Kettering COLLEGE

Division of Nursing

Master of Science in Nursing Program
Student Handbook

2025-2026

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WELCOME

Welcome from the Dean of Nursing

This handbook is designed to provide you with information about the nursing program, departmental policies, and other general information about Kettering College (KC). Upon entering Kettering's nursing program, you are assuming a new role. An important aspect of any role is awareness of the new responsibilities you will undertake. General expectations are outlined in this handbook. Please check with your course faculty members regarding course-specific requirements. Also, be certain to explore the KC Academic Bulletin and KC Student Handbook located on the kc.edu website for valuable college-wide information about your responsibilities as a student.

The nursing administrators, faculty members, and staff of the Division of Nursing are here to help you reach your goal by facilitating your professional growth while providing exciting learning opportunities. Through your interactions with faculty and staff, we want you to know that you are valued and important. If you have a concern about your educational program, please ask your course faculty member for assistance. *To be an effective student and get the best education possible, you must be bold enough to ask for help and advice* You can also arrange appointments with faculty members to meet through canvas and information about contacting your faculty is posted in each syllabus. We are sure you will find many kind and generous faculty and staff who will listen to your questions and help you find answers. Please know that you also have access to the Division of Nursing leaders. – We are eager to assist you on your educational journey! Review the handbook and you will find the information for contacting anyone in the Division of Nursing.

We in the Division of Nursing share a mutual goal: to help facilitate your success in the nursing program. We expect you will find this educational program challenging and demanding. Throughout its challenges, we want you to also experience the rewards of the nursing profession in a new role, the love God has for you, and the joys that come with a job well done. We want you to come away from this program with a zest for service, new knowledge in your profession, a hunger for leadership and a faith in God. Your education is more than preparation for a career of service to others – it is a path on which we hope you will become closer to God and grow in His love and compassion.

May God richly bless you,

Paula Reams

Paula Reams PhD, APRN, CNP, CNE, LMT Dean of Nursing
Safe Spaces. Supportive Community. Successful Future.

Welcome to the MSN Program

Welcome to the Kettering College Master of Science in Nursing (MSN) Program! It is my pleasure to extend a warm welcome to you on behalf of our faculty and leadership team. I am so pleased you have chosen to continue your professional and academic journey with us.

Kettering College has a long-standing reputation for excellence in healthcare education, and the MSN program builds on that tradition by preparing nurses for meaningful leadership roles in today's rapidly evolving healthcare environment. Through a comprehensive and thoughtfully designed curriculum, you will engage in online coursework, in-person practicum experiences, service-learning, and a capstone project.

Our program is designed to expand upon the knowledge and skills you developed in your baccalaureate nursing education and clinical practice, while fostering your development as a faith-based leader and advocate for positive change in healthcare. Throughout your time in the program, you will be challenged to think critically, lead ethically, and act with purpose.

The Kettering College institutional outcomes – faith, service, leadership, and scholarship – serve as the foundation of our

program. These guiding principles are embedded in the learning experience and reflect our commitment to developing nurse leaders who excel both professionally and personally.

The faculty and I are dedicated to your success. We are here to support and partner with you throughout your graduate studies and look forward to witnessing your growth as a nurse leader. I am confident that your time in the MSN program will be both transformative and rewarding. Welcome to the next step in your nursing career!

Blessings,

Nicole Orian, DNP, MSN, RN
Chair & Professor, Graduate Nursing

GENERAL INFORMATION

MSN Student Handbook Introduction

The MSN Student Handbook is intended to give a general orientation to the MSN program, policies, and procedures. It should be used in conjunction with the Kettering College *Academic Bulletin*, Kettering College *Student Handbook*, Kettering College Nursing websites, and other materials distributed via the other departments and administrative offices of Kettering College. The MSN Student Handbook is updated prior to the beginning of each academic year and is subject to change with advance notice to students during the academic year. The student handbook is located in the KC MSN Program Canvas course for all students to access. As a student, you are responsible for reading this handbook in its entirety. Failure to read the handbook and other sources described above that govern Kettering College does not excuse the student from the requirements and regulations described therein.

Kettering College Additional Resources

In addition to the policy information contained within this handbook, several additional college-wide policies may be of specific value to you as a nursing student:

Policies	Location
Admission and Enrollment	Kettering College *Academic Bulletin*
Progression	Kettering College *Academic Bulletin*
Readmission	Kettering College *Academic Bulletin*
Academic Appeals and Grievance	Kettering College *Academic Bulletin*
Academic Privacy	Kettering College *Academic Bulletin*
Disability Assistance	Kettering College *Academic Bulletin*
Equal Opportunity	Kettering College *Academic Bulletin*
Financial Policies	Kettering College *Academic Bulletin*
Graduation Requirements	Kettering College *Academic Bulletin*
Sexual Harassment	Kettering College *Student Handbook*
Standard of Professional Conduct	Kettering College *Student Handbook*
Transfer of Academic Credit	Kettering College *Academic Bulletin*
Immunization Information	Kettering College *Academic Bulletin*
Substance Abuse	Kettering College *Student Handbook*

KETTERING COLLEGE

Kettering College Mission
Kettering College, born out of Adventist faith, offers graduate and undergraduate degrees in health science. Upholding Christ, the College educates students to make service a life calling and to view health as harmony with God in body, mind, and spirit.

Kettering College Vision
We transform lives through innovative healthcare education.

Kettering College Values
As educators, we especially value trustworthiness, innovation, caring, competence, and collaboration.

TRUSTWORTHINESS
- We value personal and professional integrity and accountability in all relationships.

INNOVATION
- We value an approach to health sciences education that promotes advances in the effective practice and delivery of healthcare.
- We value creative, future-oriented preparation of healthcare professionals to meet the challenges of providing comprehensive and compassionate healthcare.

CARING
- We value spiritual wholeness and nurture personal spiritual growth.
- We value and respect the dignity of all people as being made in the image of God.
- We value being called to Christian service through the ministry of healthcare as a reflection of Christ's unconditional love.

COMPETENCE
- We value excellence in teaching and clinical competence evidenced in personal and professional growth.
- We value promptness and effectiveness in responding to the needs of others.
- We value lifelong learning as an integral part of our professional calling and personal growth.

COLLABORATION
- We value social responsibility and service to others.
- We value partnerships that foster enhanced service to our community.

Kettering College Institutional Outcomes
Kettering College's institutional learning outcomes represent the knowledge, skills, and attitudes fostered within the Kettering College experience to enable students to be successful in their personal and professional lives, in their future educational efforts, and as engaged members of their communities. Student achievement of learning outcomes is assessed within the academic majors and courses of study, after which the assessment results are used to improve the learning experience.

The College's mission identifies what we esteem: our Adventist faith; its view of health as harmony with God in body, mind, and spirit; and its view of service as a life calling. Our faith transforms who we are as we serve others, not only what we do in the process. Individually and collectively, our mission calls us to Christlike service.
Kettering College offers pre-professional and professional healthcare education leading to associate, bachelor's, master's, and doctoral degrees. As a fully accredited institution of higher education, the College provides its students with learning experiences that prepare them not only to be highly qualified professionals, but also to be successful citizens of character, able to adapt in an ever-changing world. To accomplish this, the College has identified four institutional outcomes, known as the Pillars, that are woven throughout the College curricula of all the degrees. Each student who successfully completes their program-specific outcomes and curriculum will be able to

demonstrate degree-level appropriate competencies in the identified domains for each outcome. Students will:

Faith
- Gain self-awareness of their faith journey within the context of a Christian community and learn the skills to holistically care for self and others.

Service
- Engage in service and service-learning opportunities that have a positive impact on communities and that foster self-awareness.

Scholarship
- Conduct ethical scholarship that involves gathering and evaluating evidence in order to draw and disseminate a conclusion.

Leadership
- Work effectively with and through others by recognizing distinctive contributions each individual brings to forge superior solutions and results.

Division of Nursing Guiding Principles

YOU ARE THE QUALITY IN KC

There once was a Bakery that made wonderful bread. People went out of their way to pick up some fresh bread for supper. The taste was worth the trip, the variety was great, and it was just plain good. The word of mouth said so.

