CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Master of Science in Nursing (MSN)
- Nursing Administration & Leadership Program
- Nursing Education Program

Post-Master’s Certificates
- Nursing Administration & Leadership
- Nursing Education

MSN-MBA Dual Degree Option Program
MBA in Nursing Administration Concentration

MSN STUDENT HANDBOOK
2017-2018

upd 9/15/2017
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT INFORMATION</td>
<td>1</td>
</tr>
<tr>
<td>MSN FACULTY AND STAFF CONTACTS</td>
<td>3</td>
</tr>
<tr>
<td>Welcome from Dr. Mary O’Connor</td>
<td>4</td>
</tr>
<tr>
<td>Master of Science in Nursing (MSN) Mission, Goals, Student Learning Outcomes</td>
<td>5</td>
</tr>
<tr>
<td>MSN CURRICULUM - Nursing Administration and Leadership</td>
<td>7</td>
</tr>
<tr>
<td>MSN CURRICULUM - Nursing Education</td>
<td>8</td>
</tr>
<tr>
<td>ACADEMIC ADVISING</td>
<td>9</td>
</tr>
<tr>
<td>New Online Student Orientation</td>
<td>9</td>
</tr>
<tr>
<td>New Student Online Orientation Checklist</td>
<td>9</td>
</tr>
<tr>
<td>Resources</td>
<td>10</td>
</tr>
<tr>
<td>Tools</td>
<td>10</td>
</tr>
<tr>
<td>Add/Drop Period or Withdrawing from Classes</td>
<td>10</td>
</tr>
<tr>
<td>Tuition and Payment Information</td>
<td>11</td>
</tr>
<tr>
<td>Accessing your CALU email address via the internet</td>
<td>11</td>
</tr>
<tr>
<td>Desire2Learn (D2L) Online Course Access Information and Student Tutorial:</td>
<td>11</td>
</tr>
<tr>
<td>Louis L. Manderino LIBRARY AND ELECTRONIC RESOURCES</td>
<td>11</td>
</tr>
<tr>
<td>WRITING RESOURCES</td>
<td>12</td>
</tr>
<tr>
<td>STUDENTS WITH DISABILITIES</td>
<td>13</td>
</tr>
<tr>
<td>SIGMA THETA TAU PI RHO CHAPTER</td>
<td>14</td>
</tr>
<tr>
<td>MSN PROGRAM COURSE DESCRIPTIONS</td>
<td>16</td>
</tr>
<tr>
<td>ADVISEMENT SHEET</td>
<td>20</td>
</tr>
<tr>
<td>Graduate Program: Nursing Administration &amp; Leadership</td>
<td>20</td>
</tr>
<tr>
<td>Required Courses (30 credits)</td>
<td>20</td>
</tr>
<tr>
<td>Approvals</td>
<td>20</td>
</tr>
<tr>
<td>MSN NURSING ADMINISTRATION &amp; LEADERSHIP PROGRESSION PLANS</td>
<td>21</td>
</tr>
<tr>
<td>California University of Pennsylvania</td>
<td>22</td>
</tr>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td>22</td>
</tr>
<tr>
<td>Graduate Program: Nursing Education</td>
<td>22</td>
</tr>
<tr>
<td>Required Courses (36 credits)</td>
<td>22</td>
</tr>
<tr>
<td>Approvals</td>
<td>22</td>
</tr>
<tr>
<td>MSN NURSING EDUCATION PROGRESSION PLANS</td>
<td>23</td>
</tr>
<tr>
<td>California University of Pennsylvania</td>
<td>24</td>
</tr>
<tr>
<td>ADVISEMENT SHEET</td>
<td>24</td>
</tr>
<tr>
<td>Graduate Program: Nursing Administration &amp; Leadership Certificate</td>
<td>24</td>
</tr>
<tr>
<td>Required Courses (21 credits)</td>
<td>24</td>
</tr>
<tr>
<td>NUR 603: Information Systems for Nurses in Health Care Organizations - 3 credits</td>
<td>24</td>
</tr>
<tr>
<td>NUR 711: Nursing Organization and Leadership Theory - 3 credits</td>
<td>24</td>
</tr>
<tr>
<td>NUR 712: Nursing Organization and Leadership Role - 3 credits</td>
<td>24</td>
</tr>
<tr>
<td>NUR 714: Legal Aspects of Health Care Administration - 3 credits</td>
<td>24</td>
</tr>
<tr>
<td>NUR 715: Financial Management in Non-profit Health Care Organizations - 3 credits</td>
<td>24</td>
</tr>
<tr>
<td>NUR 813: Nursing Administration Role Practicum - 6 credits</td>
<td>24</td>
</tr>
<tr>
<td>Approvals</td>
<td>24</td>
</tr>
</tbody>
</table>
POST-MASTER’S CERTIFICATE - NURSING ADMINISTRATION & LEADERSHIP PROGRESSION PLANS ................................................................. 25
California University of Pennsylvania .......................................................................................................................... 26
PROGRAM REQUIREMENTS ........................................................................................................................................ 26
Graduate Program: Nursing Education Certificate ................................................................................................... 26
Required Courses (21 credits) ....................................................................................................................................... 26
Approvals ........................................................................................................................................................................ 26
POST MASTER’S CERTIFICATE NURSING EDUCATION PROGRESSION PLANS .............................................................. 27
ADVISEMENT SHEET .................................................................................................................................................... 28
Graduate Program Title: Business Administration Program (Major or Concentration) Code: xxx .......................................................................................................................... 28
Master of Science in Nursing ........................................................................................................................................... 28
MSN POLICIES ............................................................................................................................................................ 29
MSN POLICY 1 Admission Requirements .................................................................................................................. 30
  MSN Programs in Nursing Administration & Leadership, and Nursing Education ...................................................... 30
    Admission Requirements ........................................................................................................................................... 31
Post-Master’s Certificate: Nursing Administration & Leadership .................................................................................. 31
Post-Master’s Certificate: Nursing Education .............................................................................................................. 31
    Admission Requirements ........................................................................................................................................... 32
MSN-MBA Program ....................................................................................................................................................... 32
MBA in Nursing Administration and Leadership Program ............................................................................................ 33
Admission Requirements .................................................................................................................................................. 33
MSN POLICY 2 - MSN Progression Requirements ....................................................................................................... 34
MSN POLICY 3 - Formal Written Complaint .................................................................................................................. 35
MSN POLICY 4 - PRACTICUM REQUIREMENTS .......................................................................................................... 36
Practicum Site & Preceptor Policies ............................................................................................................................... 36
MSN Preceptor Policy .................................................................................................................................................... 36
MSN Practicum Site Policy .............................................................................................................................................. 36
MSN POLICY 5 - Grading Policy for MSN Courses ........................................................................................................ 37
CONTACT INFORMATION

MSN PROGRAM

Coordinator MSN & MSN-MBA Programs  Mary A. O’Connor, PhD, MSN, RN
Nursing Administration & Leadership Advisor 724-938-1652
Mary A. O’Connor, PhD, MSN, RN
oconnor@calu.edu

Nursing Education Advisor  Pat Davies, DNP, RN
724-938-4972
davies@calu.edu

Chair, Department of Nursing  Dr. Linda Pina, PhD, RN
724-938-4129
pina@calu.edu

Dean, School of Graduate Studies and Research  Stanley Komacek, PhD
724-938-1589; 724-938-4648 FAX
komacek@calu.edu

Department of Nursing Secretary  Judy Byers
Office hours Mon-Fri 8:00 a.m.- 4:00 p.m.
724-938-5741; 724-938-1612 FAX
byers@calu.edu

OFFICE ADDRESS & WEBPAGES

Department of Nursing
California University of Pennsylvania
Morgan Hall Room 338
250 University Drive, Box 60
California, PA 15419
724-938-5741; 724-938-1612 FAX

- MSN Nursing Administration and Leadership  & Post-Master’s Certificate
- MSN Nursing Education  & Post-Master’s Certificate
- MSN-MBA Dual Degree
- MBA in Nursing Administration and Leadership

Global Online Student Services  24/7 access to information

Global Online Office  Monday-Friday 8:00 a.m. – 4:00 p.m.
724-938-5958; 1-866-595-6348;
724-938-4270 FAX
calugo@calu.edu
Campus Contact Information

Cal U Bookstore
Natali Student Center 125, Mailbox 51
724-938-4324; 724-938-5795 FAX

Bursar’s Office & Billing
Dixon Hall 118, Mailbox: 83
724-938-4431; 724-938-5983 FAX

Manderino Library
Bill Denny, Distance Education Librarian
Denny_w@calu.edu
724-938-4451; FAX 724-938-5901

Office of Veteran Affairs
724-938-4076; FAX 724-938-4584
Email veterans@calu.edu

Writing Center
M-TH 9:00 a.m. – 6:00 p.m.; F 9:00 a.m. – 3:00 p.m.
Writer’s Hotline 724-938-4336
Email writingctr@calu.edu

