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### Inside Back Cover

**Directory for Enrolled Students**

On the cover: Jennifer Donohue, MSN ’18, BSN ’12
Welcome to the
W. Cary Edwards School of Nursing
at Thomas Edison State University

Welcome! As one of the many RNs in the RN-BSN/MSN degree programs or the graduate nursing certificate programs, you are joining an elite group of nurses across the country enrolled in the W. Cary Edwards School of Nursing at Thomas Edison State University.

An early pioneer in distance education for nurses, the School celebrates more than 35 years of experience in providing excellence in nursing education through quality and flexible programs for RNs who desire an alternative to campus-based learning.

The world is rapidly changing, as are the healthcare concerns and needs of our communities. Nurses are increasingly being called upon to assume challenging responsibilities and duties as never before. Nurses are also being celebrated across the globe. The American Nurses Association (ANA) has designated 2020 the “Year of the Nurse” and the World Health Organization (WHO) has specified 2020 as the “Year of the Nurse and Midwife”, in honor of the 200th birth anniversary of Florence Nightingale. It is a testament to the vital role that nurses play in our society. The recent Covid-19 pandemic has spotlighted this role, as nurses have risen to face every possible challenge in the provision of quality healthcare.

We envision continued growth and increased diversity with a commitment to providing high-quality nursing education programs that meet the needs of the healthcare community and uphold the standards of the nursing profession. Online course schedules are flexible and are accessible whenever and wherever you are. Our course mentors are academically qualified, experienced nurse educators with varied backgrounds and experiences.

I encourage you to make the most of your time here and take advantage of the many resources offered by the University. Please be sure to contact one of our nursing advisors, who are available to assist you in planning your course of study every step of the way.

I hope you will take the time to read this Handbook and become familiar with the School’s website at www.tesu.edu/nursing. As an adult learner in an online, mentored, independent learning program, it is important that you have the tools needed to progress and be successful. We encourage your involvement in the School and always welcome your comments and feedback. The staff at the W. Cary Edwards School of Nursing are here to assist you. We look forward to working with you and wish you success on this transformative journey.

If you have any questions or concerns, please contact us at nursing@tesu.edu.

Best regards,

Filomela (Phyllis) A. Marshall, EdD, RN
Dean, W. Cary Edwards School of Nursing
W. Cary Edwards School of Nursing

The programs available to RNs through the W. Cary Edwards School of Nursing at Thomas Edison State University are the Bachelor of Science in Nursing (BSN), the BSN/MSN (Master of Science in Nursing), the MSN, the graduate nursing certificates, and Doctor of Nursing Practice (DNP) in Systems-Level Leadership. Three areas of specialty are offered in the MSN degree: Nurse Educator, Nursing Informatics, and Nursing Administration. All programs are offered as online, mentored learning programs where students participate actively as a community of learners through the asynchronous online group discussions integral to each nursing course.

There is also a campus-based prelicensure Accelerated 2nd Degree BSN Program for students already possessing a non-nursing bachelor’s degree interested in becoming a registered nurse.

Students in the BSN/MSN degree program must complete all requirements of the BSN degree and be certified for the BSN degree to be eligible for enrollment in the MSN degree program. All graduates of the MSN degree program will receive a certificate in their selected area of specialty upon degree completion in addition to the MSN degree. All graduates of the graduate nursing certificate programs will receive a certificate in their selected area of specialty upon program completion.

Currently, the School has an enrollment of more than 1,500 students from approximately 38 states with a minority representation of 26 percent and a male representation of 12 percent. The average age of the enrolled RN is 40; many have more than 20 years of experience in nursing and hold full-time positions of leadership in a variety of healthcare settings around the country.

Mentors for the courses are experienced nurse educators from bachelor’s and higher degree nursing programs and service settings throughout the country. Select mentors serve as members of the W. Cary Edwards School of Nursing Committee to guide the development, implementation and evaluation of the School’s programs.

Mission and Philosophy

The W. Cary Edwards School of Nursing accepts and upholds the mission of the University in providing distinctive undergraduate and graduate education for self-directed adults through flexible, high-quality, collegiate learning and assessment opportunities. As such, the W. Cary Edwards School of Nursing believes that independent and self-directed study in a mentored, online environment is the hallmark of the academic programs offered to students by the W. Cary Edwards School of Nursing. In this learning environment, the student, as an adult learner, interacts and collaborates with mentors, educators, and peers to create and enhance a dialogue within a community of learners. Through this innovative approach to programming, the W. Cary Edwards School of Nursing actively shapes the nursing profession by preparing nurses who are intellectually curious, clinically competent, and technologically prepared to assume leadership positions at the forefront of healthcare transformation.

The W. Cary Edwards School of Nursing supports the belief that attainment of the bachelor’s degree is essential to the ongoing process of professional nursing education and development. The Bachelor of Science in Nursing (BSN) degree, building on the prior education and experience of the student, prepares graduates to practice nursing in a variety of settings and roles, and provides a foundation for graduate study and lifelong learning. The Master of Science in Nursing (MSN) degree prepares graduates to assume leadership roles in a diverse, technologically challenging, and global healthcare environment, and for advanced study and lifelong learning. The graduate nursing certificate programs offer opportunities for advanced specialized study to master’s-prepared nurses seeking additional opportunities in nursing.

The Doctor of Nursing Practice (DNP) degree prepares nurse leaders to function at the highest level in healthcare organizations. Competencies in organizational leadership, economics and finance, healthcare policy, population-focused care, and technology are emphasized. Nursing is a dynamic profession that provides an essential service to society. As such, nursing is engaged in multilevel roles and relationships and is accountable to society for its role in improving the health status of the community. Nursing is practiced with respect for human dignity and individual differences. The art and science of nursing requires the ongoing application of specialized knowledge, principles, skills, and values. As a distinct body of knowledge, nursing builds upon theories from various disciplines and works collaboratively with other professions to enhance the health status of individuals, families, groups, and communities.

The client is viewed as an open and dynamic system with unique psychophysiological, spiritual, and sociocultural characteristics. Within this system, the client interacts with the environment and experiences varying states of health. Health is described as a dynamic process fluctuating along a wellness-illness continuum. Nurses assist clients to function and effectively adapt to the environment along that continuum. The environment encompasses numerous factors that affect the development and behavior of clients. These factors have an impact on the client's ability to function and maintain optimal health status. Nurses are responsible for the promotion, maintenance, and restoration of health.
The W. Cary Edwards School of Nursing is committed to the belief that the School uses a teaching-learning process based on the principles of adult learning; demonstrates effective design and delivery of educational experiences in varied learning environments; provides for collaboration and collegial interaction among mentors, educators, and peers; effectively links theory, practice, research, and technology; and extends its reach to people of diverse ethnic, racial, economic, and gender groups.

Through these beliefs and contributions to the ongoing development of caring, competent, informed, ethical, and accountable nurses, the W. Cary Edwards School of Nursing strives to play an influential and positive role in transforming the future of the practice of professional nursing.

Purpose and Goals

In keeping with the mission of the University and the commitment to providing high-quality education to address the needs of the greater community, the purpose of the W. Cary Edwards School of Nursing is to provide high-quality nursing education programs that meet the needs of the healthcare community and uphold the standards of the nursing profession.

THE GOALS OF THE W. CARY EDWARDS SCHOOL OF NURSING ARE TO:

> prepare graduates to assume leadership roles in a diverse society and changing healthcare environment;
> provide nontraditional nursing education programs that meet the needs of adult learners; and
> provide a foundation for advanced study and lifelong learning.

Accreditation

The baccalaureate degree program in nursing, master’s degree program in nursing, and doctor of nursing practice program at Thomas Edison State University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791.

> COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)
  655 K Street NW, Suite 750
  Washington, DC 20001
  (202) 887-6791
  www.ccneaccreditation.org

The baccalaureate degree program in nursing at Thomas Edison State University is accredited by the New Jersey Board of Nursing.

> NEW JERSEY BOARD OF NURSING
  PO Box 45010
  Newark, NJ 07101
  (973) 504-6430
  www.njconsumeraffairs.gov/nur/Pages/default.aspx

Thomas Edison State University is regionally accredited by the Middle States Commission on Higher Education.

> MIDDLE STATES COMMISSION ON HIGHER EDUCATION
  3624 Market Street
  Philadelphia, PA 19104
  (267) 284-5000
  www.msche.org

This prestigious accreditation is part of a national system of quality assurance that requires colleges and universities to reach a common understanding and agreement as to the standards of quality for American higher education.
Bachelor of Science in Nursing (BSN)

The Bachelor of Science in Nursing (BSN) degree program for RNs is designed for registered nurses who are independent adult learners. Policies are in place that allow for maximum credit transfer, and multiple methods of credit earning and degree completion. The program’s unique format enables students to apply up to 12 credits toward the MSN degree*. Students are advised that graduate credits used toward completion of an undergraduate degree program in one institution may or may not be accepted to meet graduate program requirements at another institution.

Students who have applied for the BSN/MSN degree program must meet all BSN degree requirements and have been certified for graduation for that degree prior to the start of the remaining requirements for the MSN degree. Students, who upon application designated the BSN degree only, must submit an application to the MSN degree program prior to starting the remaining requirements for the MSN degree.

*Must earn a grade of B or better to earn graduate credit.

BSN Degree Program Outcomes

Upon completion of the BSN degree program, the graduate will be able to:

- demonstrate the use of critical-thinking skills in the integration of current nursing knowledge and evidence-based findings to direct clinical practice decisions;
- apply knowledge of human diversity, ethics, and safe, client-focused care in the design, implementation, evaluation, and quality management of healthcare across the lifespan;
- demonstrate the use of effective communication strategies to identify, manage, and exchange knowledge with clients, healthcare professionals, and community members;
- analyze the effect of health policy on the organization, financing, and delivery of healthcare;
- use information technology to manage knowledge, communicate information, and facilitate decision making in nursing practice;
- synthesize the multidimensional roles of professional nursing to provide leadership for nursing practice; and
- demonstrate a commitment to advanced study and lifelong learning.

BSN Degree Requirements

The BSN degree for RNs requires a minimum of 120 semester hours of credit: 48 credits of general education; 48 credits of nursing; and 24 credits of electives.