The quality was in the taste. The quality was the ingredients. The quality was in the time and the kneading of the bread. The quality was in the mind of the bakers that made the taste and the texture happen. The texture was satisfying; the taste was an enjoyable meal by itself.

No one cared that the shop was small. No one cared that the cost was a little higher than the supermarket's price. No one noticed that the bread was unwrapped or that each loaf was different in shape. The packaging didn't matter. The taste did.

Our school is in a hidden corner of a big campus of a large institution and as a school it is very small. Still, since 1967, many have come and bought our bread. But they are not buying it because of the packaging, the wrapping, the pricing, the classroom, the equipment, the great offices or the lobbies or the student centers. They are buying it because of us...the faculty bakers, and the bread we make. The quality of this school is in our bread. The '" kneading" that brings out the taste and the texture is in our teaching recipe for education.

When we review the quality of this school and its heritage in Mastery Learning, we see it not as something new to this campus. In reality, it is what we have always done best: prepare graduates who made a difference. Over the years, some of the packaging and wrappings of our "bread" have changed, but when we peel those away, we can really see the quality of the product we are proud of now and see a potential for, in our future. We reach for a goal that is greater than we are. Higher than human thought can reach, is God's ideal for man, and it is in the striving that achievement happens.

In many ways, Kettering College stands really very advantaged in our opportunities to be the kind of school for which we hold a vision. Let's paint those opportunities bright enough to catch the eye and heart of every teacher here. All three parts of the Mastery Level of Learning are essential. The Facts of the profession, the Facts of the general education, and the Facts of students' development. But the greatest of these is the mastery development of the student (1 Corinthians 13: 13, paraphrased). These are the ingredients of the "bread" we bake, are known for, and send forth to change the health care of the world.

The quality of KC is the bread we mold with our love.

Written by
Anna May Vaughan
October 6, 1999,
The visionary leader after whom our Center for Nursing Education is named.

Accessibility Services

Kettering College is committed to providing students with equal access to all programs, services, activities, and facilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADAAA) of 2008. Students seeking accommodations should contact the Director of Disability Services. Accommodation requests are reviewed on an individual basis, and all documentation is kept confidential. It is the student's responsibility to notify faculty and the Director of Accessibility Services regarding accommodations. In addition, the KC Student Success team strives to empower all students to develop effective strategies for learning and offers peer tutoring, group tutorials and private consultation. Please refer to the Kettering College Student Handbook for additional information.

For more details go to: kc.edu and search, "Disability Assistance Policy."

It is the student's responsibility to notify the professor and the Academic Support Coordinator regarding accommodations (see KC *Student Handbook*). In addition, the Academic Support Center strives to empower all students to develop effective strategies for learning and offers peer tutoring, group tutorials and private consultation. Please refer to the Kettering College *Student Handbook* for additional information.

DIVISION OF NURSING

Mission

The mission of the faculty of the Kettering College Division of Nursing is to educate individuals to become competent professional nurses who meet the healthcare needs of individuals, families, communities, and populations. Within the context of Christian caring, our graduates are educated to provide compassionate care to the whole person.

Philosophy and Vertical Curricular Elements

The Division of Nursing philosophy is consistent with and supportive of the mission, vision, and values of Kettering College. Our philosophy is based upon Biblical principles and our beliefs regarding human beings, the environment, health, nursing, and nursing education, which are all central to the profession of nursing. The Kettering College Division of Nursing affirms that the profession of nursing incorporates a commitment to lifelong learning.

Humans

Humans receive life as a gift from God and therefore are in a dynamic relationship with their Creator. As nurses care for humans, they affirm that each human being is endowed by the Creator with the power to choose, exert free will, learn, and grow. As individuals mature, they have accountability and responsibility for the decisions that affect themselves and others. Recognizing each individual as made in God's image, whole person care takes into consideration one's preferences and values while addressing physical, mental, social, environmental, spiritual, and cultural needs throughout their lifespan and across the continuum of care. Humans may consist of individuals, families, communities, and populations.

Environment

Humans function, connect, and interact within dynamic environments with multiple dimensions, including, but not limited to physical, mental, social, spiritual, and cultural. An optimal environment fosters growth, health, and quality of life while minimizing risks and undesirable outcomes for humans or the environment. Characteristics of a healing environment include connectedness to God and others, appreciation of differences, promotion of a culture of safety, and provision of adequate resources that support health, wellbeing, and lifelong learning. Actions that facilitate optimal environments include advocacy, collaboration, networking, and adequate access to resources, as well as good stewardship of resources available.

Health

Health is a self-defined, dynamic process impacted by physical, mental, social, environmental, spiritual, and cultural dimensions which vary throughout one's lifespan. Wellness is achieved when the dimensions of a person's life are effectively integrated. Illness reflects an imbalance among the dimensions that results in a diminished capacity to optimally meet one's needs. When restoration of health is not possible, and death is inevitable, nursing interventions include supporting individuals and their families to experience death with dignity and wholeness.

Nursing

Nursing is a service to humanity that includes role modeling Christ, providing wholistic care, and showing love and compassion for the purpose of healing and restoration through caring, connecting, and empowering. As an art and science, nursing involves enabling individuals, families, communities, and populations to attain mutually established health goals relative to their health status across their lifespans. The art of nursing encompasses Christian caring, compassion, flexibility, professionalism, and sound judgment consistent with the ethical principles exemplified by Christ. The science of nursing involves the integration of knowledge from the biological and social sciences, the humanities, and the discipline of nursing while embracing a commitment to lifelong learning. Professional nurses are accountable for practice consistent with professional practice standards and serve as leaders to affect change and improve healthcare outcomes. The professional nurse uses researched evidence, clinical reasoning, independent judgment, and leadership skills, to collaborate with other healthcare providers to provide safe, quality, care for individuals, families, groups, communities, and populations in diverse settings across their lifespans.

Nursing education draws on the theories of education and principles of adult learning and is facilitated in an environment conducive to growth and change. Learning is reflected through changes in attitudes, thought patterns, and behaviors resulting from active student participation in study, experience, and the integration of service. An effective learning environment is characterized by mutual respect, active student participation, and the use of clinical reasoning skills, curiosity, and creativity that result in continuous growth and lifelong learning. Students are empowered to assume ownership and personal responsibility for their learning. Faculty are committed to nurturing students in their calling while providing a safe, effective learning environment and modeling professionalism.

The faculty shares a common understanding of vertical curricular elements that are addressed in levels of progression in the nursing curriculum.

Whole Person Care

Whole person care is an approach that values patients (individuals, families, groups, communities and populations) as made in God's image. Nurses and leaders provide and support compassionate care to address a composite of physical, mental, social, spiritual, cultural, and environmental needs. In providing care for the whole person, nurses recognize patients as full partners and provide care based on respect for their preferences, values and needs.

- Christian Caring
  Christian professional values are the foundation of the Division of Nursing. Caring is central to the concept of Christian values and is defined as providing nursing care and service in the tradition of Christ's example. Nurses who provide Christian caring give compassionately to the whole person as a response to understanding God's love and grade toward humanity. Essential values that exemplify Christian professional values include, but are not limited to, trustworthiness, innovation, caring, competence, and collaboration.

Professionalism

Professionalism is embodied by the nurse functioning autonomously and interdependently within nursing and interprofessional teams. Professional nurses are accountable to professional practice standards and regulations and commit themselves to compassionate care with strong ethical values, open communication and

collaboration, mutual respect, and shared decision-making to advocate for and achieve quality patient care. Professional nursing includes nurses practicing at all levels engaged in professional partnerships to provide and support evidence-based, safe, quality, patient-centered care. Professionalism is reflected in the development of professional identity over time and commitment to lifelong learning.

- **Lifelong Learning**
  Learning is a lifelong journey of discovery of knowledge, skills, values, and attitudes in intellectual, psychomotor, emotional, and spiritual domains. Rooted in a commitment to personal and professional development, it incorporates education from formal or informal learning experiences. Lifelong learning includes recognizing the need for continual improvement, assuming personal and professional responsibility, engaging in ongoing self-reflection, embracing strategies to enhance learning, and participating in mentoring relationships.