Global Online Student Services
Global Online Office
24/7 access to information
Monday-Friday 8:00 a.m. – 4:00 p.m.
724-938-5958; 1-866-595-6348; 724-938-4270 FAX
calugo@calu.edu
# MSN Faculty and Staff Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MSN Faculty</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Mary O’Connor</td>
<td>724-938-1652</td>
<td><a href="mailto:oconnor@calu.edu">oconnor@calu.edu</a></td>
</tr>
<tr>
<td>Professor/Coordinator MSN &amp; MSN-MBA</td>
<td>724-938-1612 FAX</td>
<td></td>
</tr>
<tr>
<td>Nursing Administration &amp; Leadership Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Patricia Davies</td>
<td>724-938-4972</td>
<td><a href="mailto:davies@calu.edu">davies@calu.edu</a></td>
</tr>
<tr>
<td>Asst. Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Education Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Linda Pina</td>
<td>724-938-4129</td>
<td><a href="mailto:pina@calu.edu">pina@calu.edu</a></td>
</tr>
<tr>
<td>Professor/Dept. Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Donna Caruthers</td>
<td>724-938-4161</td>
<td><a href="mailto:caruthers@calu.edu">caruthers@calu.edu</a></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Joan Clites</td>
<td>724-938-5676</td>
<td><a href="mailto:elites@calu.edu">elites@calu.edu</a></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Nicole Evanick</td>
<td>724-938-4130</td>
<td><a href="mailto:evanick@calu.edu">evanick@calu.edu</a></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Robin Weaver</td>
<td>724-938-4130</td>
<td><a href="mailto:weaver@calu.edu">weaver@calu.edu</a></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MSN Adjunct Faculty</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Dennis Collins</td>
<td>724-938-5741*</td>
<td><a href="mailto:collins_de@calu.edu">collins_de@calu.edu</a></td>
</tr>
<tr>
<td>Dr. Paula Glass</td>
<td>724-938-5741*</td>
<td><a href="mailto:glass@calu.edu">glass@calu.edu</a></td>
</tr>
<tr>
<td>Dr. Kathy Morouse</td>
<td>724-938-5741*</td>
<td><a href="mailto:morouse@calu.edu">morouse@calu.edu</a></td>
</tr>
<tr>
<td>Dr. Carol Stockman</td>
<td>724-938-5741*</td>
<td><a href="mailto:stockman@calu.edu">stockman@calu.edu</a></td>
</tr>
<tr>
<td>* Department of Nursing secretary phone number - she will contact the adjunct faculty.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Secretary**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Byers</td>
<td>724-938-5741</td>
<td><a href="mailto:byers@calu.edu">byers@calu.edu</a></td>
</tr>
<tr>
<td>Department of Nursing Secretary</td>
<td>724-938-1612 FAX</td>
<td></td>
</tr>
<tr>
<td><strong>Global Online Student Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Global Online Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24/7 access to information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday-Friday 8:00 a.m. – 4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>724-938-5958; 1-866-595-6348; 724-938-4270 FAX</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:calugo@calu.edu">calugo@calu.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Welcome from Dr. Mary O’Connor

Dear MSN Student,

Welcome to California University of Pennsylvania’s online MSN programs.

We now offer two MSN degree programs -- Nursing Administration and Leadership, and Nursing Education; and Post-Master’s Certificates in each Nursing Administration and Leadership, and Nursing Education. We also offer an MSN-MBA dual degree option and an MBA in the concentration of Nursing Administration.

These are exciting times for nursing and healthcare degrees and certificates will help to prepare you in the advanced practice roles of nurse administrators and nurse educators. Nurse administrators and leaders depend on a thorough understanding of management, legal and ethical issues, finance, and marketing in order to achieve the expectations of their job. Highly developed managers and leaders make a difference in patient safety and patient outcomes, staff preparation, job satisfaction, and ultimately retention of nurses.

Nurse Educators who teach in academic, staff development and/or healthcare organization settings will be prepared to develop and design, implement and evaluate nursing education curricula and courses. Additionally, students apply advanced clinical practice competencies in patient assessment, pathophysiology, and pharmacology through supervised practice experiences as nurse educator preparation in a direct care role.

In the MSN degree programs as well as in the Post-Master’s Certificates, students will complete a 150-hour practicum capstone course supervised by course faculty and a designated preceptor.

The MSN-MBA dual degree option and the MBA in Nursing Administration & Leadership concentration allows a student to be well versed in the business acumen of today’s challenging word, while at the same time allowing a highly qualified nurse administrator to gain valuable tools to blend the two worlds of business and nursing together.

Graduate study in the totally online MSN programs is exciting and challenging. In both degree programs, students work with a cohort of 35 MSN students in a learning environment that respects their experiences and knowledge. Students will take one course at a time to enhance students’ focus and attention to the coursework. Regular term courses are 8 weeks and, during the first summer term, courses are 5 weeks in duration.

The MSN programs foster a learning environment that allows nurses to build their knowledge base in order to effectively and creatively apply what they have learned.

Enjoy your program!

Sincerely,

Dr. Mary A. O’Connor, PhD, RN
Professor of Nursing/
Global Online Coordinator MSN & MSN-MBA Programs
oconnor@calu.edu
Master of Science in Nursing (MSN) Mission, Goals, Student Learning Outcomes

DEPARTMENT OF NURSING MISSION STATEMENT

The Department of Nursing provides high quality education that prepares nurse leaders at all levels of practice. The mission of the Department of Nursing reflects the primary mission of the University to advance the careers and characters of our students. Graduates will be professionals who positively impact the health care outcomes of diverse populations, contribute to the profession and society, and promote a commitment to lifelong learning and personal development.

(Approved: Department of Nursing Curriculum Committee, January 2015)

MSN PROGRAM GOALS
The MSN program will produce graduates who:

1. Integrate advanced knowledge and skills in the specialty role.
2. Synthesize critical thinking, research, and theoretical knowledge in order to engage in scientific inquiry.
3. Possess a foundation for certification in the nursing specialty.
4. Are prepared for doctoral study.

(Approved: Department of Nursing Curriculum Committee, September, 2017)

MSN PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the Nursing Administration and Leadership program, graduates will be able to:

1. Integrate competencies associated with critical thinking, communication, leadership and management, and nursing research to develop and facilitate systems for the provision of culturally competent and safe patient care. linked to G – 1,2,3,4)
2. Design, implement, analyze, and evaluate complex interdisciplinary, multicultural healthcare delivery systems. (linked to G – 1,2,3,4)
3. Apply and integrate specialized knowledge related to organization and management theory, economics, human resources, professional standards, ethical guidelines, and legal and regulatory aspects in the management and leadership role within interdisciplinary, multicultural healthcare delivery systems. (linked to G – 1,2,3,4)
4. Develop, implement, and evaluate effective communication systems and processes in interdisciplinary, multicultural healthcare delivery systems. (linked to G – 1,2,3,4)
5. Manage the delivery of healthcare through collaboration with nurses, other health professionals, and consumers of healthcare. (linked to G – 1,2,3,4)
6. Create strategies that promote the well-being of individuals, families, culturally diverse groups, vulnerable populations, and communities. (linked to G – 1,2,3,4)

(MSN Goals & Learning Outcomes Approved: MSN Curriculum Committee, 2009)
1. Apply specialized knowledge associated with quality improvement, information systems, communication technologies, ethical and legal standards, and healthcare financial principles in developing education programs and curricula supportive of nursing practice to achieve quality patient care. Linked to G-1, 2, 3, 4
   - AACN Essentials I, II, IV, V; NLN Nurse Educator Competencies 1, 8

2. Analyze the forces, trends, and influences which affect the development of quality education curricula and courses. Linked to G-1, 2, 3, 4
   - AACN Essentials I, II, VI, VII; NLN Nurse Educator Competencies 1, 4

3. Design inclusive education curricula and courses grounded in education/learning theories and evidence based research that incorporates knowledge, attitudes and skills necessary for inter-professional nursing practice. Linked to G-1, 2, 3, 4
   - AACN Essentials I, IV, VII, VIII; NLN Nurse Educator Competencies 1, 2, 3, 4

4. Develop teaching and active learning strategies that promote student engagement and achieve designated student learning outcomes. Linked to G-1, 2, 3, 4
   - AACN Essentials IV, IX; NLN Nurse Educator Competencies 1, 2, 4

5. Develop program and instructional evaluation methods which measure the achievement of program, course and student outcomes. Linked to G-1, 2, 3, 4
   - AACN Essentials III, IV, IX; NLN Nurse Educator Competencies 1, 2, 4

6. Assess curricular, course, and student outcomes as a systematic evaluation process for education quality. Linked to G-1, 2, 3, 4
   - AACN Essentials I, III, IV, IX; NLN Nurse Educator Competencies 3, 4

7. Demonstrate competencies in performing nursing education through the development, implementation and evaluation of a planned education experience. Linked to G-1, 2, 3, 4
   - AACN Essentials IV, IX: NLN Nurse Educator Competencies, 1, 2, 3, 4, 6, 7, 8

8. Apply advanced clinical practice knowledge and skills for preventing disease and promoting health in the care of individuals, families, and groups. Linked to G-1, 2, 3, 4
   - AACN Essentials VII, VIII; NLN Nurse Educator Competency 8

9. Create a goal directed career plan for professional development and growth as a nurse educator. Linked to G-3
   - AACN Essentials IX; NLN Nurse Educator Competency 5

(Approved: Department of Nursing Curriculum Committee, September, 2017)
MSN CURRICULUM - Nursing Administration and Leadership

The Master of Science in Nursing (MSN) program in Nursing Administration and Leadership is 30 credits and builds on the BSN program. There are two pre-requisite/co-requisite courses for admission into the MSN program that are taken at the BSN level in nursing; these courses are nursing research (3 credits) and statistics (3 credits).