Graduates of associate degree programs of nursing may apply up to 90 credits* and RN diploma nursing schools up to 60 credits toward degree requirements based on documentation of their prior nursing program course work and a current unencumbered RN license valid in the United States. Additional credit may be transferred from other earned bachelor’s degrees.

Credit Distribution Requirements

Bachelor of Science in Nursing

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<td>Intellectual and Practical Skills</td>
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<td>Knowledge of Human Cultures</td>
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<td>Understanding the Physical and Natural World</td>
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<td>NUR-418: Research in Nursing</td>
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<td>NUR-428: Leadership and Management in Nursing</td>
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<td>NUR-516: Advanced Health Assessment</td>
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<td>NUR-582: Financial Management in Nursing Practice</td>
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<td>NUR-443: Public Health Nursing</td>
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GR-Graduate-level course

* Restrictions apply
General Education Requirements

While there are few subjects specified in general education requirements for the BSN degree for RNs, it is expected that all students will choose those subjects with content supportive to the discipline of nursing and subjects that prepare them for continued study upon graduation, in addition to those subjects of personal interest.

Subjects required of all BSN degree students are English composition, mathematics, anatomy and physiology, statistics, ethics, and microbiology. The anatomy and physiology, and microbiology requirements for RNs are generally satisfied by course work completed in the associate or diploma nursing program.

In general, associate degree and RN diploma nursing graduates will have completed approximately 30 credits of general education upon completion of their basic nursing program. Students may refer to the University’s Catalog, available online at www.tesu.edu/catalog.

Course advisories or prerequisites are stated where previous knowledge of a subject or completion of other course work is considered essential to success in course completion, or where specific documentation of eligibility for a course is required.

It is important to make an appointment with a nursing advisor to develop a plan of study in order to complete all general education and nursing requirements.

While students are not prevented from registering for courses where advisories and/or prerequisites are stated, students will be denied course access if prerequisites are not met for the nursing courses. Prerequisites and/or advisories should be reviewed before registering for any course.

Suggested courses to fulfill general education and elective requirements that would enhance the student’s education include: HEA-305: Women’s Health; HEA-306: Men’s Health; BIO-208: The Science of Nutrition; SOS-304: Drugs and Society; SOS-320: The Management of Stress and Tension; COM-335: Elements of Intercultural Communications; REL-405: Introduction to World Religions; NUR-614: Professional Writing from Idea to Publication; and selected ethics and language courses.

Statistics is required prior to enrollment in NUR-418 and NUR-530 in the MSN program.

It is important to check with a nursing advisor prior to registering for any general education courses to be sure that selected courses meet specific general education requirements.

HPS-200: Statistics for the Health Professions is offered by the W. Cary Edwards School of Nursing on the University’s monthly course schedule. This course satisfies both the quantitative literacy requirement for the BSN degree and the statistics requirement for NUR-418: Research in Nursing and NUR-530: Evidence-Based Nursing Practice in the MSN degree program. See Page 6 for NUR-418 prerequisite and Page 10 for NUR-530 prerequisite.
Professional Nursing Requirements

**Lower-Division Nursing**

The 20-credit lower-division nursing requirement will be satisfied by transfer credit from a regionally accredited associate degree nursing program or by award of credit for diploma nursing course work. Additional lower-division nursing credits are accepted in transfer to fulfill elective credit categories.

**Upper-Division Nursing**

The 28-credit upper-division nursing requirement may be completed entirely through online courses offered by W. Cary Edwards School of Nursing. Four graduate courses, NUR-516: Advanced Health Assessment; NUR-529: Health Policy; NUR-531: Nursing Informatics: Concepts and Issues; and NUR-582: Financial Management in Nursing Practice will be completed by all BSN degree students as part of upper-division nursing requirements. The program’s unique format enables students to take up to 12 credits toward the MSN degree as they pursue their BSN degree*. NUR-614: Professional Writing from Idea to Publication can be taken as a general education elective.

Students who are interested in using examination, transfer credit or prior learning assessment (PLA) options for the online courses should first consult with their nursing academic advisor. Some upper-division nursing requirements have no prerequisites and may be taken in the student’s order of preference. NUR-443: Public Health Nursing and NUR-445: Validating Nursing Competence have prerequisites and are to be taken last in the BSN degree program.

Upon completion of all degree requirements and the request for graduation process, the Bachelor of Science in Nursing degree will be awarded to those RNs continuing on for the MSN degree as well as those stopping at the BSN degree.

* Only 9 credits will transfer into the MSN Nurse Educator area of specialty.

Students in the BSN degree program should allow more study time and preparation for graduate courses and should familiarize themselves with the level of achievement expected of them in order to complete the undergraduate program and the MSN program if continuing on for that degree.

A grade of C or better is required for BSN nursing courses and a minimum GPA of 2.0 is required for graduation. A grade of B or better in graduate courses taken in the BSN degree is required.

Nursing Course Descriptions

The upper-division nursing requirements for RNs in the BSN degree are listed below in order of suggested scheduling. Selected nursing courses have prerequisites and advisories, which are noted in course descriptions. Students are responsible for knowing degree requirements, the prerequisites and advisories for the courses needed, and for registering for the selected courses only after satisfying prerequisites. Students who schedule courses without satisfying prerequisites will be denied access to the course, possibly incurring financial withdrawal penalties.

**NUR-342: ADVANCING NURSING PRACTICE** 3 CR

This course creates a foundation for achieving the BSN educational outcomes and for transitioning to baccalaureate nursing practice. As such, it provides a broad overview of professional practice and patient outcomes issues including professional practices standards, educational requirements in nursing, evidence-based care, health information technology, and population-focused care. The course applies both ethical principles and models of cultural competence to nursing education and practice; in addition, students begin the development of a learning portfolio that will serve as a means to reflect on and validate professional and academic achievements and growth throughout the program.

**NUR-418: RESEARCH IN NURSING** 3 CR

This course provides an introduction to evidence-based nursing practice and research. Students will focus on the critical-thinking skills required to identify and appraise the best evidence available to support nursing practice. Emphasis is placed on the components of the research process and the professional nurse's role in application of research as well as subsequent improvement in healthcare.

**Prerequisite**: A course equivalent to HPS-200: Statistics for the Health Professions or STA-201: Principles of Statistics.

**NUR-428: LEADERSHIP AND MANAGEMENT IN NURSING** 3 CR

This course focuses on the development of leadership and management skills needed by professional nurses. Theories and concepts essential to the role of the nurse as leader and manager in a variety of community and healthcare settings are explored.
NUR-516: ADVANCED HEALTH ASSESSMENT (GRADUATE) 3 CR
This course builds on the nurses’ prior physical assessment skills by focusing on theoretical and clinical knowledge required to complete an advanced health assessment across the lifespan. Emphasis is placed on health promotion, disease, prevention, and risk assessment. To receive graduate credit, students must earn a grade of B (83) or higher.

NUR-529: HEALTH POLICY (GRADUATE) 3 CR
During this course, students examine a comprehensive model of policymaking. Course emphasis is on the issues and processes that shape health policy. Students, focusing on the core elements of health policymaking, examine how politics, ethics, economics, and social variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking. To receive graduate credit, students must earn a grade of B (83) or higher.

NUR-531: NURSING INFORMATICS: CONCEPTS AND ISSUES (GRADUATE) 3 CR
Nursing informatics combines knowledge and skills from nursing science, computer science, information science, and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse’s role in the process. This graduate-level overview course provides required informatics knowledge and skills for all students as well as the foundation for all additional informatics courses. A grade of B or better is required. To receive graduate credit, students must earn a grade of B (83) or higher.

NUR-582: FINANCIAL MANAGEMENT IN NURSING PRACTICE 3 CR
This course introduces nursing professionals to healthcare financing issues in diverse settings of nursing practice. Students will explore financial sources, analyze legislation and reimbursement mechanisms, evaluate business plans, and learn to manage budgets. Students will also consider various approaches for analyzing the financial benefits, effectiveness, and utility of clinical initiatives across diverse populations and clinical settings. To receive graduate credit, students must earn a grade of B (83) or higher.

NUR-443: PUBLIC HEALTH NURSING 4 CR
The promotion of health and prevention of illness is the focus of the Public Health Nursing course. Theories from public health, nursing, and social science as well as knowledge gained from previous learning, set the foundation for students to critically analyze the health of selected populations in a community. Healthy People 2020 serves as a guide for the identification of at-risk groups throughout the lifespan.

Prerequisites: Permission from a nursing advisor. All other nursing courses except NUR-445 and 6 credits of general education must be completed. Evidence of a current unencumbered RN license and malpractice insurance should be sent to American DataBank (ADB), prior to registration at www.tesunursingbackground.com.

Note: The course requires completion of 60 Practice Experience hours (90 hours for students who reside in California to meet that state’s public health certification requirements).

NUR-445: VALIDATING NURSING COMPETENCE 3 CR
In this course students synthesize prior learning experiences acquired from clinical practice and academic studies. Using standards of professional practice as guidelines for competence, students validate their clinical skills in nursing practice. With the use of reflective learning, critical thinking, knowledge of best practice, and transformative learning, students finalize their e-Portfolio, which provides evidence of their clinical competence as baccalaureate nurse generalists. NUR-445, a Capstone course, is the final course in the BSN program.

Prerequisites: All other requirements for the BSN degree; may take one elective with this; may take NUR-443 and NUR-445 when all other nursing and non-nursing courses are complete.

SUGGESTED PLAN OF STUDY FOR UPPER-DIVISION NURSING COURSES FOR RN-BSN PROGRAM

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*Graduate-level course
** Statistics prerequisite
*** These courses are taken at the end of the BSN program. Clearance from a nursing advisor is required to register for these courses.

Electives

Twenty-four credits of college-level course work or examinations that do not duplicate other credits may be used with no more than 8 credits from physical education activity courses. Credit for nursing course work from an associate degree or diploma nursing program beyond what is used to satisfy lower-division nursing requirements may be used to satisfy the elective requirement. Many RN students in the BSN degree program will have completed the elective requirement upon admission with transfer credit.
MSN Degree Program

**Master of Science in Nursing (MSN)**

The Master of Science in Nursing (MSN) degree requires a minimum of 36 credits consisting of a combination of core courses, direct-care core courses, electives, specialty courses, and Practicum courses. All courses are 3 credits each. A certificate in the student’s selected area of specialty is awarded along with the MSN degree. A minimum of two years of nursing experience is recommended, and a BSN degree from a regionally accredited program is required.