Evidence-Based Practice & Quality Improvement

Evidence-Based Practice integrates best, current evidence with clinical expertise and patient/family preferences and values for delivery of optimal patient-centered health care. Evidence-based practice is a method used by nurses to critically appraise research evidence to inform best practices in patient care. Quality Improvement is the use of data to monitor the outcomes of care processes to continuously improve the quality and safety of healthcare systems. At the graduate level, nurses participate in research and quality improvement to develop or revise guidelines for clinical decision making.

- **Safety** is the foundation upon which all other aspects of quality care are built including the minimization of risk of harm to patients and providers through both system effectiveness and individual performance.
- **Informatics** involves the use of information and communication technologies to gather data, create information, generate knowledge, mitigate errors, and support decision making and best practice.

Leadership

Leadership begins with the willingness and ability to learn new skills and includes the agility to adapt to change from the bedside to the boardroom. Leadership is revealed in nurses participating in and creating safe, positive, inclusive, encouraging, and empowering cultures that support the interprofessional healthcare team, patients, and stakeholders. The Division of Nursing encourages the principles of servant leadership, as originally modeled by Christ, which prioritizes the well-being of the individuals in one's care and creates opportunities for others to learn, grow, and function to their full potential. Effective leadership involves listening, empathy, awareness, foresight, influencing, stewardship, shared governance and ethical decision-making with appropriate delegation, and the promotion of a culture of inquiry, innovation, and transformation.
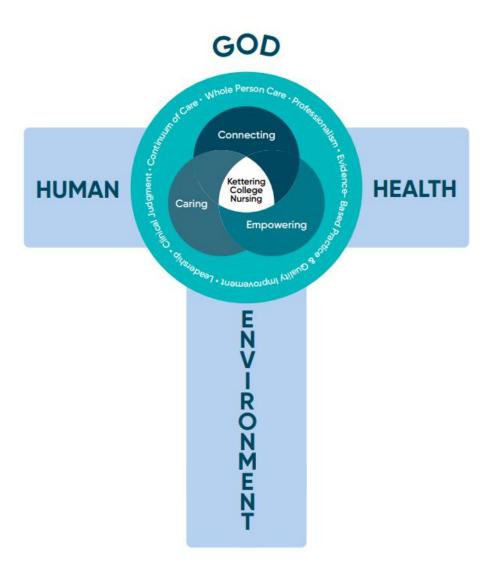
Clinical Judgment

Clinical judgment is a decision-making process using nursing knowledge to observe and assess situations, identify prioritized concerns, and generate evidence-based solutions to facilitate the best outcomes for patients and organizations. Clinical judgment is the outcome of critical thinking and clinical reasoning processes in nursing practice.

- **Critical thinking** is the process of using questioning, analyzing, applying, synthesizing, creating, interpreting, inferring, intuiting, and using inductive and deductive reasoning to make decisions.
- **Clinical reasoning** is demonstrated in nursing practice by applying the nursing process for decision making. The nursing process includes assessment, analysis, planning, implementation, and evaluation. Nurses make judgments using patient and organizational data that takes into consideration values, needs, available resources, and best evidence.

Nurses practicing at all levels can develop and strengthen clinical judgment with practice, experience, and feedback from others.
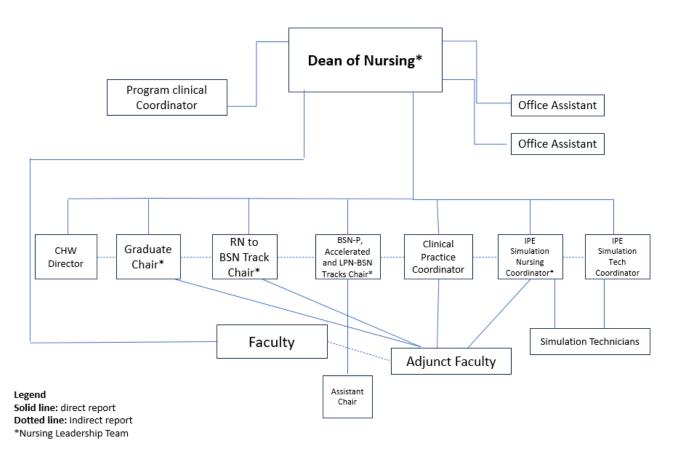
Continuum of Care

Continuum of Care represents the interaction among complex concepts of health, environment, lifespan development, and socio-cultural factors that influence patient outcomes care in a variety of settings. Nurses effectively coordinate resources to provide equitable care to all populations and advocate for patients as they navigate the complex, ever-changing healthcare environment. Nurses practicing at all levels are engaged in professional partnerships to provide and support quality, culturally competent care focused on health promotion, risk reduction, and disease management across the lifespan.

Chain of Command

A chain of command is the process for using authority in an organization. In the Division of Nursing at Kettering College, the correct sequence for seeking assistance is as follows: the student should begin by seeking assistance from the appropriate level on the chain of command that is most closely associated with their concern. This will be the individual that is most directly positioned to bring quick resolution to the concern for the student. Please note that this chain of command represents the "direct reporting structure." All faculty, staff and leaders of the Division of Nursing work synergistically and in cohesion for the Kettering College Nursing Programs.

Legend
Solid line: direct report
Dotted line: indirect report
*Nursing Leadership Team

Examples of use of Chain of Command:

If the concern involves a theory and/or practicum situation:
- See the course faculty member.
- If further guidance is needed after speaking with the course faculty member, MSN students should contact the Graduate Chair of Nursing.
- If further guidance is needed, contact the Dean of Nursing.

NOTE: If the concern involves advising, or questions about course tracking or progression within the program, please contact the Chair of Graduate Nursing.

Collecting and Processing Evaluative Data

This policy exists to
- identify strengths and weaknesses in teaching methods, courses, and agencies.
- allow for improvement and modifications of teaching methods, courses, and agencies.
- allow students anonymity and confidentiality in evaluation of courses, teachers, and clinical agencies.
- provide a uniform method for processing evaluation information.

Collection of digital data
- The individual in charge of digital evaluations will maintain confidentiality for students by notifying the students an anonymous survey is available on the course LMS.

Processing the data
- Once the timeframe for students to complete course evaluations has closed, faculty members can access results of their course evaluations in Canvas using the "Instructor Course Evaluations" tab on the left-hand

menu in the Canvas course. The Graduate Chair of Nursing and Dean of Nursing also have access to course evaluation data for performance evaluation and program assessment purposes.
- All compiled evaluations will be kept on file for a minimum of three years.

Students are asked to complete evaluations according to the list below:
- End-of semester survey MSN. This will be given to each student in the MSN program at the end of each semester and is available on Canvas.
- MSN Program Completion. This will be given to each graduating senior in the semester of graduation and is available on Canvas.

MASTER OF SCIENCE IN NURSING PROGRAM

Description of Degree
The Master of Science in Nursing (MSN) program prepares nurses for leadership roles in the rapidly changing healthcare environment. Students choosing this degree are interested in advancing their nursing careers toward leadership and management to improve healthcare outcomes. Core content in the curriculum includes leadership, health promotion, organizational behavior, human resources, financial management, evidence-based practice, quality improvement, and mentoring.

The MSN curriculum is 39 credits which includes 430 practicum hours and 10 Service-Learning hours. There are 16 total courses scheduled for completion over a 2-year period. Practicum experiences are arranged with healthcare facilities close to the student's geographic area in partnership between the student, a healthcare facility, and Kettering College. The MSN Capstone Project takes place in a clinical or academic setting, and results of the project will be presented publicly. A thesis is not required.

Note: Students who completed NRSG 500 in the spring 2024, fall 2024, and spring 2025 semesters will complete a total of 460 practicum hours in the MSN program. Students enrolled in NRSG 500 beginning in fall 2025 will complete a total of 430 practicum hours in the MSN program.