All MSN students in the Nursing Administration and Leadership program are required to complete 12 credits of core courses, 6 credits of cognate courses to support their area of specialization, and 12 credits of specialty courses, for a total of 30 credits. NUR 813 Nursing Administration Role Practicum is designed as a capstone course/practicum that is taken as the last course in the program. This is 6-credit practicum that consists of a 3-credit course component and 3-credits for the practicum experience. Students work with qualified nurse administrators and leaders as their preceptors.

The practicum hours can be used in combination with other graduate practicum hours towards attaining a DNP.

In addition, graduates can seek from the American Nurses Credentialing Center (ANCC) and American Organization of Nurse Executives (AONE).

CORE (12 credits)

NUR 601 Theory & Research in Nursing
NUR 602 Health Policy in Nursing
NUR 603 Information Systems in Healthcare Organizations
NUR 604 Population Health Promotion and Disease Prevention

SPECIALTY (12 credits)

NUR 711 Nursing Organization & Leadership Theory
NUR 712 Nursing Administration & Leadership Role
NUR 813 Nursing Administration Role Practicum*

COGNATES (6 credits)

NUR 714 Legal Aspects of Health Care Administration
NUR 715 Financial Management in Non-Profit Healthcare Organizations

* Capstone practicum of 150-hour practicum field experience.
The Master of Science in Nursing (MSN) program in Nursing Education is 36 credits and builds on the BSN program. There are two pre-requisite/co-requisite courses for admission into the MSN program that are taken at the BSN level in nursing; these courses are nursing research (3 credits) and statistics (3 credits).

All MSN students in the Nursing Administration and Leadership program are required to complete 12 credits of core courses, 6 credits of cognate courses to support their area of specialization, and 18 credits of specialty courses, for a total of 36 credits. NUR 823 Nursing Education Role Practicum is designed as a capstone course/practicum that is taken as the last course in the program. This is 6-credit practicum that consists of both seminar and practicum experience. Students work with qualified nurse educators in academic or healthcare settings as their preceptors.

The practicum hours can be used in combination with other graduate practicum hours towards attaining a DNP.

In addition, graduates can seek certification as a Certified Nurse Educator from the National League for Nursing (NLN).

**CORE (12 credits)**

- NUR 601 Theory & Research in Nursing
- NUR 602 Health Policy in Nursing
- NUR 603 Information Systems in Healthcare Organizations
- NUR 604 Population Health Promotion and Disease Prevention

**SPECIALTY (18 credits)**

- NUR 721 Foundations of Nursing Education
- NUR 722 Curriculum Development in Nursing Education
- NUR 723 Teaching and Instructional Strategies in Nursing Education
- NUR 724 Assessment and Evaluation Methods in Nursing Education
- NUR 823 Nursing Education Role Practicum*

**COGNATES (6 credits)**

- NUR 711 Nursing Organization & Leadership Theory
- NUR 725 Advanced Clinical Practice for Nurse Educators

* Capstone practicum of 150-hour practicum field experience.
ACADEMIC ADVISING

Academic Advisors

- Dr. Mary O’Connor – oconnor@calu.edu
  - MSN in Nursing Administration & Leadership
  - Post-Master’s Certificate in Nursing Administration & Leadership
  - MSN-MBA programs

- Dr. Pat Davies – davies@calu.edu
  - MSN in Nursing Education
  - Post-Master’s Certificate in Nursing Education

The MSN program is part of the Global Online community at California University of Pennsylvania.

CalU Global Online Student Services

Phone: 724-938-5958 or 1-866-595-6348.
Email: calugo@calu.edu

No matter where in the world you are – or what time of day or night it is – you can tap into a vast array of services and resources available to Global Online students at Cal U. Global Online staff is dedicated to meeting your individual needs so that you enjoy a superior online learning experience, every step of the way.

Bookmark these links for easy access to Global Online services:

New Online Student Orientation
- Online Student Orientation Checklist

If you have any questions while you are completing this orientation, feel free contact the Global Online Office for assistance. You can either fill out the Online Information Request Form, e-mail us at calugo@calu.edu, or call 724-938-5958 or 1-866-595-6348.

New Student Online Orientation Checklist

1. **Set up your Cal U Email account.**
   ALL IMPORTANT CORRESPONDENCE WILL GO TO THIS ACCOUNT.

2. **View the Desire 2 Learn (D2L) Tutorial.**
   D2L is the system you will use to "go to class".

3. **Log-in to the Vulcan Information Portal (VIP).**
   VIP is your one stop place to view your grades, transcripts, financial aid and billing info, as well as many other important functions.
   a. Visit the Cal U Email and VIP Access Information page for online students and follow Step # 3 to learn how to set up your VIP account.

4. **Complete the FAFSA and corresponding Financial Aid paperwork.**
   Visit the Global Online Financial Aid webpage for more information on financial aid, including the contact information for your financial aid representative.
5. **Are you an Active-Duty Service Member or a Veteran?**
   Please view the [Global Online Military Resources webpage](#) for contact information for our dedicated Military Coordinator and the support available for Service Members, Veterans, Spouses, and Dependents.

6. **Familiarize yourself with your "One-Stop" support team.**
   The Global Online staff is here to help you with any and all situations that may arise during your time as a student with Cal U! We are here to help!

7. **Visit your program's webpage and familiarize yourself with the resources available specific to your program.**
   View a listing of our academic programs.

8. **Order textbooks** using these instructions [here](#).

9. **If you are using financial aid for books, please use the [FINANCIAL AID BOOKS FORM](#) and follow the instructions**

10. **If you have transcripts for credit transfer that need evaluated, please visit the Transfer Admissions website.** You may also contact the Transfer Admissions staff.

**Resources**
- Academic Programs and Advisors
- Computer Requirements
- Helpdesk
- [Financial Aid and Payment Information](#)
- Internship Center and Career Services
- Textbook Ordering Information
- Financial Aid for Books Form: [FINANCIAL AID FOR BOOKS FORM](#)
- Need to repeat a master's level course? Please see [Repeat a Course Policy](#) or contact Devon Markish in Graduate Admissions by e-mailing markish@calu.edu.

**Tools**
- [Get Your Campus Network User Name](#)
- Desire2Learn
- Library
- CalCard
- Academic Calendar
- Test Preparation Review
- [Sexual Harassment and Title IX Training](#)
- Application for Graduation
- Student Handbook
- [Online Transcript Request Form](#)

**Add/Drop Period or Withdrawing from Classes**

Students cannot withdraw from classes via the California University of PA website after the first class date. To drop any course, students must contact Global Online Office by email at calugo@calu.edu and copy their program advisor. Check the Academic Calendar for Add/Drop
dates. Failure to withdraw/drop your class(es), and/or failure to attend class(es) including Desire2Learn, and/or failure to make payment DOES NOT dismiss your financial obligation per semester. You must officially withdraw/drop with the appropriate department in order to determine your financial and academic obligation and penalty per semester.

**Tuition and Payment Information**

Formal billing statements will be mailed with a tentative due date. Students who register after the billing date are expected to make payment at the time of registration and before the start of the spring semester.

Students can log into student services to check account balances and make a payment.

Please note, billing processes overnight. This means that if you just registered, your bill may not be generated until the following morning.

To login to student services (SIS Web) click this link: [https://sisweb.calu.edu](https://sisweb.calu.edu) and enter your Campus Wide Identification Number or your Social Security Number (if you do not know your CWID) and enter your Pin (birthday: mmdyy or the personal 6 character pin you created.)

Also, if you are interested in a payment plan or for questions about your bill, you may contact the Bursar’s Office 724-938-4431 by email at [cupbursars@calu.edu](mailto:cupbursars@calu.edu) or call the Global Online Office toll-free at 1-866-595-6348 and a client service specialist can transfer you.

To review the refund policy, please click on the following link: [http://www.calu.edu/current-students/financial-aid/withdrawal/index.htm](http://www.calu.edu/current-students/financial-aid/withdrawal/index.htm)

**Accessing your CALU email address via the internet**

Check your California University e-mail account (several times per week) as this is the e-mail that is registered in the course e-mail system and will be used by University Administration, faculty, and classmates to communicate. **NOTE:** If are experiencing technical difficulties accessing your assigned CAL U email account please contact the University helpdesk at 724-938-5911.