Three areas of nursing specialty are offered: Nurse Educator, Nursing Informatics and Nursing Administration.

The Nurse Educator program prepares graduates for teaching roles in healthcare and academic settings. The Nursing Informatics program prepares graduates to function as a nursing informatics specialist. The Nursing Administration program prepares graduates for the role of nurse administrator in healthcare settings.

**ON COMPLETION OF THE MSN DEGREE PROGRAM, THE GRADUATE:**

> demonstrates the use of scholarly inquiry to evaluate current knowledge from nursing theory, nursing science, and related disciplines to inform and/or initiate change in nursing practice;
> applies ethical decision making to nursing practice;
> analyzes the effect of health policy, finance, technology, and the organizational context on the development and implementation of quality nursing practice;
> demonstrates the use of leadership strategies that advance the design, implementation, and evaluation of nursing practice;
> analyzes the effect of sociopolitical, cultural, and global influences on nursing practice;
> utilizes interprofessional communication to improve healthcare outcomes; and
> integrates advances in technology into healthcare.

**NURSE EDUCATOR COURSES AND CREDIT ALLOCATION**

The Nurse Educator program prepares graduates for teaching roles in healthcare and academic settings.

**CORE COURSES** 12 Credits
- NUR-529: Health Policy
- NUR-530: Evidence-Based Nursing Practice*
- NUR-531: Nursing Informatics: Concepts and Issues
- NUR-600: Nursing Leadership in a Global Community

**DIRECT-CARE CORE COURSES** 9 Credits
- NUR-516: Advanced Health Assessment
- NUR-640: Advanced Pathophysiology
- NUR-650: Advanced Pharmacology

**SPECIALTY COURSES** 9 Credits
- NUR-630: Theoretical Foundations and Instructional Strategies in Nursing Education
- NUR-700: Curriculum Theory and Development in Nursing Education
- NUR-710: Testing, Assessment, and Evaluation

**PRACTICUM COURSES** 6 Credits
- NUR-740: Nurse Educator: Seminar and Practicum I**
- NUR-750: Nurse Educator: Seminar and Practicum II**

*Successful completion of a 3-credit statistics course is a prerequisite for NUR-530.
**Completion of 150 onground, supervised hours, including 30 supervised hours in each Practicum course in a direct-care role, is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility.
Nurse Informatics Competencies

IN ADDITION TO THE MSN DEGREE OUTCOMES, THE GRADUATE OF THE NURSING INFORMATICS PROGRAM WILL BE ABLE TO:

- integrate knowledge, skills, and scientific findings from nursing science, computer science, information science, and cognitive science in the professional practice of nursing informatics;
- analyze the concepts of, and relationships between, data, information, knowledge, and wisdom for implications to nursing practice;
- demonstrate leadership in the professional practice of nursing informatics through the use of effective communication, interdisciplinary collaboration, and administrative skills;
- participate at each stage within the health information systems life cycle as a leader and team member;
- promote the use of healthcare informatics-related education for consumers and healthcare providers;
- integrate legal, ethical, regulatory, technical, and professional standards into the development and implementation of healthcare related information systems;
- use research, evidence-based practice, quality improvement, and safety methodologies in the evaluation and improvement of healthcare information systems; and
- advance nursing informatics professional practice and values.

NURSING INFORMATICS COURSES AND CREDIT ALLOCATION

The Nursing Informatics program prepares graduates to function as a nursing informatics specialist.

**CORE COURSES 15 Credits**

NUR-529: Health Policy
NUR-530: Evidence-Based Nursing Practice*
NUR-531: Nursing Informatics: Concepts and Issues
NUR-582: Financial Management in Nursing Practice
NUR-600: Nursing Leadership in a Global Community

**ELECTIVE COURSES 6 Credits**

Electives may be selected from nursing elective course offerings, direct-care core courses, and/or from alternate specialty area courses.

For example, students may take two courses in nursing administration to enhance their skill base and work toward a future certificate in nursing administration.

**SPECIALTY COURSES 9 Credits**

NUR-631: Nursing Informatics: Systems Life Cycle
NUR-701: Nursing Informatics: Databases and Knowledge Management
NUR-711: Nursing Informatics: Consumer Informatics and Communication Technologies

**PRACTICUM COURSES 6 Credits**

NUR-721: Nursing Informatics: Seminar and Practicum I**
NUR-731: Nursing Informatics: Seminar and Practicum II**

*Successful completion of a 3-credit statistics course is a prerequisite for NUR-530.

**Completion of 150 onground, supervised hours is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility.

Nurse Administration Competencies

IN ADDITION TO THE MSN DEGREE OUTCOMES, THE GRADUATE OF THE NURSING ADMINISTRATION PROGRAM WILL BE ABLE TO:

- utilize systems thinking to lead and manage complex healthcare organizations;
- provide leadership in the professional design of nursing care grounded in ethical, multicultural, and professional standards and healthcare policy;
- utilize financial, material, human, and environmental resources to benefit nursing divisions in complex healthcare organizations;
- use information management systems to facilitate organizational decision making;
- demonstrate communication skills and relationship building competencies to support organizational goals;
- demonstrate leadership in the professional community;
- integrate best evidence to provide quality nursing care and promote improvement in healthcare outcomes; and
- use an interdisciplinary approach to execute nursing administration practice.

NURSING ADMINISTRATION COURSES AND CREDIT ALLOCATION

The Nursing Administration program prepares graduates for the role of nurse administrator in healthcare settings.

**CORE COURSES 15 Credits**

NUR-529: Health Policy
NUR-530: Evidence-Based Nursing Practice*
NUR-531: Nursing Informatics: Concepts and Issues
NUR-582: Financial Management in Nursing Practice
NUR-600: Nursing Leadership in a Global Community

**ELECTIVE COURSES 6 Credits**

Electives may be selected from nursing elective course offerings, direct-care core courses, and/or from alternate specialty area courses.

For example, students may take two courses in nursing informatics to enhance their skill base and work toward a future certificate in nursing informatics.

**SPECIALTY COURSES 9 Credits**

NUR-632: Nursing Administration: Standards and Structure
NUR-702: Nursing Administration: Executive Managerial Process
NUR-712: Nursing Administration: Resource Acquisition and Management

**PRACTICUM COURSES 6 Credits**

NUR-722: Nursing Administration: Seminar and Role Practicum**
NUR-732: Nursing Administration: Seminar and Process Practicum**

*Successful completion of a 3-credit statistics course is a prerequisite for NUR-530.

**Completion of 150 onground, supervised hours is required in each Practicum course. Application for Practicum placement is submitted six months in advance. The Practicums must be taken consecutively at the same facility.
Select nursing courses have prerequisites and advisories, which are noted in course descriptions. Students are responsible for knowing degree requirements, the prerequisites and advisories for the courses needed, and for registering for the selected courses only after satisfying prerequisites. **Students who schedule courses without satisfying prerequisites will be denied access to the course, possibly incurring financial withdrawal penalties.**

### Core Courses

**NUR-531: NURSING INFORMATICS: CONCEPTS AND ISSUES** 3 CR  
Nursing informatics combines knowledge and skills from nursing science, computer science, information science, and cognitive science to design and implement automated systems that support the nursing process in the delivery of healthcare services. Within this course, major topics related to nursing informatics and related fields will be explored. Emphasis is placed on developing an understanding of how automation is used to manage information in healthcare and the nurse’s role in the process. This graduate-level overview course provides required informatics knowledge and skills for all students as well as the foundation for all additional informatics courses.

**NUR-529: HEALTH POLICY** 3 CR  
During this course, students examine a comprehensive model of policymaking. Course emphasis is on the healthcare trends, forces, and issues that shape health policy. Students, focusing on the core elements of health policy analysis, examine how politics, ethics, economics, and social and cultural variables influence policy development and impact healthcare outcomes. Students also explore the leadership role of nursing in policymaking.

**NUR-530: EVIDENCE-BASED NURSING PRACTICE** 3 CR  
The emphasis for this course is on the elements of evidence-based practice. Focus is placed on the cyclical process of identifying clinical questions, searching and appraising the evidence for potential solutions/innovations, planning and implementing practice changes, evaluating the outcomes, and identifying additional gaps in nursing knowledge. Integration of the existing evidence with clinical judgment, patient preferences, interprofessional perspectives, and other resources forms the basis for the clinical decision-making process that is inherent in improving patient, population, and organizational outcomes. Processes for leading managing practice changes are explored.  
**Prerequisite:** A course equivalent to HPS-200: Statistics for the Health Professions or STA-201: Principles of Statistics prior to enrolling in NUR-530 and NUR-418: Research in Nursing is required.

**NUR-582: FINANCIAL MANAGEMENT IN NURSING PRACTICE** 3 CR  
This course introduces nursing professionals to healthcare financing issues in diverse settings of nursing practice. Students will explore financial sources, analyze legislation and reimbursement mechanisms, evaluate business plans, and learn to manage budgets. Students will also consider various approaches for analyzing the financial benefit, effectiveness, and utility of clinical initiatives across diverse populations and clinical settings.

**NUR-600: NURSING LEADERSHIP IN A GLOBAL COMMUNITY** 3 CR  
This course explores the role of advanced nursing leadership through the lens of global health. The course addresses key concepts of global health, examines selected advanced concepts including partnership and sustainability, and integrates ethics and social justice as core values for advanced nursing leadership.

### Direct-Care Core Courses

**NUR-516: ADVANCED HEALTH ASSESSMENT** 3 CR  
Advanced Health Assessment is a course that builds on the nurses’ prior physical assessment skills by focusing on theoretical and clinical knowledge required to complete an advance health assessment across the lifespan. Emphasis is placed on health promotion, disease prevention, and risk assessment.

**NUR-640: ADVANCED PATHOPHYSIOLOGY** 3 CR  
This course uses a systems-based life span approach to discriminate between normal physiologic function and pathophysiologic processes. A critical analysis of selected major health problems will emphasize etiology, epidemiology, presentation, diagnostics, clinical management, and complications. Health promotion and educational strategies for individuals, families, populations, and/or communities will be explored.