MSN Program Goals
The goals of the MSN program are to guide students to:
- Lead teams in a collaborative, dynamic healthcare environment
- Apply evidence-based, ethical decision making
- Model professional competency and Christian values
- Utilize interprofessional communication to improve healthcare outcomes
- Implement innovative strategies to reduce healthcare disparities

MSN End-of-Program Student Learning Outcomes (EPSLOs)
Upon completion of the Master of Science in Nursing (MSN) program, the graduate will be able to:
- Embody the advanced nursing role to foster a positive organizational culture focused on delivering high quality, safe, patient-centered care in diverse settings.
- Model professional competency, ethical decision-making, and Christian caring as foundations of leadership.
- Engage in scholarly inquiry to evaluate current scientific knowledge/research to design evidence-based nursing solutions to address needs in professional practice.
- Design innovative, culturally responsive strategies to reduce health disparities and improve the health of the community.
- Utilize reflective practice to support continuous personal and professional growth of oneself and others.
- Implement effective communication and collaborative leadership strategies to lead interprofessional teams and influence healthcare policy, finance, and delivery.

MSN Role-Specific Competencies

The MSN program role-specific competencies are adapted from the American Organization for Nursing Leadership (AONL) Nurse Leader Competencies (2022) to ensure the coursework is consistent with contemporary nursing practice and evidence-based role-specific competencies. The role-specific competencies are aligned with the end-of-program student learning outcomes (EPSLOs) and include the domains of:

- Leader Within
- Communication & Relationship Management
- Knowledge of the Health Care Environment
- Leadership
- Professionalism
- Business Skills & Principles

Each domain includes core competency statements representing the expected knowledge, skills, and abilities associated with effective leadership. The MSN program curriculum map detailing alignment between the EPSLOs, role-specific competencies, and the MSN courses is available for student view in the KC MSN Program Canvas course.

Program of Study

SEMESTER 1

Course Code	Course Name	Credits
NRSG 500	Professional Identity & The Leader Within	3
NRSG 520	Graduate Biostatistics	3
	TOTAL	6

SEMESTER 2

NRSG 525	Appraisal & Implementation of Evidence-Based Practice	3
NRSG 530	Organizational and Systems Management for Healthcare Leaders	3
	TOTAL	6

SEMESTER 3

NRSG 540	Financial Management & Healthcare Economics	3
NRSG 550	Human Resources in Health Care	3
RELP 520	Ethical Leadership in Health Care I	1
RELP 605	Applied Spiritual Care in Healthcare Leadership I	1
	TOTAL	8

SEMESTER 4

NRSG 675	Health Promotion for Diverse Populations	3
NRSG 625	Quality Improvement & Patient Safety	3
NRSG 635	Education & Mentoring in Academic and Clinical Settings	2
	TOTAL	8

SEMESTER 5

NRSG 680	Nurse Executive Practice	3
NRSG 685	Nurse Executive Practice Immersion	3
	TOTAL	6

SEMESTER 6

RELP 521	Ethical Leadership in Health Care II	1
RELP 606	Applied Spiritual Care in Healthcare Leadership II	1
NRSG 690	MSN Capstone Project	3
	TOTAL	5
	TOTAL CREDITS FOR THE PROGRAM	39

Credit Hour Requirements

The MSN degree requires a minimum of 39 credit hours and 430 practicum hours. Once accepted to the KC MSN program, all MSN courses must be taken at Kettering College.

Course Descriptions

Refer to the KC *Academic Bulletin* available at https://kc.edu for course descriptions.

Application & Admission

Applicants must complete the application process through NursingCAS and meet published deadlines to be considered for admission. Applications must be submitted no later than December 1 for spring (January) admission and no later than July 1 for fall (August) admission. Once completed, applications are reviewed and verified by the Office of Admissions in consultation with the Graduate Chair of Nursing. During the application process, official transcripts for all collegiate coursework must be sent directly from the institution(s) to NursingCAS. Applicants meeting the minimum requirements and all other requirements for admission to Kettering College will be considered for admission. This program uses a rolling admission process to extend program offers.

RN licensure in the state of residence or employment of the student applicant is required to successfully complete practicum experiences. Practicum placements in some states may not be able to be accommodated due to specific State Board of Nursing regulations.

Minimum Requirements for Regular Admission

- A completed application by published deadlines.
- A completed Bachelor of Science in Nursing degree from a regionally accredited higher education institution with a minimum of a 3.0 cumulative GPA on a 4.0 scale. Note: Kettering College policy and procedures dictate the use of one's cumulative GPA when assigning admission points and determining eligibility.
- An active, unencumbered license as a registered nurse in the state where they practice and where practicum hours will be completed.
- An applicant whose native language is not English must provide proof of English proficiency regardless of current residence.
- Students recommended for admission must meet health and safety requirements by established deadlines, including satisfactory completion of a background check and any other requirements as a condition of admission.

Applicants who do not fully meet the minimum requirements for regular admission may be considered for conditional admission at the discretion of the Division of Nursing if there is sufficient evidence of their potential to succeed in graduate-level coursework. Applicants applying for conditional admission must have a cumulative collegiate GPA of 2.8 or above. In addition to the standard application materials, applicants for conditional admission must submit two letters of recommendation and a resume/curriculum vitae that highlights their accomplishments in professional nursing.

CastleBranch Background Check

Students must request and pay for a criminal background check via CastleBranch prior to or during the first course in the MSN program before participating in practicum requirements. Participation in the practicum requirements of the program is contingent upon clearance of the background check. Failure to complete the background check in a timely manner before scheduled practicum requirements in the first course will result in dismissal from the program. If the background check indicates criminal behavior, the student may be dismissed from the program. Students may appeal the decision and will have the opportunity to present information to

dispute the background check. Determination by the Division of Nursing that a student has passed the criminal background check does not guarantee that clinical facilities will accept this assessment and allow the student to participate in practicum experiences. Should a clinical facility refuse to accept a student based on the outcome of the criminal background check, the MSN Program has no responsibility for arranging alternate practicum placements.

The student must further agree that all health and background results are available to the program and the clinical sites associated with the program as requested. It is also the student's responsibility to self-disclose to the Graduate Chair of Nursing any changes in their background check or RN licensure status while a student in the MSN program. Additionally, a student who has a gap in continuous enrollment in the program may be required to undergo another criminal background check prior to readmission into the program.

Progression

The MSN program courses are arranged in a progressive curriculum. Individual student academic plans may vary depending on individualized circumstances upon consultation with the academic advisor.

To progress in the MSN program, a student will:

- Demonstrate consistent professional and ethical behavior.
- Achieve a grade of "B" or above in all courses. Note: A grade of C, D, or F in any course in the MSN program of study is considered a course failure.
- Meet the standards for progression in each course (including any practicum requirements). Each course syllabus delineates specific requirements as set by the program.
- Maintain a current unencumbered RN license in the state where practicum experiences are completed.
- Maintain a GPA of 3.00 in each term. Students with a term GPA below 3.00 will be placed on academic probation. Failure to achieve a 3.00 in any future semester will result in dismissal from the program.
  - o Note: Only students meeting the progression requirements will be candidates for academic probation.

Grading Scale

All coursework will be graded according to the following scale:

Percentages	Letter Grade
90-100%	A
80-89.99%	B
70-79.99%	C**
60-69.99%	D**
Less than 60%	F**

**Any grade less than a "B" is considered failing.

- Students must receive a final score of 80% to pass the theory portion of each nursing course. Individual assignment, quiz, and exam scores will be carried out to the tenth decimal point (e.g. 85.3%). Rounding to a whole number will only occur when the final course grade is calculated. Rounding of the final course grade to a whole number will follow usual mathematical principles. For example, a final grade score of 79.5% will round up to 80%. Likewise, a final grade score of 79.4% is rounded down to 79%.
- The final grade for a course with a practicum component will be the theory grade if the practicum performance "meets requirements." If the practicum performance is "unsatisfactory" for any reason, regardless of the theory grade, the final grade will be an "F."
- Students must receive a final score of 80% (grade of B) to pass each nursing course and progress within the MSN program.
- Progression and readmission policies can be found in the bulletin year that a student began the nursing program. All bulletins are found on the college web site *Academic Bulletin – Kettering College (kc.edu)*

Timeframe for Completion

Students who have been accepted into the MSN program will have a maximum of two times the length of the full-time academic program to complete the requirements for a Master of Science in Nursing degree.