**Desire2Learn (D2L) Online Course Access Information and Student Tutorial:**

Desire 2 Learn (D2L) is the learning management platform for Cal U. The D2L student tutorial link for your reference is [http://d2l.calu.edu/](http://d2l.calu.edu/)

The D2L Help Desk is available 24 hours a day. It can be contacted toll-free at 1-877-325-7778. All D2L Help Desk information is available within the D2L Help Desk widget when you login to the system. **IMPORTANT:** If you have any problems logging into D2L, immediately notify the Global Online Office at **Phone:** 724-938-5958 or 1-866-595-6348, or **Email:** [calugo@calu.edu](mailto:calugo@calu.edu)

**Louis L. Manderino LIBRARY AND ELECTRONIC RESOURCES**

The Louis L. Manderino Library is committed to providing a wide range of resources needed to support the research needs of Cal U students and faculty, including a substantial collection of
online journals, books, electronic books, research databases, and audiovisual materials (DVDs, CDs, streaming digital video), and U.S. and Pennsylvania government documents. Visit the library's website at www.library.calu.edu for the information, reference librarian contact, etc.

Bill Denny, Distance Learning Librarian, is available to assist MSN students with MSN courses to locate resources, denny_w@calu.edu or 724/938-4451. Contact the Reference Desk at: 724-938-4094 reference@calu.edu

Electronic Resources

Students and faculty can access scores of research, reference, and statistical databases, about 50,000 full-text periodicals and thousands of electronic books through the library's Web site. To find library resources, use Find Resources by Subject (resources grouped by discipline or topic) or A to Z List of Library Resources (resources by name).

Shared Library Resources and Interlibrary Loan

Use online fast and free E-ZBorrow system to request books from scores of academic libraries in Pennsylvania, West Virginia, New Jersey and New York. If the book or article cannot be found in Manderino Library or through EZBorrow, request the item through the Interlibrary Loan Office.

WRITING RESOURCES

APA style is required for all written assignments in the MSN program. Students are required to write effectively in Discussion Boards and in written assignments. Faculty provide specific requirements in each of their courses.

- APA Style Guide www.apastyle.org
- Online Writing and Learning Center at Purdue www.owl.english.purdue.edu
- Manderino Library citation resources Citing Sources & Style Guides

Writing Center

Cal U’s Writing Center provides free writing assistance to anyone in the Cal U community. Cal U’s Writing Center can help students in all stages of the writing process. From planning a paper to editing a final draft, writing center consultants are trained to address the needs of student writers. Consultants offer students suggestions and teach students various methods to improve their writing through face-to-face sessions, lasting up to 50 minutes, and emailed papers.

Appointments at The Writing Center
To make an appointment for a face-to-face session with a Writing Center consultant, Schedule an appointment online.

The Writing Center - 724-938-4336; FAX 724-938-1515; writingctr@calu.edu
STUDENTS WITH DISABILITIES

Students reserve the right to decide when to self-identify and when to request accommodations. Students requesting approval for reasonable accommodations should contact the Office for Students with Disabilities (OSD). Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Students will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Contact Information:
- Location: Carter Hall - G-35
- Phone: (724) 938-5781
- Fax: (724) 938-4599
- Email: osdmail@calu.edu
- Web Site: http://www.calu.edu/osd

Title IX Syllabus Addendum

California University of Pennsylvania

Reporting Obligations of Faculty Members under Title IX of the Education Amendments of 1972, 20 U.S.C. §1681, et seq.

California University of Pennsylvania and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with the Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University’s Title IX Coordinator, Dr. John A. Burnett, Special Assistant to the President for EEEO, Office of Social Equity, South Hall 112, Burnett@calu.edu, 724-938-4014. The only exceptions to the faculty member’s reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.

The University’s information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at:

- **Office of Social Equity**, South Hall 112, 724-938-4014
  - Social Equity Home Page [www.calu.edu/SocialEquity](http://www.calu.edu/SocialEquity)
  - Social Equity Policies [www.calu.edu/SEpolicies](http://www.calu.edu/SEpolicies)
  - Social Equity Complaint Form [www.calu.edu/SEcomplaint](http://www.calu.edu/SEcomplaint)
- **Counseling Center**, Carter Hall G53, 724-938-4056
- **End Violence Center**, Carter Hall G94, 724-938-5707
- **Student Affairs**, Natali Student Center 311, 724-938-4439
- **Wellness Center**, Carter Hall G53, 724-938-4232
- **Women’s Center**, Natali Student Center 117, 724-938-5857
- **Threat Response Assessment and Intervention Team** (T.R.A.I.T.) & Dept. of Public Safety & University Police, Pollock Maintenance Building, 724-938-4299
SIGMA THETA TAU PI RHO CHAPTER

Sigma Theta Tau International (STTI) was founded in 1922 by six nurses at the Indiana University Training School for Nurses, now the Indiana University School of Nursing in Indianapolis, IN. Sigma Theta Tau is derived from the Greek words of love, courage and honor. The Pi Rho Chapter at California University of Pennsylvania is one of 470 international chapters.

Q 1. How can I become a member of the Pi Rho Chapter? There are two ways that you can become a member of Pi Rho – as a student or community leader.

1. To join as a student you have to meet the following basic requirements to be invited
   - Enrolled in baccalaureate or graduate nursing program at California University of Pennsylvania according to the following criteria:
     RN-BSN Students
     - Enrolled in baccalaureate nursing program at California University of Pennsylvania
     - Completed at least 17 credits of the BSN curriculum (1/2 of the BSN curriculum)
     - Rank in upper 35% of graduating class
     - Achieved academic excellence of at least 3.0 GPA
     - Be recommended by University faculty
     MSN Students
     - Enrolled in graduate nursing program at California University of Pennsylvania
     - Completed at least 8 credits (1/4 of the MSN curriculum)
     - GPA of 3.5 or better
     - Be recommended by University faculty

2. To join as a Nurse Leader – For nurses who have not been previously inducted as a nursing student and are not currently enrolled in a nursing program
   - Be legally recognized to practice nursing in his/her country
   - Have a minimum of a baccalaureate degree or the equivalent in any field
   - Demonstrate achievement in nursing

Q 2. Where do I receive the honor cord as a new member of Pi Rho member to wear at graduation? You will need to order the honor cord directly from STTI to wear at your graduation.

Q 3. How will I become a member of Pi Rho after I’ve completed the application and returned it as instructed? After the application due date – Pi Rho sends membership information to STTI. New member packets will be mailed to Pi Rho and new members will be sent a letter from Pi Rho that includes information on how to attend the induction ceremony. At the induction ceremony the new members will receive their membership packets (card and certificate)

Q 4. What if I am unable to attend the induction ceremony? Your membership materials will be mailed to you. You will still be inducted in absentia.
Q 5. How do I become a member of Pi Rho in addition to my current chapter? Learn more about holding multiple memberships at the STTI website.

More questions? Contact Judy Byers, the Department of Nursing secretary, at byers@calu.edu and she will forward your request to the Pi Rho President or the Pi Rho Faculty Advisor.
CALIFORNIA UNIVERSITY OF PENNSYLVANIA
MSN PROGRAM COURSE DESCRIPTIONS

NUR601 - Theory & Research in Nursing
This course explores the relationships between theory, nursing research, and nursing practice. The use of theory and research in the construction of a scientific knowledge base for nursing practice will be examined. Emphasis will be on the importance of research as a process for developing and examining practice-based questions, and evidence-based practice. The research process, with emphasis on the logic and processes of inquiry, design, data collection and analysis, and the interpretation, dissemination, and application of findings appropriate to nursing practice, will be reviewed. A critical analysis of nursing research and the methodological approaches utilized in the practice of nursing administration and leadership in health care will be conducted. Students will develop a proposal for an individual or group research project relevant to their area of interest. Prerequisites: Graduate Status. (3 crs.)

NUR602 - Health Policy in Nursing
This course is intended to familiarize graduate nursing students with current healthcare policy and the roles and responsibilities, processes and strategies, which create and support policy-based initiatives in health care today, and the impact of policy on health care. Students will apply the concepts gained in this course in advocacy and leadership roles in search of creative solutions to pervasive issues in health care to culturally diverse populations. Prerequisites: Graduate status. (3 crs.)

NUR603 - Information Systems for Nurses in Health Care Organizations
This course is designed to introduce students to information systems in health care organizations. Students will examine, evaluate, and utilize a variety of information systems available to the nurse administrator and leader in health care organizations. Use of information systems, standardized databases, and statistics needed for population analysis is presented. During the course, students will compare and interact with information management applications related to administration, education, practice and research. Multimedia technology and software will be used for projects related to the student’s area of interest. Prerequisite: graduate status. (3 crs.)

NUR604 - Population Health Promotion-Disease Prevention
This course explores the role of the masters-prepared nurse in integrating broad scientific, client centered, and culturally appropriate concepts in the planning, delivery, and evaluation of evidence-based health promotion and prevention services and care to individuals, families, aggregates/identified populations, and global communities. Models and principles from a wide variety of sources and disciplines are examined to assist students in the exploration and evaluation of existing programs and services and in proposing new interventions and strategies to meet identified needs. Prerequisites: Graduate Status. (3 crs.)