**NUR-650: ADVANCED PHARMACOLOGY** 3 CR  
This course is designed to advance the student’s knowledge of pharmacokinetics, pharmacodynamics, pharmacogenomics, and pharmacotherapeutics in the management of health and disease states. Major categories of pharmacological agents are examined in the context of the life span, culture, and health and disease states. Emphasis is placed on the use of current guidelines to select appropriate medication regimens for patients and populations.

### Core Courses

**ELECTIVES**

Students in the Nursing Administration and Nursing Informatics specialty areas may choose any graduate-level nursing course relevant to advanced nursing practice: administration and management, informatics and technology, and education. Courses may be selected from all nursing graduate specialty courses or graduate electives within the University. To ensure acceptance of transfer credits toward MSN degree requirements, students are advised to seek approval from the nursing program advisor prior to registering for the course. Please see the University website www.tesu.edu/nursing, or the University Catalog online, for elective nursing courses offered by the W. Cary Edwards School of Nursing.  
**Note:** HPS-200 may not be used to satisfy MSN elective requirements.
NUR-613: HISTORY OF AMERICAN NURSING 3 CR
In this graduate course, students explore the evolution of professional nursing in America in the context of the times. Using a social historical framework, the course begins with nursing care in the Colonial period and ends more than two centuries later, reflecting on the response to health and crisis in today’s environment. The development of nursing education, leadership, changes in nursing practice, and the role of nurses in advocacy, health promotion, prevention, restoration, and holistic care are examined through the present century. An understanding of the historical research process and synthesis of historical data are integral to this course in the proper preservation of American nursing foundations.

NUR-614: PROFESSIONAL WRITING FROM IDEA TO PUBLICATION 3 CR
This course is designed to help the student become an effective writer in his or her professional field. It will hone the writer’s skills in two areas: develop the writer’s skills required to be published in professional and lay journals, magazines, and newspapers; and refine the writing required in one’s professional practice. In this course, students learn how to develop a theme that will interest a readership and publisher. Focus is on effective writing techniques and learning the process from idea to publication.

Open to undergraduate and graduate nursing and non-nursing students.

Specialty and Practicum Courses

NURSE EDUCATOR

NUR-630: THEORETICAL FOUNDATIONS AND INSTRUCTIONAL STRATEGIES IN NURSING EDUCATION 3 CR
This course is designed to provide the foundation for understanding theories, philosophies, and strategies of teaching and learning that influence nursing education. Principles of adult education, teaching and learning theories, and strategies will be discussed. The three domains of learning: cognitive, affective, and psychomotor in relation to nursing education will be explored throughout the course. Students will have the opportunity to explore their own methods of learning and develop their own philosophy of education. Ethical and legal issues as related to students in all different environments will be emphasized. This course sets the foundation for all the other education courses in the curriculum.

Theoretical Foundations and Instructional Strategies in Nursing Education should be scheduled as the first of the five courses in the Nurse Educator specialty area. The nursing education Practicums must be scheduled last in the MSN degree nurse educator program.

NUR-700: CURRICULUM THEORY AND DEVELOPMENT IN NURSING EDUCATION 3 CR
This course is designed to address the study of curriculum development, design, implementation, and evaluation in nursing education. Historical and philosophical foundations of nursing education are examined. The practical application and synthesis of curriculum theory is emphasized. The role of the educator in the dynamic relationship between the practice setting, research, and curriculum is examined.

Advisory: A course equivalent to NUR-630: Theoretical Foundations and Instructional Strategies in Nursing Education is required to be successful in NUR-700. Students are responsible for having acquired this knowledge prior to registering for NUR-700.

NUR-710: TESTING, ASSESSMENT, AND EVALUATION 3 CR
Course emphasis is on preparing teachers in nursing curricula to focus on learning outcomes. The concepts of measurement and evaluation are examined as the basis for studying how instruction, testing, assessment, and evaluation of student learning are interrelated. Formative, summative, qualitative, and quantitative assessment methodologies are applied to evaluate instruction and learning in various educational settings.

Advisory: Courses equivalent to NUR-630: Theoretical Foundations and Instructional Strategies in Nursing Education and NUR-700: Curriculum Theory and Development in Nursing Education are required to be successful in NUR-710. Students are responsible for having acquired this knowledge prior to registering for NUR-710.

NUR-740: NURSE EDUCATOR: SEMINAR AND PRACTICUM I 3 CR
In this course, the role of the nurse educator is operationalized. Students engage in reflective analyses of nursing education practices and clinical experiences. Theoretical concepts and best available evidence are applied in academic or practice environments. This course requires completion of 150 Practicum hours. Submission of the Capstone Project – Phase 1 is required to demonstrate achievement of MSN program outcomes and nurse educator competencies. Please refer to the Practicum Packet.

Prerequisites: All other MSN degree and Nurse Educator certificate requirements* except NUR-750. Submission of all document and requirements outlined in the Practicum Packet, including a criminal background check.

Note: Due to course workload, it is recommended that students not be enrolled in other courses at the same time.

Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

NUR-750: NURSE EDUCATOR: SEMINAR AND PRACTICUM II 3 CR
In this course, students perform in the role of an advanced nurse educator, apply complex knowledge and skill in academic and practice learning environments, evaluate strategies to advance nursing education, and explore the current and future educational challenges for the advancement of nursing education. Course requirements include completion of 150 Practicum hours, submission of the Capstone Project – Phase 2 and the finalized MSN e-Portfolio.

Prerequisites: All other MSN degree and Nurse Educator certificate requirements. Submission of all documents and requirements outlined in the Practicum Packet, including a background check.

Note: Due to course workload, it is recommended that students not be enrolled in other courses at the same time.

Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.
NURSING INFORMATICS

NUR-631: NURSING INFORMATICS: SYSTEMS LIFE CYCLE 3 CR
This course focuses on systems development life style (SDLC), change management, and project management concepts. Students monitor and evaluate application of SDLC, change management and project management concepts for an information system project.

NUR-701: NURSING INFORMATICS: DATABASES AND KNOWLEDGE MANAGEMENT 3 CR
This course is designed to provide a comprehensive foundation in the relationship between data, information, knowledge, and wisdom by examining database design standards and issues. Students explore the relationship between knowledge discovery and databases as they relate to nursing and healthcare delivery. Concepts of data warehousing, data mining, knowledge management, and security/access will be explored as well as how technology can improve workflows.

NUR-711: NURSING INFORMATICS: CONSUMER INFORMATICS AND COMMUNICATION TECHNOLOGIES 3 CR
Students explore communication technologies and their use in meeting consumer needs. The course emphasizes empowering patients and consumers to safely obtain information, services, and emotional support through effective use of health information technologies. Topics include communication technologies, cultural issues related to communication, healthcare related groups, consumer literacy, and telehealth/telenursing, especially related to the Hospital at Home concept.

NUR-721: NURSING INFORMATICS: SEMINAR AND PRACTICUM I 3 CR
The Nursing Informatics Seminar and Practicums I and II are closely aligned. The two Practicums provide a Capstone experience for applying knowledge and skills acquired during the nursing informatics program. Practicums I and II are scheduled in the same healthcare setting. Students select their learning environment based on course objectives and their professional goals, need, and interests.
In Nursing Informatics: Seminar and Practicum I, students, working with the online mentor and onground preceptor, develop a plan for Practicum activities and select, initiate, and implement informatics related projects that may continue into the second Practicum. Students reflectively discuss their experiences, projects, and related learning in the online discussion seminar. This course requires completion of 150 Practicum hours.
Prerequisites: All other MSN degree and Nursing Informatics certificate requirements.* Submission of all documents and requirements outlined in the Practicum Packet.
Note: Students may register for one elective concurrent with this course.
Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

NUR-722: NURSING INFORMATICS: SEMINAR AND ROLE PRACTICUM 3 CR
This course builds on the student’s learning and achievements from Nursing Informatics: Seminar and Practicum I. Depending on the learning opportunities available and the student’s evolving professional goals, the student, in consultation with the course mentor and onground preceptor, may continue and/or modify the selected Practicum activities and project(s) developed in the first Practicum course. Students reflectively discuss their experiences, projects, and related learning in the online discussion seminar. This course requires completion of 150 Practicum hours and the finalized MSN e-Portfolio.
Prerequisites: All other MSN degree and Nursing Informatics certificate requirements.* Submission of all documents and requirements outlined in the Practicum Packet.
Note: Students may register for one elective concurrent with this course.
Advisory: Students who do not have updated MSN e-Portfolios will not be able to register for this course.

NURSING ADMINISTRATION

NUR-632: NURSING ADMINISTRATION: STANDARDS AND STRUCTURES 3 CR
This course is designed to provide a foundation upon which students understand healthcare organizations, what accreditation organizations exist, and how some organizations are designated for quality attainment. An overview of the standards and competencies forming the basis for managerial and executive roles is examined. Students will have the opportunity to examine information in context of their current organization and their current competencies. This course is the foundation for all subsequent nursing administration courses in the curriculum.

NUR-702: NURSING ADMINISTRATION: EXECUTIVE MANAGERIAL PROCESS 3 CR
This course is designed to facilitate the development of nurse executives and managers. Using theoretical constructs, focus is placed on selected processes that contribute to quality nursing outcomes through systems thinking, communication and relationship building, professionalism, and knowledge of the healthcare environment.

NUR-712: NURSING ADMINISTRATION: RESOURCE ACQUISITION AND MANAGEMENT 3 CR
In this course, students examine resources required to deliver quality healthcare services. The acquisition, management, and use of resources in the healthcare environment are explored. Fiscal, human, technological, intellectual, and material resources are examined and analyzed in the context of current and future healthcare environments.

NUR-722: NURSING ADMINISTRATION: SEMINAR AND ROLE PRACTICUM 3 CR
This course provides the student with the opportunity to experience the role of nurse administrator/executive. An individualized nursing administration Practicum in a specific area of clinical emphasis is chosen by the student and monitored by the mentor and onground preceptor. Competencies that govern the role of the nurse administrator/executive are explored in depth. Students focus on the context for enacting the role of nurse administrator/executive in a healthcare delivery system. Students engage in a reflective discussion of nursing
administration issues and experiences in the online seminar. This course requires completion of 150 Practicum hours.

**Prerequisites:** All other MSN degree and Nursing Administration certificate requirements except NUR-732: Nursing Administration: Seminar and Process Practicum*. Submission of all documents and requirements outlined in the Practicum Packet, including a criminal background check.