Conditions for Dismissal

A student will be dismissed from the MSN program for:

- Failure to provide background check clearance and/or meet health and safety requirements via Castle Branch as scheduled.
- Failing to meet progression requirements.
- Earning a failing grade in two different courses or in the same course twice.
- Earning a GPA lower than 3.00 during the academic probation term.
- Breaching professional ethics or exhibiting any behavior that may pose a threat to the student or others.

A student may be dismissed from the program for any violation of a program policy. Students dismissed under the first three criteria listed above may reapply. Those dismissed for ethical or unprofessional behavioral issues forfeit the ability to reapply.

Readmission Criteria and Deadlines

A student wishing to reapply to the MSN program must submit a readmission form to the KC director of admissions and records.

- A student may not enroll more than twice in any course.
    - A grade of "W" counts as enrollment in a course.
    - Students are not eligible for readmission following the failure of two nursing courses.
- A course must be repeated the next term in which the course is offered.
- Students will be readmitted under the current academic year's *Bulletin*, curriculum, and policies.
- Decisions for readmission will be evaluated on an individual basis based upon:
    - Available space in the program.
    - Review and evaluation of the student's professional and ethical behavior as well as academic and practicum performance at the time of withdrawal or dismissal.
    - Submission of evidence demonstrating potential for academic success.

Students who do not maintain continuous enrollment may be required to complete an updated background check upon reentry or readmission.

Graduation Requirements

Students graduating from the MSN program must:

- Satisfactorily complete all course and practicum requirements as outlined in the program of study with a grade of "B" or above.
- Satisfactorily complete the required Service Learning.
- Complete all other KC requirements for graduation, including residency requirements.

Program Costs

Please refer to the tuition and fee schedule on the Kettering College website (www.kc.edu) for details.

Students are required to have a desktop or laptop computer that meets the Kettering College Technology Requirements for Students on the KC website

Incoming students are required to register with CastleBranch (https://discover.castlebranch.com) to complete an initial background check. Upon registration with CastleBranch, instructions and details will be made available for completing the background check and meeting the health and safety requirements of the MSN program. Students are responsible for uploading the required documentation and for any costs related to CastleBranch services.

Students are required to purchase a lab coat with the Kettering College MSN Program logo to be worn for practicum learning experiences.

Accreditation/Professional Approval

Effective July 11, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 11, 2026.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
http://www.acenursing.com/candidates/candidacy.asp

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Certification

Following completion of the MSN program, students are encouraged to pursue certification when they meet eligibility requirements for work experience. Certification is not required to practice as a nurse leader.

Student Participation on Division of Nursing Committees

Students are invited to participate in various Division of Nursing committees to provide an opportunity for student involvement in representing the nursing program. Students may request a copy of the committee's responsibilities and proposed schedule of meetings. Upon recommendation of the faculty, students are selected and notified in writing regarding their appointment.

All MSN students have an open invitation to communicate with the Graduate Chair of Nursing and the Dean of Nursing where updates may be given and student input about educational, curricular, and career issues is encouraged.

Formal Complaint

Formal complaints are defined as non-trivial complaints submitted in writing, dated, signed by the student, and submitted to the Dean of Nursing. Formal complaints are kept on file and the Graduate Chair of Nursing and Dean of Nursing maintain a record of each formal complaint and its resolution.

ACADEMIC POLICIES

Advising

Advising about career objectives, educational concerns, and personal adjustment is an important component of the educational experience and helps students with their academic progress and personal growth. Faculty members and administrative officers are assigned to provide assistance and guidance. It is highly encouraged that each student meet with his or her assigned academic advisor at least once per semester.

Faculty Contact Information and Availability

Faculty members post their contact information and availability in the Canvas course.

Canvas

Canvas, the Kettering College learning management system, is utilized as the primary form of communication in the Nursing Program. All students are required to have access to Canvas and are required to check it daily for updates and resources.

Student Email
The Kettering College email address will be the primary email address used by the Nursing Program and college departments for academic purposes. A student may choose to forward the email from that account into a personal account of the student's choice; however, the student is responsible for all communication sent to the college issued email account. All nursing students are required to check email daily for communication recognizing that some communications are time critical. If a student receives an official email from college faculty, administration, or staff and does not read that email any subsequent repercussions cannot be excused by "unread email messages."

Attendance
This policy exists to:
- Assist students to view attendance as a top priority in the learning process.
- Assist students to develop professional responsibility and accountability.
- Ensure fairness to fellow students.
- Provide maximum educational experiences that foster high standards of achievement and professionalism.
- Ensure reported practicum hours are verified.

All students are governed by the Attendance policy found in the current Kettering College *Academic Bulletin*. Because active participation is essential to the learning process, the following attendance policies are in effect for students. Lack of attendance to course experiences will compromise the learning process regardless of the type of absence. Each student needs to use appropriate professional judgment when an absence is necessary for handling emergencies or prolonged illness issues.

Class Absence
- The MSN program delivers courses in an online format, and students are required to complete required coursework through online forums. Most courses in the MSN program are designed as asynchronous courses although a few synchronous meetings may be required (as described in course syllabi and the course calendar). Synchronous requirements will be communicated at the beginning of the course in which they are required.
- If a course includes an exam scheduled at a synchronous time, students are responsible for making arrangements to take the exam at the scheduled time. Make-up for exams and quizzes is not guaranteed. Course faculty will determine if make-up is permitted. An alternate exam, quiz, or method of testing may be used if make-up testing is permitted.
- Weather-related absence to class: MSN students are not impacted by weather-related closings of Kettering College in the same way that on-campus students are affected. Course work continues as scheduled. If students have specific questions about this policy, contact the course professor.
- In the event of extenuating circumstances affecting attendance, students should notify the course professor prior to missing course requirements.

Practicum Absence
- Scheduling for practicum experiences is completed collaboratively with the preceptor and graduate student. If a student is unable to attend a scheduled practicum experience, the student is expected to notify the preceptor prior to the missed practicum experience.
- Graduate nursing courses that include a practicum component have a specific number of practicum hours designated in each course. Any practicum hours that the student misses must be made up. Practicum absences must be made up in a manner deemed appropriate by nursing faculty to meet nursing program requirements.
- Weather-related absence to practicum: If a weather-related situation compromises a student's ability to attend a scheduled practicum, the student is expected to communicate with the preceptor prior to the missed practicum. Students should utilize appropriate decision-making regarding transportation when inclement weather is present.

Extended Leave of Absence
Students are expected to maintain continuous enrollment and meet all program requirements. On occasion, students choose to take a break from their nursing program. A leave of absence from the MSN program occurs when a student is unable to continue or chooses to interrupt the program for an approved, specified period of time.

If a student is planning on taking a leave of absence, the student must fill out a leave of absence request available in the KC MSN Program Canvas course. Each student's situation is unique and will be individually considered. A student granted a leave of absence will need to communicate in writing to the Graduate Chair of Nursing the intent to return by the agreed upon deadline. If the leave of absence exceeds the agreed upon time, reapplication to the MSN program may be necessary.

Students gone for two semesters or more must reapply to the College and MSN program. If reaccepted, students must meet the requirements of the current *Bulletin* at the time of readmission. Students who do not maintain continuous enrollment may be required to complete an updated background check upon reentry or readmission. The MSN program curriculum must be completed in the Timeframe for Completion (explained below) including the leave of absence time. Return to the MSN program is contingent on available space.

Late Work
- Due dates are communicated in the course syllabus and calendar in Canvas.
- Late work will have 10% deducted from the score per day late.
- In the event of extenuating circumstances affecting attendance or assignment submission, students must notify the course professor prior to the scheduled deadline. Requests for extensions are considered on a case-by-case basis and are granted at the discretion of the faculty, which may include a requirement for documentation. If communication occurs after a deadline has passed, extensions will not be granted except in the most extraordinary situations.
- If late work causes the final grade of the course to fall below 80%, the student will receive a failing grade in the course.

Extra Credit
There may be extra credit opportunities in a course. The professor will let you know about those opportunities as they are available. Do not depend on extra credit to salvage your grade in a course as the opportunities are usually quite minimal. Extra credit will not raise the final grade in a course more than 2%.