NUR711 - Nursing Organization & Leadership Theories
This course is designed to provide nurse administrators and leaders with an understanding of organization, management, and leadership theories as they apply to today’s healthcare delivery systems. In addition students will explore leadership skills and decision making in the provision of culturally responsive, high-quality nursing care, healthcare team coordination, and oversight and accountability for care delivery and outcomes. Students will demonstrate the ability to
develop a strategic plan and incorporate a collaborative team. Prerequisites: Graduate Status. (3 crs.)

**NUR712 - Nursing Administration and Leadership Role**

This nursing administration and leadership specialty course focuses on health care knowledge and transformational leadership skills and competencies essential to the role development of nurse leaders and administrators for the 21st century. Students discover what it takes to develop high-performance clinical areas and how the leadership role is advanced through mentorship and career development. Contemporary studies and models for leadership competency are explored, and students critically self-assess their own competence, developing action plans in those areas they perceive as deficient. The role of managing one’s personal resources in developing leadership competency is addressed. Concepts, models and principles of continuous quality improvement, tools and techniques for improving quality and performance, and the focus of accreditation and regulation on quality are broadened. Gaining competency in human resource management rounds out the course. Prerequisites: Graduate Status. (3 crs.)

**NUR714 - Legal Aspects of Health Care Administration**

This course includes an introduction to the laws, regulations and court decisions covering the employment relationship, including labor-management relations, OSHA, EEOC, ERISA, ADA, etc. Health care law and an overview of practical ways to improve the quality and safe delivery of nursing care in health care organizations will also be reviewed. This course explores the most pressing legal and ethical issues and concerns related to the delivery of patient care, and the administration of nursing services. This course is structured to present theories of ethical practice, as well as issues of the law related to health care delivery. Prerequisites: Graduate Status. (3 crs.)

**NUR715 - Financial Management in Non-Profit Healthcare Organizations**

This course is intended to prepare students to effectively interact with financial management staff and participate in various aspects of financial control and planning in non-profit health care organizations. Included will be perspectives of financial management in health care, including trends in the industry and the forces that influence the financing of health care organizations. Financial statements, interpretation and analysis of financial reports, and topics such as cost-benefits analysis, budgeting, and capital management will also be addressed. Additional emphasis will be given to cost effectiveness and financial future of health care organizations. Prerequisite: graduate status. (3 crs.)

**NUR813 - Nurse Admin Role Practicum**

This course provides students with the opportunity to synthesize and apply their understanding of nursing administration and leadership within and across complex integrated organizational and institutional boundaries. In this culminating experience, students plan, execute, and evaluate nursing practice within the context of the practice setting(s) or among a specific population of interest within the organization or in communities. Within the practice situation, students enact leadership roles to expand, enhance, and optimize positive outcomes. The learning experience consists of an 150 hour administrative practicum and online seminars. This culminating experience of the graduate program is designed to provide students with an opportunity to apply the knowledge and competencies acquired throughout the program of study to actual and simulated practicum situations. Prerequisites: Graduate Status, NUR 601, NUR 602, NUR 603, NUR 604, NUR 711, NUR 712, NUR 714, NUR 715. (6 crs.)
NUR 721 Foundations of Nursing Education
This course provides students with underlying content and information essential in the development, implementation, and evaluation of education programs, curricula and courses within academic and healthcare agency settings. The roles and competencies of nurse educators are reviewed and theoretical foundations education, teaching and learning are examined. Learning environments for nursing education are compared specific to achieving learning outcomes. Diversity of student learning needs are discussed and creating an inclusive learning environment is addressed. Legal and ethical issues with respect to both the educator and student implications are identified. Facilitating the teaching/learning process for students with disabilities are identified. Prerequisites: Graduate Status (3 crs.)

NUR 722 Curriculum Design in Nursing Education
This course provides students with essential knowledge and experiences in designing and developing nursing education curricula and courses. Students will examine forces, trends, issues, and factors affecting curricular decisions. Curricula models applicable to academic and healthcare organizational settings are presented. The integration of interprofessional education and collaborative practice in designing curriculum is discussed. Organizing frameworks and components of curricular design are analyzed with student development of a nursing education curriculum applicable to either an academic or healthcare organization setting. Prerequisites: NUR 721 Foundations of Nursing Education (3 crs.)

NUR 723 Teaching and Instructional Strategies in Nursing Education
This course provides students with essential knowledge and experiences in designing and developing teaching and instructional strategies applicable in the academic and healthcare organization settings. Promotion of the learner as an engaged and active participant in the learning process is threaded throughout the content and creating an inclusive learning environment is emphasized. The roles and application of simulation, digital technology, distance and online learning in choosing and developing instructional strategies is examined. Students will develop instructional strategies from their course development project completed in NUR 722 Curriculum Development. Prerequisites: NUR 722 Curriculum Design in Nursing Education (3 crs.)

NUR 724 Assessment and Evaluation Methods in Nursing Education
This course is designed to provide students with essential knowledge and skills in developing, implementing, and evaluating assessment and evaluation tools commonly utilized in nursing education including interpretation and analysis of results. Students will explore measurement tools for evaluation of learning in the cognitive, affective, and psychomotor domains for both the classroom and clinical learning environments. The use of rubrics in evaluating learning outcomes is emphasized. Clinical evaluation methods are explored including the use of simulation. Issues related to testing and evaluation in nursing education are examined. Students will develop evaluation tool(s) from their course development project from NUR 722 Curriculum Development. Prerequisites: NUR 723 Teaching and Instructional Strategies in Nursing Education (3 crs.)

NUR 725 Advanced Clinical Practice for Nurse Educators
Building on prior education and clinical experiences in direct patient care, students will integrate knowledge of physiology/pathophysiology, pharmacology and health assessment in advanced clinical application to patients across the life span. Through the use of virtual case study
simulations, students will apply advanced clinical practice knowledge and skills necessary to develop/enhance their clinical proficiency in care of patients, through the nursing process, in support for their roles as nurse educators. Prerequisites: Graduate Status (3 crs.)

**NUR 823 Nursing Education Role Practicum**
This course provides students with the opportunity to synthesize and apply the role of a nurse educator within an academic setting or healthcare agency. The course consists of online seminars and a 150-hour education practicum. Under the guidance of course faculty and a designated preceptor, students “immerse” themselves in the nurse educator role which includes planning, implementing, and evaluating an education activity. Prerequisites: 723 Teaching and Instructional Strategies in Nursing Education (6 crs.)
California University of Pennsylvania  
School of Graduate Studies and Research  
ADVISEMENT SHEET

Graduate Program: Nursing Administration & Leadership

Degree/Award: Master of Science in Nursing ........................................ Credits Required: 30
Major Program: Master of Science in Nursing ..................................... Major Code: 0930
Concentration: Administration & Leadership ................................. Conc. Code: 0934

Required Courses (30 credits)
NUR 601: Theory and Research in Nursing - 3 credits
NUR 602: Health Policy in Nursing - 3 credits
NUR 603: Information Systems for Nurses in Health Care Organizations - 3 credits
NUR 604: Population Health Promotion and Disease Prevention - 3 credits
NUR 711: Nursing Organization and Leadership Theory - 3 credits
NUR 712: Nursing Administration and Leadership Role - 3 credits
NUR 714: Legal Aspects of Healthcare - Administration - 3 credits
NUR 715: Financial Management in Non-Profit Healthcare Organizations - 3 credits
NUR 813: Nursing Administration Role Practicum - 6 credits

Approvals
Department: February 8, 2017
Undergraduate Dean's Council: February 24, 2017
Graduate Dean's Council: March 7, 2017
University Curriculum Committee: March 6, 2017
# CALIFORNIA UNIVERSITY OF PENNSYLVANIA

**MSN NURSING ADMINISTRATION & LEADERSHIP PROGRESSION PLANS**

(100% ONLINE)

## MSN Full Time, Fall Cohort Start, 5 semesters

<table>
<thead>
<tr>
<th>FALL: Term 1</th>
<th>SPRING: Term 2</th>
<th>SUMMER: Term 3</th>
<th>FALL: Term 4</th>
<th>SPRING: Term 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 601 G01 &amp; G02 Theory &amp; Research in Nursing (3) 1st 8 weeks</td>
<td>NUR 715 G01 &amp; G02 Financial Management in Non-profit Health Care Organizations (3), 1st 8 weeks</td>
<td>NUR 602 G01 &amp; G02 Health Policy in Nursing (3), 1st 5 weeks</td>
<td>NUR 714 Legal Aspects of Health Care Administration (3), 1st 8 weeks</td>
<td>NUR 813 Nursing Administration Role Practicum (6), full term, (150 hours practicum)</td>
</tr>
<tr>
<td>NUR 711 G01 &amp; G02 Nursing Organization and Leadership Theory (3), 2nd 8 weeks</td>
<td>NUR 603 G01 &amp; G02 Information Systems for Nurses in Health Care Organizations (3), 2nd 8 weeks</td>
<td>NUR 604 G01 &amp; G02 Population Health Promotion and Disease Prevention (3), 2nd 5 weeks</td>
<td>NUR 712 Nursing Administration and Leadership Role (3), 2nd 8 weeks</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL: 6 Credits**  **TOTAL: 6 Credits**  **TOTAL: 6 Credits**  **TOTAL: 6 Credits**  **TOTAL: 6 Credits**