**Note:** Students may register for one elective concurrent with this course.

**Advisory:** Students who do not have updated MSN e-Portfolios will not be able to register for this course. Open only to Thomas Edison State University students enrolled in the MSN degree and Nursing Administration certificate programs.

**NUR-732: NURSING ADMINISTRATION: SEMINAR AND PROCESS PRACTICUM** 3 CR

This Capstone course provides the student with the opportunity to integrate management theory into the role of nurse administrator/executive. Student focus is on nursing management processes in healthcare systems. Students continue in their selected area of clinical practice monitored by the mentor and onground preceptor. Students engage in a reflective discussion of nursing administration issues and experiences in the online seminar. This course requires completion of 150 Practicum hours. Submission of an MSN e-Portfolio will be required to demonstrate achievement of MSN program outcomes and competencies.

**Prerequisites:** All other MSN degree and Nursing Administration certificate requirements*, submission of all documents and requirements outlined in the Practicum Packet, including a background check.

**Note:** Students may register for one elective concurrent with this course.

**Advisory:** Students who do not have updated MSN e-Portfolios will not be able to register for this course.

**About the Practicum Requirements**

Two Practicums are included in each area of specialty offered in the MSN degree. To prepare for the Practicums, students are required to review the practicum packet and watch the prerecorded MSN Pre-practicum webinar found, www.tesu.edu/nursing/programs/practicum-preparation at least 9 - 12 months prior to the start of the first Practicum. An advising appointment is required 9-12 months prior to the start of the Practicum as well. During the advising appointment, the student will receive assistance in developing goals for the Practicum, selecting a Practicum site, and suggestions for the selection of a preceptor.

To be permitted to register for the first Practicum, the student must meet specific requirements outlined in the Practicum Packet. The Part A: Intent to Register Form is found on the webpage: www.tesu.edu/nursing/programs/practicum-preparation and must be completed six months (24 weeks) in advance. Students select their preceptor and place of Practicum, and the School initiates a clinical affiliation agreement with the Practicum site. Health requirements include a current physical, evidence of immunization, CPR card, health insurance, and malpractice insurance. Additional health requirements may be applicable, depending on the Practicum site selected. Criminal background, FBI checks, and a drug screen are performed by a vendor selected by the School. Students must be licensed in the state in which they will do their Practicum. Health and criminal background clearances and all other requirements outlined in the Practicum Packet must be completed four months (16 weeks) prior to the start of the first Practicum. MSN e-Portfolios, which are initiated in the first MSN course, should be updated with appropriate course assignments and materials as the student progresses through each graduate course, and must be updated at the start of the first Practicum. In the last Practicum of each specialty, students will submit an MSN e-Portfolio that documents achievement of both the MSN degree outcomes and the competencies in the selected area of specialty.
Graduate Nursing Certificate Programs

The W. Cary Edwards School of Nursing graduate nursing certificate programs are designed for experienced RNs with a master’s in nursing who want to develop the knowledge and skills needed to practice in another area of nursing specialty. The certificate programs consist of theory courses and two Practicums, a maximum of 18 credits each, and are available in each area of specialty offered in the MSN degree program. The competencies identified, and the theory and Practicum courses, are the same for the certificate programs as for students completing the same area of specialty in the MSN degree program. A certificate in the selected area of specialty is awarded on certificate program completion pending clearance by the University.

Nurse Educator Certificate Program

The Nurse Educator certificate program is designed for experienced RNs with a master’s in nursing in another area of nursing specialty who want to develop the knowledge and skills needed to teach in schools of nursing and healthcare settings. The program includes three theory courses and two Practicums, for a total of 15 credits. The student will select a healthcare or educational setting and preceptor. The same facility will be used as the setting for both Practicums, which are 150 hours each.

Successful completion of Advanced Health Assessment, Advanced Pharmacology, and Advanced Pathophysiology is recommended for enrollment in the Nurse Educator certificate program.

Nurse Educator Certificate Program Competencies

ON COMPLETION OF THE NURSE EDUCATOR CERTIFICATE PROGRAM, THE GRADUATE WILL BE ABLE TO:

> apply strategies that recognize multicultural factors in teaching and learning;
> utilize theories of change to advance the profession of nursing;
> analyze ethical theories and ethical decision making in the educational setting;
> analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the delivery of patient care; and
> design curriculum and implement and evaluate curriculum based on sound educational principles, theory, and research;

Nurse Educator Certificate Requirements

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See Page 11 and the University website for Nurse Educator specialty course descriptions. All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at www.tesu.edu/nursing.
Nursing Informatics Certificate Program

The Nursing Informatics certificate program is designed for experienced RNs with a master’s in nursing in another area of nursing specialty who want to develop the knowledge and skills needed to practice as a nursing informatics specialist in healthcare settings. The program includes four theory courses and two Practicums for a total of 18 credits. The student will select a healthcare setting and preceptor for the Practicums. The same facility will be used as the setting for both Practicums, which are 150 hours each.

Nursing Informatics Certificate Program Competencies

ON COMPLETION OF THE NURSING INFORMATICS CERTIFICATE PROGRAM, THE GRADUATE WILL BE ABLE TO:

- integrate knowledge, skills, and scientific findings from nursing science, computer science, information science, and cognitive science in the professional practice of nursing informatics;
- analyze the concepts of, and relationships between, data, information, knowledge and wisdom for implications to nursing practice;
- demonstrate leadership in the professional practice of nursing informatics through the use of effective communication, interdisciplinary collaboration and administrative skills;
- participate at each stage within the health information systems life cycle as a leader and team member;
- promote the use of healthcare informatics-related education for consumers and healthcare providers;
- integrate legal, ethical, regulatory, technical, and professional standards into the development and implementation of healthcare-related information systems;
- use research, evidence-based practice, quality improvement, and safety methodologies in the evaluation and improvement of healthcare information systems; and
- advance nursing informatics professional practice and values.

Nursing Informatics Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR-531</td>
<td>NURSING INFORMATICS: CONCEPTS AND ISSUES</td>
<td>3</td>
</tr>
<tr>
<td>NUR-631</td>
<td>NURSING INFORMATICS: SYSTEMS LIFE CYCLE</td>
<td>3</td>
</tr>
<tr>
<td>NUR-701</td>
<td>NURSING INFORMATICS: DATABASES AND KNOWLEDGE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>NUR-711</td>
<td>NURSING INFORMATICS: CONSUMER INFORMATICS AND COMMUNICATION TECHNOLOGIES</td>
<td>3</td>
</tr>
<tr>
<td>NUR-721</td>
<td>NURSING INFORMATICS: SEMINAR AND PRACTICUM I</td>
<td>3</td>
</tr>
<tr>
<td>NUR-731</td>
<td>NURSING INFORMATICS: SEMINAR AND PRACTICUM II</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

See Page 12 and the University website for Nursing Informatics specialty course descriptions. All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at www.tesu.edu/nursing.
Nursing Administration Certificate Program

The Nursing Administration certificate program is designed for experienced RNs with a master’s in nursing in another area of nursing specialty who want to develop the knowledge and skills needed to practice as a nurse administrator in healthcare settings. The program includes three theory courses and two Practicums for a total of 18 credits. The student will select a healthcare setting and preceptor for the Practicums. The same facility will be used as the site for both Practicums, which are 150 hours each.

Nursing Administration Certificate Program Competencies

ON COMPLETION OF THE NURSING ADMINISTRATION CERTIFICATE PROGRAM, THE GRADUATE WILL BE ABLE TO:

- utilize systems thinking to lead and manage complex healthcare organizations;
- provide leadership in the professional design of nursing care grounded in ethical, multicultural, and professional standards and healthcare policy;
- utilize financial, material, human, and environmental resources to benefit nursing divisions in complex healthcare organizations;
- use information management systems to facilitate organizational decision making;
- demonstrate communication skills and relationship building competencies to support organizational goals;
- demonstrate leadership in the professional community;
- integrate best evidence to provide quality nursing care and promote improvement in healthcare outcomes; and
- use an interdisciplinary approach to execute nursing administration practice.

Nursing Administration Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR-582</td>
<td>FINANCIAL MANAGEMENT IN NURSING PRACTICE</td>
<td>3</td>
</tr>
<tr>
<td>NUR-632</td>
<td>NURSING ADMINISTRATION: STANDARDS AND STRUCTURES</td>
<td>3</td>
</tr>
<tr>
<td>NUR-702</td>
<td>NURSING ADMINISTRATION: EXECUTIVE MANAGERIAL PROCESS</td>
<td>3</td>
</tr>
<tr>
<td>NUR-712</td>
<td>NURSING ADMINISTRATION: RESOURCE ACQUISITION AND MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>NUR-722</td>
<td>NURSING ADMINISTRATION: SEMINAR AND ROLE PRACTICUM</td>
<td>3</td>
</tr>
<tr>
<td>NUR-732</td>
<td>NURSING ADMINISTRATION: SEMINAR AND PROCESS PRACTICUM</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

About the Graduate Nursing Certificate Course Work

Students in the graduate nursing certificate programs should follow the recommended sequence for taking the specialty courses in the MSN degree program. Certificate program competencies will be measured in the final Practicum. For information on obtaining the Practicum Packet, click on the Certificate Information button in any of the specialty courses. See additional information about the Practicums and the Practicum Packet on Page 13.

A grade of B or better is required on the certificate courses for credit to be applied to program requirements.

On completion of the final Practicum, students should complete the Graduate Nursing Certificate Request Form found on the University website. Go to “Current Students” and then click on “Student Forms”.

See Pages 12-13 and the University website for Nursing Administration specialty course descriptions. All information pertaining to the courses, including advisories and prerequisites, may be found on the University website at www.tesu.edu/nursing.
Planning for Program Completion

Students are required to disclose their previous academic record by submitting transcripts on application for all previously completed college-level credit. No tuition will be refunded for courses taken without academic advisement or when credits previously completed that might satisfy degree or certificate requirements are not submitted for evaluation.

All students are encouraged to review the packet of materials provided on enrollment. Students are also encouraged to review their Academic Evaluation through Online Student Services after which they should contact the nursing program advisor for clarification of requirements and assistance with planning for degree completion as needed. Students in the graduate programs with no previously completed transferable graduate courses may proceed with course registration and completion of requirements according to the recommended sequence for their program as described in this Handbook and as determined by completion of course prerequisites and advisories.