Content Warning Policy
Throughout the MSN program, some course content may address complex or sensitive topics that could be challenging for some individuals. If you find any material personally distressing or difficult to engage with, please reach out privately to your course professor or the Chair of Graduate Nursing. We are committed to supporting your learning and well-being and are open to discussing strategies for navigating the material.

Professional Standards and Student Conduct
The MSN faculty are dedicated to upholding the highest standards of moral integrity and professional excellence. We fully support and enforce the policies outlined in the MSN Student Handbook. As nurse leaders, we recognize that the responsibility for the well-being of others requires a steadfast commitment to ethical conduct, professional standards, and Christian values. The program adheres to the standards of conduct as illustrated in the Kettering College *Student Handbook.*

The MSN program is part of a community of healthcare professionals involved in educating competent and compassionate caregivers within a Christian academic environment. Students are responsible for:
- Maintaining a professional atmosphere of mutual respect and encouragement for all students, faculty, and staff.
- Demonstrating professional behavior, including attitude, at all times in the online classroom, practicum settings, social media/online posts, and communications (verbal and written). Refer to the Student Code of Conduct section of the KC *Student Handbook* available online at kc.edu. This includes policies and procedures on anti-discrimination, harassment, bullying, other violations (e.g. academic, research, clinical, and professional integrity), and related sanctions.
  - All behaviors and communication with peers, professors, preceptors, patients, or anyone with whom you engage in context of Kettering College's activities should be devoid of sarcasm, flippancy, glibness,

rudeness, impoliteness, coarseness, boorishness, impatience, falsehoods, fabrications, vulgarity, insensitivity, incivility, discourtesy, and cheating.
- o There is zero tolerance for bullying and hazing.
- Addressing specific problems to the responsible faculty member and then, if necessary, through the appropriate chain of command.
- Participating in systematic improvements to the program for the benefit of all.
- Adhering to standards of academic integrity as defined in the college's Student Code of Conduct section of the KC *Student Handbook*.

Students will be assessed on an ongoing basis for professional conduct with respect to, but not limited to, attendance, honesty, ethical behavior, and respect for peers and professors.

Violations of Professional Standards
- All students will be given due process guided by just culture principles for any reports of violations of any professional standard. In consultation with the Chair of Graduate Nursing, professors will determine appropriate remediation and any necessary sanctions with guidance from the Student Code of Conduct section of the KC *Student Handbook.*
- Serious and/or serial violations will result in dismissal from the program according to Kettering College *Student Handbook* guidelines. There are circumstances in which an immediate decision for continuation in the course and/or program or dismissal from the program must be made. This decision will be made in consultation with the involved faculty member, Graduate Chair of Nursing, and Dean of Nursing.

Academic Integrity
This policy exists to protect academic integrity of each individual student and ensure a safe environment for academic achievement.
Plagiarism
Plagiarism principles apply to all course work: verbal and written.
- Plagiarism is defined by Merriam-Webster's Dictionary as "to pass off as one's own ideas or words of another."
- If the work is not an original statement or fact, it must be cited within the text or verbal presentation and within a reference page. This includes but is not limited to textbooks, Internet, articles, factual data, etc.
- Students may be required to utilize a college-determined program that detects plagiarism; course faculty will provide information when this is required. Work found to be plagiarized in any capacity will result in a zero for the given assignment and can result in further disciplinary actions. Refer to the Kettering College Academic Integrity Policy.

Artificial Intelligence (AI)
In the KC MSN program, students are supported in utilizing emerging technologies for the review and revision of their academic work; however, using artificial intelligence tools (such as ChatGPT) for creation or completion of assignments is a violation of academic integrity. Refer to the "Artificial Intelligence" and Student Code of Conduct sections of the KC *Student Handbook*.

Verification of Student Identity
Students engaged in learning through the Division of Nursing at Kettering College are subject to procedures for verifying identity per the policy located in the Kettering College *Academic Bulletin*.

Examinations
- Exams/quizzes will be given electronically through the learning management system, Canvas, to uphold security principles. It is the student's responsibility to complete the exam/quiz in the allotted time, correctly answer items

on the Canvas quiz with the understanding that answers submitted in Canvas are the final and only answers graded. Specific exam/quiz instructions will be provided on the quiz/exam itself.

- Students may arrange to take an exam/quiz early with prior notification and approval of course faculty. Missed exams/quizzes without prior notification and approval will be counted as a zero.
- Missed exams/quizzes without prior notification and approval will be counted as a zero.
- Exams/quizzes may be reviewed in Canvas. Students who wish to review a closed exam/quiz should request a meeting with the course professor for consideration.

Online/Electronic Testing

The purpose of Kettering College's Online Testing Policy is to provide a format which examines domain knowledge and supports the integrity and security of exams. It provides standardized testing guidelines for students testing with electronic software on and off campus. Students are required to meet the Kettering College Technology Requirements for Students. For online exams, students will need a webcam and a device that is compatible with the lockdown browser. Students will be recorded throughout the testing period via the webcam on their computer. Recordings can be accessed by faculty at any time for review of student behaviors during the exam. Students found to be cheating or in violation of this policy will receive a zero grade and may be subject to disciplinary action per Kettering College's Academic Integrity and Professionalism Policy.

For online examinations, students will be required to:
- Be in a quiet, private space during testing.
- Show their picture ID before starting the online testing.
- Scan their immediate testing area (room, desk, space, etc.) prior to gaining access to the exam.
- Abide by all Kettering College testing and Academic Integrity policies. Contact Academic Support Services with accommodation needs and provide documentation to faculty at least 48 hours before the first exam in a course.

Students may not:
- Take screen shots or pictures of the questions during the exam.
- Use resources during the exam unless directed to do so by course faculty.
- Collaborate or take the exam with other students unless directed to do so by course faculty.
- Use a cell phone.
- Use anything hidden to write on.
- If a student wants to write items down during an exam, the student may use an erasable white board that is visible at all times. The board must be shown to the camera prior to testing and must be blank on both sides. The student must erase all written content from the whiteboard before the camera is turned off.

Academic and Clinical Standing

This policy exists to:
- Encourage student responsibility for his/her own academic standing and performance.
- Provide students with the opportunity, if possible, to improve their performance prior to final determination of grades.
- Provide a formal channel of communication between a faculty member and student concerning course expectations and/or student behavior(s).
- Outline a plan for the student to achieve success within the nursing curriculum.

Academic Requirements
- A description of how the grade for each course is determined is provided in each course syllabus, and students can see their grades in Canvas.
- Students who submit any type of online course work, regardless of program, are responsible to keep back-up electronic copies of their own work.

- It is appropriate, and encouraged, for students to ask questions to clarify assignments. Also, if requested, faculty will review scores and academic standing with the student.
- Late or missed assignments, quizzes, or exams may seriously impact the final grade determination for any course. Please refer to the *Attendance Policy* and *Late Work Policy as well as* the course syllabus.
- Students are responsible for contacting faculty if academic assistance is desired.
- Practicum grade determination is described for each nursing course that includes a practicum component in the MSN program per the course syllabus.
- A Student Contract Form may be initiated when a student is not meeting the expected course and/or practicum objectives. (Examples include but are not limited to: lack of preparedness, failure to achieve a minimal satisfactory grade, unprofessional behavior, lack of communication, lack of accountability, attendance issues, lack of Christian caring).
- If a student experiences circumstances during the semester that jeopardize their ability to pass or complete a nursing course, the student is to contact course faculty immediately and be referred to the Graduate Chair of Nursing for advising of options.
- If a student experiences circumstances occurring after the withdrawal date set by Kettering College that result in a nursing course failure, the student should contact their academic advisor. The student can also refer to the college Academic Appeals policy in the *KC Student Handbook* for guidance on the appeals process. If the situation qualifies for an academic appeal, the nursing student appeals form must be received by the Division of Nursing within 1 week of the course end date.
- Practicum experiences are determined by the course professor and student collaboratively based on course requirements and student learning goals.
    - Students are responsible for their own transportation to and from educational learning experiences. Students are not to transport patients or staff members in their own vehicles under any circumstances. This policy protects the patient, staff members, and the student.
- Demonstration of professionalism and delivery of safe, competent nursing care is critical. Student behaviors are evaluated on an individual basis using principles associated with Just Culture and the KC Student Code of Conduct policy. If there are serious concerns about the student's professionalism and/or ability to deliver safe, competent care, the student will not be permitted to continue in a practicum rotation and will receive a failing grade for the course even though prior notification of clinical standing has not occurred. These situations may include, but are not limited to, incidences of:
    - Dishonesty/integrity issues
    - Patient safety concerns
    - Emotional instability
- The Division of Nursing reserves the right to request a student to withdraw, or to dismiss the student from the Nursing Program, if the student exhibits unsafe, unethical, or unprofessional conduct.

