	
NURS 6535	x		
NURS 6536		X	
NURS 6540		X	
NURS 6542	x		
NURS 6551		x	
NURS 6552	x		
NURS 6553		x	
NURS 6640		x	
NURS 6651		x	
NURS 6652	x		
NURS 6653		x	
NURS 6740	x		
NURS 6742		x	
NURS 6744	x		
NURS 6746		x	
NURS 6752	x		
NURS 6753		x	
NURS 6995	x	x	
HEAL 6830		x	
HEAL 7049		x	
HEAL 6840		x	

## PhD Program

### Description of program

The Doctor of Philosophy (PhD) prepares nurse-scientists as teachers and scholars with an emphasis on nursing knowledge development in a substantive research area of science aimed to improve health, healthcare and healthcare education.

Detailed information about the PhD program can be found at <https://marq.sharepoint.com/teams/PhDResources> contact the PhD Program Director for access.

### PhD Graduates will be able to:

1. Develop and disseminate knowledge for the discipline of nursing that will impact health, healthcare and healthcare education.
  - a. Synthesize research findings to guide nursing knowledge development.
  - b. Design and conduct research.
  - c. Develop, test and refine theories as a basis for nursing science.
  - d. Analyze patterns of health equity and disparity.
  - e. Effectively communicate nursing knowledge verbally, in writing, and through emerging technologies.
2. Advance innovation in principles and methods of nursing education.
  - a. Apply teaching/learning principles in nursing education at the individual, course, and program level.
  - b. Synthesize research findings to advance innovation and provide leadership in nursing education.
  - c. Evaluate own progress regarding effective teaching/learning practices at the individual, course, and program level.

### Student Advisement

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

- Community engaged research
- Person-centered research
- Nursing education research

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

- a. Meet bi-monthly with the student to discuss progress, program of research development, the program plan and the student's attainment of program benchmarks and outcomes. These meetings can be initiated by either the

- student or the mentor/advisor but are the responsibility of both.
- b. Interpret the PhD program design, requirements, and policies and documentation requirements with the student.
  - c. Assist the student in planning objectives for PhD study and program of research development.
  - d. Develop and maintain the student's program plan in conjunction with the student and the Director of the PhD Program.
  - e. Create a dissertation committee with 2-4 members who can support the content area, methodology and design of the student's planned dissertation research.

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

### **PhD Degree Requirements**

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

### **PhD Curriculum**

The PhD course requirements and descriptions can be found in the Graduate School Bulletin [http://www.marquette.edu/grad/current\\_bulletin.shtml](http://www.marquette.edu/grad/current_bulletin.shtml) and in the PhD Advising SharePoint site.

### **Courses**

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

### **Graduate School Bulletin**

The *Graduate School Bulletin* is available online at [http://www.marquette.edu/grad/current\\_bulletin.shtml](http://www.marquette.edu/grad/current_bulletin.shtml). It includes information like University and Graduate School policies on conduct, such as academic conduct, professional integrity, academic dishonesty, professional performance, academic progress, leaves of absence, dissertation defense and graduation requirements.

Additionally, the Graduate School website also contains pertinent information and access to forms and procedures. <http://www.marquette.edu/grad> Students are responsible for following both the Graduate School and the College of Nursing PhD Program processes and procedures. All questions should be referred to the Director of the PhD Program.

### **PhD Residency Requirements**

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

### **Dissertation Research**

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

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

#### **Overview**

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

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

1. Preparation for DQE typically begins just prior to the last semester of coursework. Detailed information can be found [here](#).
2. Once the DQE proposal is written, the next step is preparing for the Doctoral Qualifying Examination. Detailed information can be found [here](#).
3. Information about the Doctoral Qualifying Examination and Oral Defense information can be found [here](#).
4. Once the student has successfully passed DQE, they then submit the appropriate documentation to Institutional Review Board (IRB) for review and

approval. Information can be found at <http://www.marquette.edu/orc/irb/forms-templates.shtml> using Kualii. The mentor/advisor and the Director of the PhD Program will need to approve the documents electronically in the Kualii system prior to the review by IRB.

5. Once IRB approval is obtained, the student is considered a Dissertator and the dissertation research may commence. Information about the paperwork and process of Doctoral Candidacy can be found [here](#).

### **Dissertation Research**

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

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

### **The Defense**

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

### **After the Defense**

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