Online Nursing Courses

All information pertaining to the online nursing courses may be found on the University website at www.tesu.edu.

Course registration begins approximately six weeks prior to the start of classes and continues for three weeks followed by several days of late registration, which requires a late fee. Please note that courses are not posted on the website for a particular term until registration begins. To register online, students must pay by credit card. Confirmation of registration will be sent by the Office of the Registrar by email when the process is complete. Please be sure to properly key in credit card information. A credit card fee will be included in all credit card transactions. All information pertaining to registration is in the University Catalog.

While there may be more than one section of a course available and students may choose the section and course mentor, the W. Cary Edwards School of Nursing reserves the right to reassess students to a different section as needed to provide an optimal learning experience for all students. Every effort will be made to accommodate course selections made during the regular registration periods, adding sections and/or seats if necessary.*

To facilitate communication, students must maintain a current email address on file with the Office of the Registrar throughout their enrollment. A Student Data Change Form is available at www.tesu.edu/studentforms.

Computer requirements and capability needed to be successful in the online courses are listed above and on the website.

At minimum, students should be able to send and receive email, including attachments. Selected courses require access to, and a familiarity with presentation and spreadsheet software.

*Students may not change course sections once the course has opened.

System Requirements

Nursing students are advised to have computer capability compatible with the technology specified for the Thomas Edison State University's online courses, access to presentation software, and, for selected MSN courses, access to spreadsheet software, a microphone, and a webcam.

SYSTEM REQUIREMENTS:
Internet Connection (required):
High-speed connection is recommended. Speeds below 10 Mbps may cause slower loading times for video-heavy courses.

OPERATING SYSTEM:
Windows or macOS recommended
Linux and ChromeOS may have limited functionality for some of our technology and media tools.

BROWSER:
Firefox or Chrome recommended
Edge/Internet Explorer & Safari may have limited functionality for some of our technology and media tools.

OTHER SOFTWARE:
All students receive a Thomas Edison State University email account that provides free access to G Suite for Education (Google). Some course tools may require browser plugins or other software to be installed. More information is provided in those courses.

PERIPHERALS FOR VIDEO RELATED ACTIVITIES:
Webcam and microphone required. This includes those built into devices. Headphones with built-in microphone recommended
Some courses may require additional hardware. Details on these will be included in those specific courses.

Note: Operating systems, browsers, plugins and other software should be kept up-to-date for security purposes and to ensure proper functionality.

For technical (computer) questions relating to online courses, call (609) 777-5680.
Assessment of learning in the nursing courses will include reading assignments, the student’s contribution to the asynchronous online group discussions, written assignments, and presentations. All assignments related to the nursing online courses will be submitted online.

Textbooks and other course materials may be obtained from the University’s recommended textbook service, MBS Direct at www.mbsdirect.net or any other vendor. To insure ordering the correct textbooks and other course materials, students must obtain textbook information for the term during which they plan to take the course as requirements for course materials may change. Students should also be sure they have confirmation of course registration before purchasing course materials.

Nursing courses require the student to participate substantively in the online discussions a minimum of three times a week on three different days throughout the week. The nursing course online discussions are designed to be highly interactive discussions where ideas can be shared and feedback provided, and where a community of learners is developed. To accomplish this goal, all students need to participate actively in the discussions and respond thoughtfully to the posted discussion question and the responses of other students.

Grading rubrics are posted in each course. The W. Cary Edwards School of Nursing grading policies are stated in this Handbook and in the online University Catalog along with grading policies listed there that pertain to all students. For nursing courses to apply to program requirements, the student must achieve a C or better on upper-division nursing requirements in the BSN degree program and a B or better for all requirements in the graduate nursing courses. Please note, however, that while a C average (2.0) or better is required for graduation from the BSN degree program, a B average (3.0) or better must be achieved for graduation from the MSN degree program and the graduate nursing certificate programs. A grade of B or better is required in all graduate-level courses.

Grading policies for graduate nursing courses pertain to all students in those courses regardless of the student’s program level. All course assignments must be submitted on or before the last day of the course unless a course extension - www.tesu.edu/extension - has been submitted and approved by the mentor. Course extensions must be approved by the mentor and submitted by the student to the Office of the Registrar prior to the last day of the course. Please refer to the W. Cary Edwards School of Nursing policies for information on repeating the nursing courses.

The nursing course mentors will be available the first day of the course. The mentor is responsible for all aspects of the course including interaction with students during online group discussions, feedback on the student’s academic progress, and the grading of assignments. All issues and concerns related to program requirements, course registration, program materials, etc., should be referred to the appropriate University or W. Cary Edwards School of Nursing rather than the course mentor.

All degree programs require development of an e-Portfolio to document achievement of program outcomes and appropriate competence. Students in both the BSN and the MSN degree programs will further develop the e-Portfolio throughout their program by including course assignments and professional experiences that contribute to their documentation of clinical competence. BSN degree students should save undergraduate assignments from nursing courses for inclusion in their e-Portfolio. For students continuing on for the MSN degree program, it is expected that assignments completed in the graduate courses, NUR-516: Advanced Health Assessment; NUR-529: Health Policy; NUR-531: Nursing Informatics: Concepts and Issues; and NUR-582: Financial Management in Nursing Practice, while enrolled in the BSN degree program, will be saved for inclusion in the MSN e-Portfolio. Students who have not updated their e-Portfolios will not be permitted to register for the first Practicum. Submission of the e-Portfolio will be required in the final Practicum by MSN students to demonstrate achievement of MSN program outcomes and the competencies in their selected area of specialty.

Elective credits in the MSN degree program are intended to provide opportunities for graduate students to strengthen and broaden their professional background in preparation for their role in the selected area of specialty. Appropriate courses include graduate-level nursing courses in the other areas of specialty. Additional courses include NUR-640: Advanced Pathophysiology; NUR-650: Advanced Pharmacology; NUR-614: Professional Writing from Idea to Publication; and NUR-516: Advanced Health Assessment as well as graduate nursing elective courses offered by the W. Cary Edwards School of Nursing and posted on the University website.

All RN students in the BSN degree program must have documentation of current RN licensure and malpractice insurance on file prior to registering for NUR-443: Public Health Nursing. All students in the MSN degree program and the graduate nursing certificate programs must meet requirements for current licensure, malpractice insurance, health, criminal background checks, and a drug screen for the Practicums as outlined in the Practicum Packet. All prerequisites and course advisories are the responsibility of the student and must be met prior to the student being given access to these and selected other courses that have advisories. MSN students should obtain the Practicum Packet online when they begin the nursing specialty courses to insure sufficient time to familiarize themselves with the Practicum requirements and comply with the requirements prior to registration for the first Practicum.
Students who wish to use credit earning methods other than the online nursing courses offered by the W. Cary Edwards School of Nursing should consult with the nursing program advisor prior to scheduling the exam, transfer course, or prior learning assessment (PLA) course to ensure the credit will meet degree requirements as anticipated. Policies on acceptance of credit earned elsewhere or prior to enrollment are included in the section on Policies in this Handbook.

Academic Integrity and Honesty

It is expected that all students in the W. Cary Edwards School of Nursing will familiarize themselves with, and adhere to, the University’s Academic Code of Conduct Policy as detailed in the University Catalog, found online: www.tesu.edu/catalog.

Student Services and Resources

> ADVISEMENT SERVICES
> COMMUNICATIONS AND PUBLICATIONS
> LIBRARY AND EDUCATIONAL SERVICES AND RESOURCES
> TECHNICAL SUPPORT
> FINANCIAL AID
> STUDENTS WITH DISABILITIES
> GRADUATION
> AWARDS AND HONORS

Advisement Services

All programs offered by the W. Cary Edwards School of Nursing are designed for adult independent learners who want flexible scheduling and options for program completion and who can take responsibility for their program planning and degree completion. Courses are mentored rather than taught, and students are expected to familiarize themselves with the computer requirements for online courses, the University and School website, publications, and program materials as well as their individual program requirements. The School strongly encourages all students to utilize advisement services in planning their degree program progression.

Because most students live a distance from the University, advisement appointments are available by telephone as well as in person. All students are encouraged to schedule an advising appointment early in their program, after completion of their Academic Evaluation. Individual appointments with the nursing program advisor are scheduled through the online appointment system at www.tesu.edu/current-students. Academic advisement questions may also be submitted by HelpDesk ticket, email, postal mail, or fax. For information regarding general education requirements, undergraduate students may also telephone the Office of Admissions and Enrollment Services at (609) 777-5680, Monday through Friday, from 8 a.m. to 6 p.m., ET. Advisors from all academic programs at the University are available to respond to questions of a general nature.

Communications and Publications

Students are encouraged to read Insights, Invention, and other communications mailed and emailed from the University as well as the information available on the University website at www.tesu.edu.

Information from these sources highlight new courses and programs, policy and schedule changes, mentors, University staff, alumni and students, and events and activities at the University. Information and updates specific to nursing courses and the program may be communicated to students via mass mailings or email. It is important that a current email address is provided on application to the University and updated as necessary. Social media outlets are also used as a means of communication.

Library and Educational Services and Resources

The New Jersey State Library, which is an affiliate of the University, offers Thomas Edison State University students access to many resources for study.

The Library may be contacted through the University website at www.tesu.edu/current-students.
Additional educational resources may be accessed through the University website at www.tesu.edu and at sites identified for students in the online nursing courses. Information on library services is provided with enrollment materials and found online at http://slic.njstatelibrary.org/services/tesu. Registration for a library card is required for access to the electronic database.

Students are also encouraged to take advantage of college and public libraries in their communities as well as those in the workplace. Through their interaction online in the nursing courses as well as access to the moderated discussion board for all enrolled students on the University website, students may inquire and share information about additional learning resources.

**Technical Support**

Technical support to students is available 24 hours a day, seven days a week. Through this support service, students have the ability to seek help either by phone, email, or internet for problems specifically associated with the course management system.

By calling (609) 777-5680 or emailing support@tesu.edu at any time, students and mentors can receive technical support for such functions as logging into myEdison®, resetting passwords, submitting assignments, and handling pop-up blockers.

Users of this expanded service are advised that only technical support questions will be addressed. Questions pertaining to such services as advising, course registration, financial aid, or program-related services are not able to be answered. Additional technical support is provided for the online nursing courses by a mentor available in each course specifically for this purpose.