Health and Safety Requirements

The following items must be completed and maintained to begin and progress in the practicum portion of a nursing program which has a practicum component:

- GDAHA Nursing Student Clinical Passport
- Students are required to successfully complete all components of the GDAHA Nursing Student Clinical Passport. Failure to do so will result in a pause in program progression and students will not be permitted to participate in courses with practicum components until full compliance is achieved.
- CPR/BLS Certification
    - Basic life support (BLS)/cardiopulmonary resuscitation (CPR) certification is required by all clinical agencies.
    - Students accepted into the MSN program must meet the requirements defined below:
        - All nursing students must maintain current certification in BLS/CPR issued by the American Heart Association or American Red Cross in its BLS for the Healthcare Provider course.

- Students who fail to show evidence of current certification in CastleBranch will not be permitted to participate in the practicum experience which may result in a delay in program progression, a failed nursing course, or dismissal from the program.
- Background Check
    - All newly admitted and readmitted students are required to complete and pay for a background check no sooner than six months prior to beginning their first MSN course. Background checks must be completed through the vendor designated by the Kettering College Division of Nursing.
    - Students will not be permitted to begin practicum experiences or progress in the program without a completed background check on file.
    - Information revealed in the background check may impact a student's eligibility to begin or continue in the MSN program.
    - Students are required to report any criminal conviction to the Graduate Chair of Nursing within 7 days of its occurrence. Failure to report a conviction or comply with this policy may result in immediate dismissal from the program.
- Immunization Documentation
    - Proof of required immunizations or approved exemption must be documented in CastleBranch including:
        - MMR positive titer or documentation of vaccination
        - Hepatitis B positive titer or documentation of vaccination
        - Varicella documentation of vaccine or healthcare provider-verified history of disease
        - TDaP booster administered within the last 10 years
        - Influenza vaccine administered between September and October annually
        - COVID-19 vaccine recommended
- Personal Health Insurance
    - All students must be covered by personal health insurance.
    - Documentation of coverage must be submitted in CastleBranch. Any changes in personal health insurance coverage during the MSN program must be submitted to CastleBranch immediately upon the change and are the responsibility of the student.
    - Hospitals and other medical facilities can be hazardous. The nursing student accepts accountability for any cost for treatment received from injuries or illness that they may sustain while completing educational experiences.
- Malpractice Insurance
    - Students are responsible for their own actions within the framework of their education and experience. Professional liability insurance is carried by the college for nursing students while they are engaged in nursing practicum activities of the college. Nursing students may also carry their own professional coverage if they so choose. Students are responsible for their own professional liability insurance for any non-Kettering College sponsored nursing activities.
- Any additional expectations required by agencies or organizations for practicum experiences (including associated expenses) are the responsibility of the student.
- HIPAA/OSHA
    - Student compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA) guidelines is required.

Practicum Experience Guidelines

Practicum experiences are intended to bridge theory and research with actual practice facilitating opportunities for students to collaborate with the course professor and preceptors to design experiences that further professional development as leaders in practice settings. The MSN program designates specific nursing courses that contain practicum hours including:

- Professional Identity & The Leader Within
- Education & Mentoring in the Academic and Clinical Settings
- Nurse Executive Practice Immersion
- MSN Capstone Project

General Overview

Students will complete practicum experience hours in a leadership capacity beyond the student's current employment to broaden student learning and experience. Students may use a chief nursing officer, director, manager, supervisor, or nurse executive for practicum experiences. Students are encouraged to complete interprofessional education experiences as part of the program and these can be achieved through collaboration with professionals in other disciplines including, but not limited to, professionals in finance, human resources, executive leadership, process excellence, patient safety, research, quality improvement, education, management, and leadership. In large organizations, the student should conduct his/her practicum hours outside the department or unit where employed, if possible. Practicum experiences must be completed outside of the work role for which the student is paid. Preceptors must not be the student's direct supervisor or a family member, and the preceptor should have at least one year of experience in their role.

Acquisition of Practicum Preceptors

Although the Kettering College MSN program is responsible for procuring and vetting all practicum sites for MSN students, faculty welcome participation of students in suggesting options that align with course outcomes/requirements and are of interest to the students. Students may identify a site for practicum experiences; however, all must be approved by course faculty. The program always has the final say in approving any practicum site or preceptor. A list of approved preceptors will be maintained by the Graduate Chair of Nursing in the Canvas KC MSN Program course.

Students are required to submit a copy of their requested preceptor's current resume or curriculum vitae in their Canvas course. A contractual agreement/affiliation agreement between the college and the respective agency where the practicum will take place must also be completed and filed BEFORE the student begins the practicum experience. Because these contractual agreements can take months to finalize and must be in place before completing any practicum hours, please allow at least 2 months for this contract to be completed.

Course faculty and the Chair of Graduate Nursing reserve the right to refuse practicum hours, clinical sites, or preceptors at any time during the semester or program.

Preceptor Qualifications

Preceptors for MSN students must:
- be licensed as a nurse in the state in which they practice.
- have a minimum of a master's degree in nursing, business, or other field relevant to healthcare administration.
- have a minimum of one year of experience in their role.
- be willing to spend time mentoring and guiding the students in the pursuit of advanced education in the MSN program.

Orientation/Mentoring of Preceptors

Preceptors are given a packet of information orienting them to the program of study and the nursing course in which the practicum experience is being completed. The packet includes the following:
- general overview of practicum experience
- preceptor requirements
- course descriptions
- responsibilities of the preceptors, students, and faculty
- Preceptor Agreement and Credentials
- Preceptor Evaluation of Student Performance
- Student Evaluation of Preceptor Performance

Expectations of Preceptors, Students, and Faculty

Preceptors will:

- Provide the student with a current resume or curriculum vitae, including proof of unencumbered RN license in the state where practicum hours will occur.
- Exchange direct contact information with the student prior to the start of the practicum.
- Serve as a professional role model and share relevant leadership knowledge and expertise.
- Collaborate with the student to identify appropriate practicum activities or projects.
- Orient the student to the organization and relevant processes, as needed.
- Establish a schedule for precepted hours in consultation with the student.
- Clearly communicate expectations for the practicum experience.
- Offer regular feedback and informal evaluation to support student growth.
- Complete and return the final student evaluation within the required timeframe.
- Address any concerns or conflicts early, working with the student to clarify expectations and identify solutions.
- Notify course faculty immediately if there are concerns related to student performance, professionalism, or clinical issues.

Students will:
- Adhere to all KC, Division of Nursing, MSN Program, and clinical site policies, maintaining professionalism in behavior and dress.
- Wear the Kettering College ID badge during all practicum hours.
- Complete all required paperwork before beginning practicum activities.
- Share the course syllabus, learning objectives, examples of role-specific competencies, course learning activities, and direct contact information with the preceptor.
- Collaborate with the preceptor to determine appropriate activities or projects and schedule practicum hours.
- Seek and apply regular feedback from the preceptor to guide professional growth.
- Communicate consistently with course faculty regarding progress, challenges, or concerns.
- Schedule meetings with the preceptor and/or faculty as needed.
- Keep accurate records of practicum hours and experiences.
- Complete and submit all required evaluations by assigned deadlines.