## MSN Full Time, Spring Cohort Start, 5 semesters

<table>
<thead>
<tr>
<th>SPRING: Term 1</th>
<th>SUMMER: Term 2</th>
<th>FALL: Term 3</th>
<th>SPRING: Term 4</th>
<th>SUMMER: Term 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 601 Theory &amp; Research in Nursing (3) 1st 8 weeks</td>
<td>NUR 602 Health Policy in Nursing (3), 1st 5 weeks</td>
<td>NUR 715 Financial Management in Non-profit Health Care Organizations (3), 1st 8 weeks</td>
<td>NUR 714 Legal Aspects of Health Care Administration (3), 1st 8 weeks</td>
<td>NUR 813 Nursing Administration Role Practicum (6), full term, (150 hours practicum)</td>
</tr>
<tr>
<td>NUR 711 Nursing Organization and Leadership Theory (3), 2nd 8 weeks</td>
<td>NUR 604 Population Health Promotion and Disease Prevention (3), 2nd 5 weeks</td>
<td>NUR 603 Information Systems for Nurses in Health Care Organizations (3), 2nd 8 weeks</td>
<td>NUR 712 Nursing Administration and Leadership Role (3), 2nd 8 weeks</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL: 6 Credits**  **TOTAL: 6 Credits**  **TOTAL: 6 Credits**  **TOTAL: 6 Credits**  **TOTAL: 6 Credits**
Graduate Program: Nursing Education

Degree/Award: Master of Science in Nursing ........................................ Credits Required: 36
Major Program: Master of Science in Nursing ........................................ Major Code: 0930
Concentration: Nursing Education ......................................................... Conc. Code: 0931

Required Courses (36 credits)

NUR 601: Theory and Research in Nursing - 3 credits
NUR 602: Health Policy in Nursing - 3 credits
NUR 603: Information Systems for Nurses in Health Care Organizations - 3 credits
NUR 604: Population Health Promotion and Disease Prevention - 3 credits
NUR 711: Nursing Organization and Leadership Theory - 3 credits
NUR 721 Foundations of Nursing Education- 3 credits
NUR 722 Curriculum Design in Nursing Education - 3 credits
NUR 723 Teaching and Instructional Strategies in Nursing Education- 3 credits
NUR 724 Assessment and Evaluation Methods in Nursing Education – 3 credits
NUR 725 Advanced Clinical Practice for Nurse Educators- 3 credits
NUR 823 Nursing Education Role Practicum- 6 credits

Approvals

Department: February 8, 2017
Undergraduate Dean’s Council: February 24, 2017
Graduate Dean’s Council: March 7, 2017
University Curriculum Committee: March 6, 2017
CALIFORNIA UNIVERSITY OF PENNSYLVANIA  
MSN NURSING EDUCATION PROGRESSION PLANS  
(100% ONLINE)

MSN Full-Time, Fall Cohort Start, 6 semesters (begins Fall 2017)

<table>
<thead>
<tr>
<th>FALL: Term 1</th>
<th>SPRING: Term 2</th>
<th>SUMMER: Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 601 Theory &amp; Research in Nursing (3) 1st 8 weeks</td>
<td>NUR 721 Foundations of Nursing Education (3) 1st 8 weeks</td>
<td>NUR 602 Health Policy in Nursing (3), 1st 5 weeks</td>
</tr>
<tr>
<td>NUR 711 Nursing Organization and Leadership Theory (3), 2nd 8 weeks</td>
<td>NUR 603 Information Systems for Nurses in Health Care Organizations (3), 2nd 8 weeks</td>
<td>NUR 604 Population Health Promotion and Disease Prevention (3), 2nd 5 weeks</td>
</tr>
<tr>
<td>TOTAL: 6 Credits</td>
<td>TOTAL: 6 Credits</td>
<td>TOTAL: 6 Credits</td>
</tr>
</tbody>
</table>

MSN Full-Time, Spring Cohort Start, 6 semesters (begins Spring 2019)

<table>
<thead>
<tr>
<th>SPRING: Term 1</th>
<th>SUMMER: Term 2</th>
<th>FALL: Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 601 Theory &amp; Research in Nursing (3) 1st 8 weeks</td>
<td>NUR 602 Health Policy in Nursing (3), 1st 5 weeks</td>
<td>NUR 721 Foundations of Nursing Education (3) 1st 8 weeks</td>
</tr>
<tr>
<td>NUR 711 Nursing Organization and Leadership Theory (3), 2nd 8 weeks</td>
<td>NUR 604 Population Health Promotion and Disease Prevention (3), 2nd 5 weeks</td>
<td>NUR 603 Information Systems for Nurses in Health Care Organizations (3), 2nd 8 weeks</td>
</tr>
<tr>
<td>TOTAL: 6 Credits</td>
<td>TOTAL: 6 Credits</td>
<td>TOTAL: 6 Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING: Term 4</th>
<th>SUMMER: Term 5</th>
<th>FALL: Term 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 722 Curriculum Development (3), 1st 8 weeks</td>
<td>NUR 724 Assessment and Evaluation Methods (3), 1st 8 weeks</td>
<td>NUR 823 Role Practicum for Nurse Educators (6), full term, (150 hours practicum)</td>
</tr>
<tr>
<td>NUR 723 Teaching and Instructional Strategies (3), 2nd 8 weeks</td>
<td>NUR 725 Advanced Clinical Practice for Nurse Educators (3), 2nd 8 weeks</td>
<td></td>
</tr>
</tbody>
</table>
California University of Pennsylvania
School of Graduate Studies and Research
ADVISEMENT SHEET

Graduate Program: Nursing Administration & Leadership Certificate
Degree/Award: Post Master’s Certificate ......................................................... Credits: 21 minimum
Major Program: Nursing Administration & Leadership ................................. Major Code: 0932

Required Courses (21 credits)
NUR 603: Information Systems for Nurses in Health Care Organizations - 3 credits
NUR 711: Nursing Organization and Leadership Theory - 3 credits
NUR 712: Nursing Administration and Leadership Role - 3 credits
NUR 714: Legal Aspects of Health Care Administration - 3 credits
NUR 715: Financial Management in Non-profit Health Care Organizations - 3 credits
NUR 813: Nursing Administration Role Practicum - 6 credits

Approvals
Department: February 8, 2017
Undergraduate Dean’s Council: February 24, 2017
Graduate Dean’s Council: March 7, 2017
University Curriculum Committee: March 6, 2017
CALIFORNIA UNIVERSITY OF PENNSYLVANIA

POST-MASTER’S CERTIFICATE - NURSING ADMINISTRATION & LEADERSHIP PROGRESSION PLANS
(21 credits; 100% ONLINE)

Fall Start, Full-Time, 3 semesters

<table>
<thead>
<tr>
<th>FALL Term 1</th>
<th>SPRING Term 2</th>
<th>SUMMER Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 715 Financial Management in Non-profit Health Care Organizations (3), 1st 8 weeks</td>
<td>NUR 714 Legal Aspects of Health Care Administration (3), 1st 8 weeks</td>
<td>NUR 813 Nursing Administration Role Practicum (6), full term, (150 hrs practicum)</td>
</tr>
<tr>
<td>NUR 711 Nursing Organization and Leadership Theory (3), 2nd 8 weeks</td>
<td>NUR 603 Information Systems for Nurses in Health Care Organizations (3), 2nd 8 weeks</td>
<td></td>
</tr>
<tr>
<td>TOTAL: 6 Credits</td>
<td>TOTAL: 9 Credits</td>
<td>TOTAL: 6 Credits</td>
</tr>
</tbody>
</table>

Spring Start, Full-Time, 3 semesters

<table>
<thead>
<tr>
<th>SPRING Term 1</th>
<th>SUMMER Term 2</th>
<th>FALL Term 3</th>
<th>SPRING Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 715 Financial Management in Non-profit Health Care Organizations (3), 1st 8 weeks</td>
<td>FREE</td>
<td>NUR 714 Legal Aspects of Health Care Administration (3), 1st 8 weeks</td>
<td>NUR 813 Nursing Administration Role Practicum (6), full term, (150 hrs practicum)</td>
</tr>
<tr>
<td>NUR 711 Nursing Organization and Leadership Theory (3), 2nd 8 weeks</td>
<td>NUR 603 Information Systems for Nurses in Health Care Organizations (3), 2nd 8 weeks</td>
<td>NUR 712 Nursing Administration and Leadership Role (3), 2nd 8 weeks</td>
<td></td>
</tr>
<tr>
<td>TOTAL: 6 Credits</td>
<td>TOTAL: 0 Credits</td>
<td>TOTAL: 9 Credits</td>
<td>TOTAL: 6 Credits</td>
</tr>
</tbody>
</table>
Graduate Program: Nursing Education Certificate