**Financial Aid**

Information on financial aid may be obtained by contacting the Office of Admissions and Enrollment Services at (609) 777-5680, the Office of Financial Aid at (609) 633-9658, via email at finaid@tesu.edu, or online at www.tesu.edu.

Information on scholarships and other financial aid opportunities for nursing students may be posted on the University website at www.tesu.edu/nursing when appropriate. Scholarship and other funding information is also available at www.discovernursing.com.

Students on financial aid should familiarize themselves with the recommended course sequence and prerequisites to make the best use of financial aid awarded and progress toward degree completion.

**Students with Disabilities**

Thomas Edison State University adheres to the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Therefore, the University provides reasonable accommodations for otherwise qualified students who disclose and verify a disability to the University. The Center for Disability Services provides assistance to students who wish to discuss reasonable accommodations for verifiable disabilities. Students are responsible for identifying themselves to the ADA coordinator at (609) 984-1141, ext. 3415. The TTY number for hearing-impaired students is (609) 341-3109. Application and information is available at www.tesu.edu or email ada@tesu.edu.

**Graduation**

Thomas Edison State University degrees are conferred four times a year, September, December, March, and June, as published in the online University Catalog. A letter verifying degree completion will be provided from the Office of the Registrar prior to degree conferral. Requests for transcripts must be in writing and must be accompanied by the fee. The University holds one Commencement ceremony each fall. All graduates must be certified by the September graduation date to be considered graduates for the academic year and to be named in the Commencement Program for that ceremony. Candidates for the BSN degree or the MSN degree must:

> achieve a cumulative grade point average of C or better in the BSN degree program;
> achieve a cumulative grade point average of B or better in the MSN degree program;
> achieve a grade equivalent of C or better in nursing requirements of the BSN;
> achieve a grade equivalent of B or better in nursing requirements of the MSN degree programs;
> maintain a current unencumbered RN license, valid in the U.S. (RN students);
> submit a completed Request for Graduation Form through Online Student Services, located on the University website at www.tesu.edu with fee to the Office of Student Financial Accounts according to deadlines established by the Office of the Registrar;
> have all transcripts and test reports submitted to the Office of the Registrar according to deadlines established by the Office of the Registrar; and
> have satisfied all outstanding financial obligations with the University.

**Award of Graduate Nursing Certificates**

Upon completion of all program requirements and clearance by the University, certificate students will be awarded a graduate nursing certificate in their selected area of specialty. Graduates of the MSN degree program will be awarded a certificate along with their degree. Certificate students must:

> complete all program requirements;
> maintain a current unencumbered RN license, valid in the U.S.;
> satisfy all financial obligations with the University;
> attain a grade of B (3.0) or better in each certificate course; and
> submit the completed Graduate Nursing Certificate Request Form, located on the University website under Current Students, Student Forms, to the Office of the Registrar.
Awards and Honors

BSN degree graduates are eligible for the Arnold Fletcher Award, which is given by the University for exceptional achievement in independent learning. All graduates are considered for the award at the time they are reviewed for graduation.

RN graduates of the BSN degree are also eligible for the Regina Sanchez-Porter Award, which is given by the W. Cary Edwards School of Nursing for high academic achievement combined with outstanding service to the nursing profession and the community. Information on submitting nominating materials for the Sanchez-Porter Award is mailed annually to all RNs that are graduating within the year.

The Upsilon Rho chapter of Sigma Theta Tau International Honor Society of Nursing was chartered in 2008. Eligibility for the chapter for students in the BSN degree program includes a cumulative GPA of 3.0 or better and upper 35 percent in class rank. Eligibility for students in the MSN degree program includes a minimum GPA of 3.5 or better. Graduates of the School may apply under Nurse Leader criteria. Eligible candidates will be inducted at an annual ceremony. Additional information on the Upsilon Rho chapter is located at: www.tesu.edu/nursing.

The Lambda Tau Chapter of Alpha Sigma Lambda National Honor Society for nontraditional students was established at Thomas Edison State University in 1996. All bachelor’s degree candidates for graduation are reviewed for eligibility for the honor society. Induction takes place at the annual Commencement ceremonies. Information on the honor society is included in the online University Catalog.

Graduates of the BSN and MSN degree programs may also order a Thomas Edison State University nursing pin. Information on obtaining the pin is provided by the W. Cary Edwards School of Nursing at the time of degree completion.

Students with any history of academic integrity violations are not eligible for any award or honors.

W. Cary Edwards School of Nursing Policies and Procedures

The policies stated here apply to students enrolling in the RN-BSN/MSN degree program with degree requirements effective July 1, 2020, and students enrolling in the graduate nursing certificate programs with requirements effective July 1, 2020.

RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing may pursue the BSN degree only, or both the BSN degree and the MSN degree by selecting the BSN/MSN option on the online application. For students enrolled in the BSN/MSN, up to 12 graduate nursing credits included in BSN degree requirements may be applied to MSN degree requirements. A grade of B or higher must be earned in graduate nursing courses completed during the BSN program to be applied to the MSN degree requirements. The student will continue on to complete remaining MSN degree requirements upon BSN degree completion without additional admission requirements. The undergraduate nursing per credit tuition charge will pertain to the required graduate nursing courses while the student is enrolled in the BSN degree. RNs with a BSN degree may apply for the MSN degree. RNs with a master’s in nursing in another area of specialty may enroll in a graduate nursing certificate program.

Admissions

> Admission to all RN-BSN/MSN programs offered by the W. Cary Edwards School of Nursing is rolling.
> All RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing must possess a current and valid unencumbered RN license, recognized in the United States.
> Provisional Admission to the RN-BSN and RN-BSN/MSN programs is open to senior nursing students or graduates of an RN diploma program of nursing, or a regionally accredited college or university in the United States with an associate degree in nursing awaiting RN licensure. Students provisionally admitted to the program may enroll in NUR-342, HRS-200, PHI-475, SOS-110, or NUR-516. Provisionally admitted students will have one year from the date of Provisional Admission to obtain RN licensure. Failure to do so within that time, will result in removal from the program.
> Full Admission to the RN-BSN and RN-BSN/MSN programs requires that the applicant must be a graduate of an RN diploma program of nursing, or a regionally accredited college or university in the United States or recognized foreign institution with an associate degree in nursing. A current and valid unencumbered RN license, recognized in the United States, must be submitted for full admission to the program.

Admissions Process

All RN-BSN/MSN applicants to the W. Cary Edwards School of Nursing must:

> Submit the completed online application with fee, which is nonrefundable, including documentation of current RN licensure. Applicants licensed in a state that does not have online verification must submit a notarized copy of their current license - without restrictions, valid in the United States, to the Office of Admissions and Enrollment Services.
> Have official transcripts for all college-level credit and examination score reports sent to the University's Office of the Registrar.
> Submit official transcripts from the school of nursing awarding the diploma (if a graduate of an RN diploma school of nursing, including foreign diploma schools of nursing) to the University’s Office of the Registrar.
> Follow University procedure for evaluation of credit if a graduate of a foreign collegiate program of nursing.
> Have the ability to send and receive email, including attachments.
> Have computer capability compatible with the technology specified for the Thomas Edison State University’s online courses, access to PowerPoint software, and, for selected MSN courses, access to Excel software, a microphone, and a webcam.

All MSN applicants to the W. Cary Edwards School of Nursing must:
> Possess a current unencumbered RN license, valid in the United States.
> Follow the graduate application and admission process outlined under instructions for Graduate Applicants at www.tesu.edu/apply.
> All applicants to the MSN degree program and the certificate programs must have official transcripts from all college-level credits, including BSN degree and MSN degree (if applicable) transcripts, sent to the Office of the Registrar.

**Enrollment**

> Nursing students are considered “enrolled” when they have been accepted into the nursing program and have registered for and begun their first course. The date of enrollment is defined as the 10th day of class for the first semester they start taking courses as a matriculated student. This status may change if the student becomes inactive or takes a leave of absence.
> Acceptance in the MSN degree program for students selecting the BSNM option on application will be in effect following certification for graduation from the BSN degree.
> Program materials will be provided and all students will be given access to advisement services on acceptance.
> An Academic Evaluation will be provided online for students accepted into the nursing program.
> Enrollment will remain in effect as long as students earn a minimum of 3 credits at the University that apply to their degree or certificate program in each 12-month period.
> Nonmatriculated students must obtain permission from the School prior to enrolling in MSN nursing courses.

**Re-enrollment**

> Students returning to the BSN or MSN degree programs or the graduate nursing certificate programs from Leave of Absence status must submit a completed Re-Enrollment from Leave of Absence Form with fee. Inactive students will need to complete and submit the online application found at www.tesu.edu/apply. If a student’s state does not have an online validation process, the student must resubmit a notarized copy of his/her license to Thomas Edison State University, Office of Admissions and Enrollment Services, 111 W. State St., Trenton, NJ 08608. In order for the re-enrollment to be processed, the University must validate the student’s license.

**NOTE:** Re-enrollment may place student into the newest curriculum, which may affect course requirements. Please contact a nursing advisor to re-enroll.

### Academic Standing: Undergraduate Grading System

<table>
<thead>
<tr>
<th>Letter Grade Equivalents</th>
<th>Quality Points</th>
<th>Numerical</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>88-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-87</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>78-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-77</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Below 60</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (temporary grade)</td>
<td>Below 60</td>
</tr>
<tr>
<td>IF</td>
<td>0</td>
<td>Below 60</td>
</tr>
<tr>
<td>ZF</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Academic Integrity Violation**

### Academic Standing: Graduate Grading System

Graduate courses – and other graded graduate learning assessments – are graded based on the following scale:

<table>
<thead>
<tr>
<th>Letter Grade Equivalents</th>
<th>Quality Points</th>
<th>Numerical</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>88-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-87</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-82</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Below 73</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (temporary grade)</td>
<td>Below 73</td>
</tr>
<tr>
<td>IF</td>
<td>0</td>
<td>Below 73</td>
</tr>
<tr>
<td>CR*</td>
<td>N/A</td>
<td>None</td>
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<td>ZF</td>
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**Academic Integrity Violation**

*Nongraded credit assessed at the B level and above will be counted toward graduate degree requirements in accordance with University and appropriate School policies.*
**Degree/Certificate Program Requirements**

- Students may complete selected degree requirements by course, exam, or prior learning assessment (PLA).
- Rewriting or resubmission of assignments is not permitted.
- No assignments may be submitted after the last day of the course without an approved extension.
- Students are governed by the policies and procedures in effect on their course start date. Students making satisfactory progress may apply for one 8-week extension per course. In order to apply for an extension, students must submit the Request for Extension form to the course mentor for certification no later than 7 calendar days prior to the initial end date of the term.
- Three discussion posts on three different days is the minimum required for participation in each discussion forum.
- Online nursing courses required for completion of the nursing degree or certificate programs are open only to RNs.
- Credits taken elsewhere or by any method other than by Thomas Edison State University online nursing course must be approved by the academic advisor for nursing prior to earning the credit to determine that the credit will meet program requirements.