Faculty will:
- Collaborate with the Chair of Graduate Nursing to vet preceptors and confirm affiliation agreements are in place before the practicum begins.
- Remind students that they may not start practicum hours until preceptors are approved, and all agreements are finalized.
- Support students in identifying and securing qualified preceptors.
- Maintain regular communication with students, addressing any issues that arise and partnering with the student and preceptor to resolve concerns and clarify expectations.
- Communicate with preceptors regularly to monitor student progress and offer support.
- Review all practicum-related course materials and student submissions.
- Serve as a resource for both students and preceptors throughout the experience.
- Verify student completion of practicum hours.
- Evaluate and grade all practicum assignments and assessments.
- Coordinate with the Chair of Graduate Nursing to recognize preceptor contributions annually.

Additional practicum experience guidelines:
- Students in the MSN program are required to complete practicum hours as described in course syllabi.
- Students must complete all orientation materials as assigned. Orientation hours required by a clinical agency/organization may not be counted toward total practicum hours.
- Students must wear the KC ID badge identifying them as a KC nursing student during the practicum experience. Students must follow dress code guidelines outlined in the KC *Student Handbook* and MSN Student Handbook. It is expected that students dress professionally and in alignment with a nursing administration role.

- Completion of practicum experience is required and will be graded according to the rubrics and requirements in the courses where the practicum experiences are delivered.
- An approved background check, immunization documentation, CPR certification, and health insurance must be <u>submitted and approved</u> to CastleBranch prior to beginning a practicum experience to be in compliance with clinical agency affiliation agreements.

<u>Evaluation of the Practicum Experience</u>

Students are required to maintain documentation of practicum hours, activities completed, and alignment with course and program learning outcomes and role-specific competencies. Faculty will review the documents and approve learning objectives prior to the beginning of the learning experience. At the end of the learning experience, the preceptor will complete the Preceptor Evaluation of Student Performance sharing information with the course professor. The course professor is responsible for evaluating the student's practicum experience and assigning a pass/fail grade for the practicum component of the course according to the course syllabus. Students will also complete the Student Evaluation of Preceptor sharing information about their precepted experience.

<u>Service-Learning Requirement</u>

Service is a vital component of Kettering College's mission and an opportunity to enrich personal and professional development. To empower students on their professional journey, MSN students will participate in a minimum of 10 service-learning hours during the program. Service learning combines meaningful community service with structured learning experiences to enhance academic knowledge, civic responsibility, and leadership skills. It differs from traditional volunteering because it involves reflection and application of leadership principles. Service-learning opportunities allow students to work with interprofessional groups, community/governmental organizations, and diverse populations to evaluate health and health care from a broader system level.

In the MSN program, students choose a non-profit or organization where they can take on a leadership role for a project that focuses on reducing health disparities and improving the health of the community. Students engage in a leadership role by organizing, leading, or teaching.

Service-learning hours cannot be associated with practicum credit in any course. Students are encouraged to be proactive in seeking out service-learning opportunities. Service-learning hours may be completed at any point in the MSN program – all at one time at one location or several points in time at several locations. Students use the Service-Learning Hours Report form for documentation throughout the program and write a paper summarizing and analyzing the experience in the MSN Capstone course.

<u>MSN Capstone Project</u>

The MSN Capstone Project is a culminating scholarly experience in which students apply leadership principles, evidence-based practice, and quality improvement strategies in a real-world setting. It showcases each student's mastery of program learning outcomes and readiness to lead in complex environments. Throughout the MSN curriculum, students progressively develop the knowledge and skills necessary to implement the Capstone Project in the final course of the curriculum. Specific guidance on project development is included in the Capstone Project handout and in each course that contributes to the project, with full implementation details provided during the final course.

<u>Course Audit</u>

The purpose of this policy is to state the conditions for students to successfully audit a nursing course.

Kettering College (KC) Policies per the KC *Academic Bulletin*:
- Students may audit courses with the permission of the Chair of Graduate Nursing. Students are expected to attend courses regularly and meet the conditions for audit as stipulated by the professor. Tuition is discounted from the regular rate. See the Kettering College Financial Information for Students for the correct amounts. No academic credit is awarded for audited courses.

- Audited courses do not earn college credits. Students will be awarded a grade of SA=satisfactory audit or UA=unsatisfactory audit at the end of the course.
- Courses taken for audit are charged at a reduced rate. Students taking only courses for audit must remit payment for the entire semester at the time of registration.

Conditions for Students Auditing MSN Courses:
- Students will be allowed to audit the didactic portion, but not the practicum portion of MSN courses.
- Students can participate in didactic activities as directed by course faculty.
- Students must follow all classroom rules as outlined by the course faculty.
- Students will be given a syllabus to review reading assignments and schedules.
- Students will not engage in quizzing or testing activities.
- Students will not complete any assignments for grading or feedback.
- Any tutoring support will occur with the student contacting KC Academic Support services.
- Students who are absent for more than 30% of the class days (excluding testing days) or do not adhere to any of the above conditions will receive a grade of UA for the audited course.

Records Retention Policy – Graduate Nursing Students
Records pertaining to MSN students and personnel in the Division of Nursing shall be kept according to the following:

- Graduate Nursing Students:
  - Program Applications
    - Applications for the MSN program are submitted and maintained in NursingCAS, the centralized application system. When a student is accepted to the MSN program, their full application, including transcripts and RN license, is downloaded and sent to the KC admissions office. If the student does not enroll and matriculate, the KC admissions office keeps the application for one (1) year.
  - Admitted and Enrolled Students
    - Once a student is accepted and a signed letter of intent is received, an official student file is created in the MSN Program Microsoft Teams. This file contains all significant program-related documentation during the student's enrollment, including, but not limited to:
      - NursingCAS full application including transcripts and RN license
      - Acceptance letter
      - Advising Worksheet
      - Correspondence of academic significance
      - Practicum documentation of hours and evaluation forms
      - Disciplinary records and/or communication
      - Academic appeals and related decisions
      - Accommodation letters
    - Information related to Health & Safety Requirements is maintained in CastleBranch for the duration of the student's enrollment.
  - Graduated Students
    - Upon graduation, a review of the student file is conducted. All formative documents are removed including the advising worksheet and disciplinary records and/or communication.
    - Documents retained in the student's file after this review are retained for five (5) years following graduation.
  - Students who withdraw or do not complete the program
    - If a student exits the program prior to completion, no materials are removed from the file. The complete student file remains archived and is retained in accordance with institutional and accreditation guidelines.

- ▪ All student records are handled in compliance with FERPA and the college's data privacy and retention policies. KC transcripts and appropriate documents for students who have matriculated to the College and records of KC graduates are kept in perpetuity by the Records Office, per AACRAO standards.

<u>Graduate Student Surveys</u>

- **Course Evaluations**: MSN students complete course evaluations organized and distributed by the college at the end of each term/semester. Feedback is reviewed by course professors as well as Division of Nursing leadership.
- **Program Completion Survey**: MSN students complete a program completion survey in the final semester of the MSN program. Student satisfaction data are analyzed using descriptive statistics. Responses to open-ended questions are reviewed using content analysis and raw data in reporting key statements. Survey outcomes are reported to the Chair of Graduate Nursing for dissemination to faculty. Outcomes are reviewed at meetings of the faculty and communities of interest.
- **Alumni Survey**: MSN alumni are surveyed one year following program completion. Alumni are asked to respond to questions related to adequacy of training, current job status, professional achievements and continued career development, suggestions for curriculum, etc.
- **Employer Survey**: Employer information is gathered via the MSN Alumni survey, and employers are invited to participate in a survey gathering data on the strengths and weaknesses of the graduate as well as any suggestions perceived to be beneficial to the program.

<u>Student Notification of Program Policy Changes</u>

Should it be necessary for MSN Program policies or procedures to change or be updated during the academic year, students will be notified by Division of Nursing leadership via posting of notification within Canvas, the KC learning management system and/or the students' Kettering College email addresses.

FORMS

Forms referenced in this document are available in the KC MSN Program Canvas course as described in the document.

HANDBOOK REVIEW

The MSN Program Student Handbook in its entirety was last reviewed, revised, and approved by the MSN Committee on July 28, 2025, and approved by the Division of Nursing Faculty Council on August 20, 2025.