Degree/Award: Post Master’s Certificate .................................................................................. Credits: 21
Major Program: Nursing Administration and Leadership ........................................... Major Code: 0933

Required Courses (21 credits)
NUR 721 Foundations of Nursing Education- 3 credits
NUR 722 Curriculum Design in Nursing Education - 3 credits
NUR 723 Teaching and Instructional Strategies in Nursing Education- 3 credits
NUR 724 Assessment and Evaluation Methods in Nursing Education – 3 credits
NUR 725 Advanced Clinical Practice for Nurse Educators- 3 credits
NUR 823 Nursing Education Role Practicum- 6 credits

Approvals
Department: February 8, 2017
Undergraduate Dean’s Council: February 24, 2017
Graduate Dean’s Council: March 7, 2017
University Curriculum Committee: March 6, 2017
**CALIFORNIA UNIVERSITY OF PENNSYLVANIA**  
**POST MASTER'S CERTIFICATE NURSING EDUCATION PROGRESSION PLANS**  
(100% ONLINE)

**Fall Cohorts begin AY 2017**  
**Spring Cohorts begin AY 2019**

**MSN Full-Time, Fall Cohort Start, 4 semesters (begins Fall 2017)**

<table>
<thead>
<tr>
<th>FALL:</th>
<th>SPRING: Term 1</th>
<th>SUMMER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No courses</td>
<td>NUR 721 Foundations of Nursing Education (3) 1st 8 weeks</td>
<td>No courses</td>
</tr>
<tr>
<td><strong>TOTAL:</strong> Credits</td>
<td><strong>TOTAL: 3 Credits</strong></td>
<td><strong>TOTAL: Credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL: Term 2</th>
<th>SPRING: Term 3</th>
<th>SUMMER: Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 722 Curriculum Development (3), 1st 8 weeks</td>
<td>NUR 724 Assessment and Evaluation Methods (3), 1st 8 weeks</td>
<td>NUR 823 Role Practicum for Nurse Educators (6), full term, (150 hours practicum)</td>
</tr>
<tr>
<td>NUR 723 Teaching and Instructional Strategies (3), 2nd 8 weeks</td>
<td>NUR 725 Advanced Clinical Practice for Nurse Educators (3), 2nd 8 weeks</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL: 6 Credits</strong></td>
<td><strong>TOTAL: 6 Credits</strong></td>
<td><strong>TOTAL: 6 Credits</strong></td>
</tr>
</tbody>
</table>

**MSN Full-Time, Spring Cohort Start, 4 semesters (begins Spring 2019)**

<table>
<thead>
<tr>
<th>SPRING: Term 1</th>
<th>SUMMER:</th>
<th>FALL: Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 721 Foundations of Nursing Education (3) 1st 8 weeks</td>
<td>No Courses</td>
<td>NUR 722 Curriculum Development (3), 1st 8 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 723 Teaching and Instructional Strategies (3), 2nd 8 weeks</td>
</tr>
<tr>
<td><strong>TOTAL: 3 Credits</strong></td>
<td><strong>TOTAL: Credits</strong></td>
<td><strong>TOTAL: 6 Credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING: Term 3</th>
<th>SUMMER: Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 724 Assessment and Evaluation Methods (3), 1st 8 weeks</td>
<td>NUR 823 Role Practicum for Nurse Educators (6), full term, (150 hours practicum)</td>
</tr>
<tr>
<td>NUR 725 Advanced Clinical Practice for Nurse Educators (3), 2nd 8 weeks</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL: 6 Credits</strong></td>
<td><strong>TOTAL: 6 Credits</strong></td>
</tr>
</tbody>
</table>
California University of Pennsylvania  
School of Graduate Studies and Research  
ADVISEMENT SHEET

Graduate Program Title: Business Administration Program (Major or Concentration) Code: xxxx  
Degree/Award: Master of Business Administration (MBA). Credits Required: 36  
Major Program: Business Administration. Major Code: 0826  
Concentration: Nursing Administration. Concentration Code: 0828

Required Courses (24 credits)
- ACC 711: Managerial Accounting – 3 credits
- BUS 771: Quantitative Methods – 3 credits
- BUS 799: Strategic Management – 3 credits
- ECO 716: Applied Economic Analysis – 3 credits
- FIN 711: Corporate Finance – 3 credits
- MGT 751: International Business Management – 3 credits
- MKT 711: Marketing Management – 3 credits
- MGT 742: Human Resource Management – 3 credits

Concentration Courses (12 credits)
- NUR 602 Health Policy in Nursing – 3 credits
- NUR 603 Information Systems for Nurses in Health Care Organizations – 3 credits
- NUR 714 Legal Aspects of Health Care Administration – 3 credits
- NUR 715 Financial Management in Non-profit Health Care Organizations – 3 credits

Program Requirements
Applicants who do not possess an undergraduate degree with a business major may also be required to take one or more of the foundation courses:
- ACC 200: Financial Accounting
- ECO 201: Intro Microeconomics or ECO 100 Elements of Economics

Program Notes
- Graduates of other university’s MSN programs with concentration in nursing administration will be considered on a case-by-case basis.
- *Options for completing the foundation courses:
  1) Complete course; 2) CLEP course; 3) complete online module.

Approvals
- Department: September 21, 2015
- Undergraduate Dean’s Council: October 1, 2015
- Graduate Dean’s Council: October 8, 2015
- University Curriculum Committee: November 2, 2015
California University of Pennsylvania

Master of Science in Nursing

MSN POLICIES

**DISCLAIMER:** MSN Policies may be updated or revised, and all students will be notified of any substantive changes.
MSN POLICY 1 Admission Requirements

**MSN Programs in Nursing Administration & Leadership, and Nursing Education**

- Bachelor of Science in Nursing degree (BSN) with a GPA of 3.00 or higher in the undergraduate nursing degree or in the last 60 credits completed (Students with a GPA below 3.00 may apply for conditional admission)
- Unencumbered RN licensure in the state in which the applicant is employed in nursing
- Current Resume indicating at least one year of experience working in nursing, preferably, nursing management for the Nursing Administration & Leadership program, or nursing education for the Nursing Education program
- An essay to include career goals and objectives as well as a description of how the student plans to use the MSN degree
- Official transcripts from a BSN program
- **International Global Online Applicants**
  - Scholastic record must be comparable to that reflected by a 3.00 GPA verified with official transcripts and applicant needs to be licensed in their country of residence
  - Applicants must submit a credential evaluation from the Commission on Graduates of Foreign Nursing Schools (CGFNS) for nursing course work and World Education Services (WES) for non-nursing course work

**Conditional Admission Requirements**

- Conditional Admission may be granted with the following modifications of the Regular Admissions Requirements. Those admitted conditionally based on missing document/s or pre/co-requisites, have up to a maximum of two semesters to satisfy these requirements:
  - Bachelor’s degree with a GPA under 3.00 will be reviewed for a decision
  - Unofficial transcripts
  - Deficiencies in Pre/Co-requisite Courses (up to two maximum semesters to satisfy the deficiencies)

**Pre/Co-Requisite Courses**

- Applicants may remove deficiencies in the following pre/co-requisite courses at Cal U or another accredited institution prior to regular admission or after conditional admission
  - 3 credits Statistics
Admission Requirements

Post-Master’s Certificate: Nursing Administration & Leadership
Post-Master’s Certificate: Nursing Education

Post Master’s Certificate in Nursing Administration and Leadership
- Master of Science Degree in Nursing degree with a GPA of 3.00 or higher
- Unencumbered RN licensure in the state in which the applicant is employed in nursing
- Current Resume indicating at least one year of experience working in nursing, preferably, nursing management for the Nursing Administration & Leadership program, or nursing education for the Nursing Education program
- Official transcripts from MSN program
- 3 credits undergraduate or graduate level Statistics

Conditional Admission Requirements
- Conditional Admission may be granted with the following modifications of the Regular Admissions Requirements. Those admitted conditionally based on missing document/s or pre/co-requisites, have up to a maximum of two semesters to satisfy these requirements:
  - MSN degree with a GPA under 3.00 will be reviewed for a decision
  - Unofficial transcripts
  - Deficiencies in Pre/Co-requisite Courses (up to two maximum semesters to satisfy the deficiencies)

Pre/Co-Requisite Course
- Applicants may remove deficiencies in the following pre/co-requisite courses at Cal U or another accredited institution prior to regular admission or after conditional admission
  - 3 credits Statistics
- International Global Online Applicants
  - Scholastic record must be comparable to that reflected by a 3.00 GPA verified with official transcripts and applicant needs to be licensed in their country of residence
  - Applicants must submit a credential evaluation from the Commission on Graduates of Foreign Nursing Schools (CGFNS) for nursing course work and World Education Services (WES) for non-nursing course work