**BSN**

- Upper-division nursing credits earned more than 10 years prior to the student’s enrollment date may not be applied to upper-division nursing requirements in the BSN degree program.
- Courses transferred into the BSN program to meet upper-division nursing credit requirements must have been completed at a regionally accredited college or university, and a school of nursing accredited by a national nursing accrediting body, or recognized foreign institution to be considered for acceptance.
- Students enrolled in the BSN degree program will be governed by University policies in regard to general education credit requirements.
- Students enrolled in the BSN degree program must earn a grade of C (73) or better in the nursing courses for the credit to be accepted toward the degree.
- Students enrolled in the BSN degree program must achieve a minimum cumulative GPA of C (2.0) or better to graduate.
- Students enrolled in the BSN degree program will be governed by academic policies for graduate nursing courses while enrolled in the graduate nursing courses required for the BSN degree.
- Students enrolled in the BSN degree program may repeat each nursing course, one time each. (Except graduate courses - see above policy)

**MSN/Graduate Nursing Certificates**

- Graduate credits earned prior to application that may satisfy requirements for the MSN degree or certificate programs will be reviewed for acceptance upon enrollment.
- Graduate credits that were earned more than seven years prior to the student’s enrollment date in the MSN or graduate nursing certificate programs may not be applied to either the MSN degree or certificate without permission of the dean of the W. Cary Edwards School of Nursing.
- Students enrolled in the MSN degree program must achieve a minimum cumulative GPA of B (83) or better in the nursing courses for the credit to be accepted toward the degree.
- A maximum of 12 graduate-level credits may be accepted in transfer toward the MSN degree.
- Graduate courses that may satisfy requirements for the MSN degree or certificate programs must carry a grade equivalent of B (83) or better and must have been completed at a regionally accredited college or university, a school of nursing accredited by a national nursing accrediting body, or a recognized foreign institution to be considered for acceptance.
- Students enrolled in the MSN degree program must earn a grade of B (83) or better in graduate courses for credits to be accepted toward degree.
- Students enrolled in the MSN degree and graduate nursing certificate program may repeat two nursing courses, one time each.
- MSN and graduate nursing certificate students who earn grades below a B (83) in three courses will be dismissed from the program.
- A maximum of 6 graduate-level credits may be accepted in transfer toward the Nurse Educator and Nursing Administration certificates.
- A maximum of 9 graduate-level credits will be accepted in transfer toward the Nursing Informatics certificate.
- Students enrolled in the graduate nursing certificate programs must earn a grade of B (83) or better for the course to be applied to program requirements.

**Graduation**

- All students in the W. Cary Edwards School of Nursing degree programs will submit the Request for Graduation Form with fee according to University guidelines.
- All students in the W. Cary Edwards School of Nursing degree programs must have completed all degree requirements, have achieved the established GPA, and have satisfied all financial obligations to be eligible for graduation.
- All students in the W. Cary Edwards School of Nursing certificate programs must complete all course requirements, submit the request for a graduate nursing certificate according to University guidelines for graduation, and satisfy all financial obligations to be eligible for certificate award.
- Students completing the MSN degree program will be awarded a certificate in their selected area of specialty in addition to the MSN degree on program completion.

**Appeals**

All students in the W. Cary Edwards School of Nursing will follow University policies on academic appeals as outlined in the online University Catalog. Appeals are to be submitted only after a course ends.
Nonenrolled RNs

> Nonenrolled RNs who wish to try an online nursing course may take two courses prior to enrollment with prior approval of the School. Students must be enrolled in a nursing program at the end of the second nursing course.

Updated Credentials for Selected Courses

> Evidence of a current and valid unencumbered RN license and malpractice insurance is required at the time the student registers for the Public Health Nursing (NUR-443) course in the BSN degree program. Students will be required to provide information to a vendor selected by the W. Cary Edwards School of Nursing.

> Evidence of current malpractice insurance and a current and valid unencumbered RN license is required at the time the student registers for the Practicum courses in the MSN degree and graduate nursing certificate programs.

> Students must be in compliance with state and institutional requirements for health, criminal background checks, and/or child abuse background check prior to registering for the Practicums in the MSN degree and the graduate nursing certificate programs. Students will be required to provide health information to a vendor selected by the W. Cary Edwards School of Nursing. Students will be required to have a criminal background check and child abuse clearance through a vendor selected by the W. Cary Edwards School of Nursing.

> The W. Cary Edwards School of Nursing expects all students to adhere to the policies on background checks of any healthcare facility used by students for the independent Practicums required as part of their program requirements.

Formal Complaints

A formal complaint is an expression of dissatisfaction about the W. Cary Edwards School of Nursing, its programs, or its processes, by a student enrolled in the W. Cary Edwards School of Nursing, or by parties interested in the W. Cary Edwards School of Nursing. The W. Cary Edwards School of Nursing follows the Thomas Edison State University student complaint policies and procedures.

THOMAS EDISON STATE UNIVERSITY STUDENT COMPLAINT POLICIES AND PROCEDURES

Thomas Edison State University’s mission is to provide the highest level of service to its students, in an environment conducive to learning and academic excellence. The University also acknowledges the maturity, autonomy, and dignity of its students. Consistent with its mission, the University has instituted various mechanisms to address student complaints. When registering concerns or complaints, University students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the Registrar at (609) 984-1180 or registrar@tesu.edu.

COMPLAINT POLICIES AND PROCEDURES

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

> Grade or Academic Credit Appeal
  See Student Forms area of myEdison® or visit www.tesu.edu/studentforms

> Academic Code of Conduct Policy
  See the University Catalog

> Nonacademic Code of Conduct Policy
  See the University Catalog.

> Policy Against Discrimination and Harassment
  See the University Catalog.

> Disability Accommodations
  See the University Catalog

The University Catalog can be found online at www.tesu.edu/academics/catalog

> Other Student-Related Complaints
  A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a mentor or a University staff member that does not fall within any of the categories listed here, the complaint will be handled as follows:

> Informal Resolution
  Students are encouraged to speak directly with the mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint.

  If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

> Informal Complaint
  A student may register an informal complaint within 30 days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily.

  Complaints involving academic matters should be made to the dean of the relevant School. Other types of complaints should be made to the head of the appropriate University office.

  Informal complaints may be made by telephone or email. Appropriate University staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the University’s response within 20 days of the informal complaint.

  If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.
> **Formal Complaint**  
A formal complaint must be submitted in writing to the dean of the relevant School or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within 60 days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described. Receipt of the complaint will be acknowledged within 15 days. The appropriate University administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within 30 days of the receipt of the complaint. A complete record of formal complaints will be kept by the relevant University office. Records of the final outcome of all formal complaints will also be stored in a centralized database and the student’s electronic file.

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**Directory for Enrolled Students**

<table>
<thead>
<tr>
<th>W. Cary Edwards School of Nursing</th>
<th>Phone: (609) 633-6460 • Fax: (609) 292-8279</th>
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<tbody>
<tr>
<td>Email: <a href="mailto:nursing@tesu.edu">nursing@tesu.edu</a>; <a href="mailto:gradnursing@tesu.edu">gradnursing@tesu.edu</a>; <a href="mailto:dnp@tesu.edu">dnp@tesu.edu</a></td>
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<tr>
<th>Office of Admissions and Enrollment Services</th>
<th>Phone: (609) 777-5680 Monday - Friday, 8 a.m. - 6 p.m., ET</th>
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<tbody>
<tr>
<td>Fax: (609) 984-8447</td>
<td></td>
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<tr>
<td>Email: <a href="mailto:nursing@tesu.edu">nursing@tesu.edu</a> • Web: <a href="http://www.tesu.edu">www.tesu.edu</a></td>
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<tr>
<th>Academic Advisement for Accepted Students</th>
<th>Phone: General Questions: (609) 777-5680 Monday - Thursday, from 10 a.m. - 6 p.m., ET, and Friday, 10 a.m. - 4 p.m., ET</th>
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<tr>
<td>Fax: (609) 292-8279 (nursing)</td>
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<td>Web: myEdison® login - go to Help, then University Support Portal to submit a ticket</td>
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<tr>
<th>Office of Student Financial Accounts</th>
<th>Phone: (609) 984-4099 • Fax: (609) 984-4066</th>
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<tbody>
<tr>
<td>Email: <a href="mailto:bursar@tesu.edu">bursar@tesu.edu</a></td>
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<th>Office of Financial Aid</th>
<th>Phone: (609) 777-5680 • Fax: (609) 633-6489</th>
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<tbody>
<tr>
<td>Email: <a href="mailto:finaid@tesu.edu">finaid@tesu.edu</a></td>
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<tr>
<th>Office of the Registrar</th>
<th>Phone: (609) 633-9242 (registering for courses)</th>
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<tr>
<td>Fax: (609) 292-1657</td>
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<tr>
<td>Phone: (609) 984-1180 (transcripts, graduation information)</td>
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<tr>
<td>Fax: (609) 777-0477</td>
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<tr>
<td>Email: <a href="mailto:registrar@tesu.edu">registrar@tesu.edu</a></td>
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<tr>
<th>Center for Disability Services</th>
<th>Phone: (609) 984-1141, ext. 3415</th>
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<tr>
<td>TTY: (609) 341-3109 (for hearing impaired students)</td>
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<tr>
<td>Fax: (609) 943-5232</td>
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<tr>
<td>Email: <a href="mailto:ada@tesu.edu">ada@tesu.edu</a></td>
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<tr>
<th>Technical Support</th>
<th>Phone: (609) 777-5680</th>
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<tr>
<td>Email: <a href="mailto:support@tesu.edu">support@tesu.edu</a></td>
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