(Approved MSN Committee March 2017)
Admission Requirements

MSN-MBA Program

- Bachelor of Science in Nursing degree (BSN) with a GPA of 3.00 or higher in the undergraduate nursing degree or in the last 60 credits completed (Students with a GPA below 3.00 may apply for conditional admission)
- Official transcripts from an accredited BSN program
- Unencumbered RN licensure in the state in which the applicant is employed in nursing
- Current Resume indicating at least two-years of experience working in nursing, preferably, nursing management
- An essay to include career goals and objectives as well as a description of how the student plans to use the MSN degree

International Global Online Applicants
  - Scholastic record must be comparable to that reflected by a 3.00 GPA verified with official transcripts and applicant needs to be licensed in their country of residence
  - Applicants must submit a credential evaluation from the Commission on Graduates of Foreign Nursing Schools (CGFNS) for nursing course work and World Education Services (WES) for non-nursing course work

Conditional Admission Requirements

- Conditional Admission may be granted with the following modifications of the Regular Admissions Requirements. Those admitted conditionally based on missing document/s or pre/co-requisites, have up to a maximum of two semesters to satisfy these requirements:
  - Bachelor’s degree with a GPA under 3.00 will be reviewed for a decision
  - Unofficial transcripts
  - Deficiencies in Pre/Co-requisite Courses (up to two maximum semesters to satisfy these deficiencies)

Pre/Co-Requisite Courses

- Applicants may remove deficiencies in the following nursing pre/co-requisite courses at Cal U or another accredited institution prior to regular admission or after conditional admission
  - 3 credits Nursing Research
  - 3 credits Statistics

Foundation Courses

- Applicants may remove deficiencies in the following MBA foundation courses at Cal U or another accredited institution prior to regular admission or after conditional admission
  - ACC 200 Financial Accounting* (3 credits)
  - ECO 201 Principles of Microeconomics* (3 credits) or ECO 100 Elements of Economics
  - OPTION A – Take three foundation courses.
  - OPTION B - **CLEP Testing** for ACC 200, ECO 100, or ECO 201
  - OPTION C – Take online modules and tests in the three foundation course content areas.

For additional information:
Email: msonline@calu.edu
Phone: 1.866.595.6348
Admission Requirements

MBA in Nursing Administration and Leadership Program

Admission Requirements
• Bachelor of Science in Nursing degree with a GPA of 3.00 or higher in the undergraduate nursing degree or in the last 60 credits completed
• Master of Science in Nursing degree (MSN) in Nursing Administration and Leadership from Cal U with a GPA of 3.00 or higher. Graduates from other MSN or DNP programs in nursing administration can also apply but may have additional coursework to complete based upon their MSN degree evaluation. (Students with a GPA below 3.00 may apply for conditional admission)
• Official transcripts from an accredited MSN or DNP program
• International Global Online Applicants
  o Scholastic record must be comparable to that reflected by a 3.00 GPA verified with official transcripts and applicant needs to be licensed in their country of residence
  o Applicants must submit a credential evaluation from the Commission on Graduates of Foreign Nursing Schools (CGFNS) for nursing course work and World Education Services (WES) for non-nursing course work

Conditional Admission Requirements
• Conditional Admission may be granted with the following modifications of the Regular Admissions Requirements. Those admitted conditionally based on missing document/s or pre/co-requisites, have up to a maximum of two semesters to satisfy these requirements:
  o MSN or DNP degree with a GPA under 3.00 will be reviewed for a decision
  o Unofficial transcripts
  o Deficiencies in Foundation Courses (up to two maximum semesters to satisfy deficiencies)

Foundation Courses
• Applicants may remove deficiencies in the following MBA foundation courses at Cal U or another accredited institution prior to regular admission or after conditional admission
  o ACC 200 Financial Accounting* (3 credits)
  o ECO 201 Principles of Microeconomics* (3 credits) or ECO 100 Elements of Economics
  OPTION A – Take three foundation courses.
  OPTION B - CLEP Testing for ACC 200, ECO 100, or ECO 201
  OPTION C – Take online modules and tests in the three foundation course content areas.

For additional information:
Email: msnonline@calu.edu
Phone: 1.866.595.6348
MSN POLICY 2 - MSN Progression Requirements

The MSN program adheres to the Graduate School Policies and those specifically pertaining to progression, excerpts from the policies noted below. NOTE: Refer to the posted policy online for complete information:

- **Graduate School POLICY: Academic Probation and Dismissal** (excerpts/ refer to link policy online for complete information):
  1. Graduate students must maintain an overall grade point average (GPA) of at least 3.00 in graduate courses taken at California University and required for completion of their major.
  2. Graduate students whose overall GPA is below 3.00 will be placed on academic probation. A graduate student on probation is not eligible to become a graduate assistant, research assistant, graduate resident hall director, assistant resident hall director, or community assistant.
  3. Graduate students placed on academic probation are given one probationary semester to raise the GPA. If academic progress is made during the probationary semester but the graduate student has not achieved a 3.00 GPA overall, the student will be placed on continued academic probation. If the overall GPA is still below 3.00 after the probationary semester, the student may be academically dismissed. Students who are on continued academic probation status may become ineligible for positions as graduate assistant, research assistants, graduate resident hall directors, assistant resident hall directors, or community assistants.

- **Graduate School POLICY: Repeating a Course** (excerpts/ refer to link policy online for complete information):
  A graduate student, including post-baccalaureate graduate students, may repeat a course previously taken at California University under these restrictions:
  - Graduate students can repeat a single course for grade improvement only once.
  - Graduate students are limited to a maximum total of two repeats across their program.
  - The most recent grade (regardless of whether it is higher or lower) is the grade used for the GPA calculation.

- **Graduate School POLICY: Graduation: Requirements, Application, Checkout** (excerpts/ refer to link policy online for complete information):

To graduate from a degree program in the School of Graduate Studies & Research at California University, a graduate student must:
- Possess an overall GPA of at least 3.00 with no failing grades on the transcript (unless repeated with a passing grade)
- Earn the minimum number of credits in the courses (required and elective) specified in the program requirements
- Meet the graduation residency requirement by completing at least two-thirds of the program requirement credits at California University of Pennsylvania.
MSN POLICY 3 - Formal Written Complaint

The Department of Nursing and the MSN program adheres to the California University of Pennsylvania policies for managing complaints. When MSN students have a problem, concern or difficulty with a faculty member, the student is encouraged to discuss the problem with the course faculty. MSN students may also contact the MSN Program Coordinator to seek advice, who in all probability will recommend that the student discuss the matter with the faculty person involved.

If the student is not satisfied with the solution, the following School of Graduate Studies and Research policy on Graduate – “Appealing a Grade or Other Academic Decision”. To view the most current academic policies, go to the Cal U website at www.calu.edu and search for the policy by name.
MSN POLICY 4 - PRACTICUM REQUIREMENTS

Practicum Site & Preceptor Policies

MSN Preceptor Policy
The MSN program defines preceptors as qualified individuals who work one-to-one with MSN students in practicum sites to promote attainment of student learning objectives. Preceptors are currently licensed registered nurses who preferably hold a Master’s Degree in Nursing and/or a related field, and have expertise in their role. Exceptions to this will be made on a one-to-one basis by course faculty; however, the practicum project must be focused on a nursing area.

Each student makes initial contact with a specific, available and eligible nurse administrator preceptor at a practicum site. The student then notifies the faculty who makes the final determination of the nurse administrator’s eligibility.

The course faculty maintains the responsibility for the final student evaluation.

MSN Practicum Site Policy
Practicum sites that are appropriate for NUR 813 Nursing Administration Role Practicum include healthcare agencies, such as hospitals and community healthcare facilities, schools and other sites/agencies where nurses have a health care role. Students may consult with the course faculty to determine the suitability of the practicum site.

Students are requested to submit preceptor forms preferably 8 weeks before the beginning of the semester in which they plan to take the practicum course. Students are required to keep a copy of all forms for their records and may be requested to upload forms into their course at the beginning of each semester.

Students are required to complete the capstone course NUR 813 Nursing Administration Role Practicum in an approved site for the practicum. The agency may require students to fulfill clinical agency requirements which may include, but is not limited to:

- Criminal background and child abuse clearances,
- Immunizations or evidence of immunizations,
- Evidence of recent TB testing,
- Urine drug screens,
- Other health requirements
- Personal health insurance

The University requires that each student will be responsible for procuring and maintaining professional liability insurance at their own expense during the practicum assignment. The limits of the policy shall be a minimum of $1,000,000.00 per claim and an aggregate of $3,000,000.00 per occurrence.

The site selected for the practicum may request a signed affiliation agreement with California University of Pennsylvania. No student will be permitted to begin the practicum until the agency’s requirements have been met.

(Approved: MSN Committee March 2, 2011)
CALIFORNIA UNIVERSITY OF PENNSYLVANIA  
MSN PROGRAM POLICIES

MSN POLICY 5 - Grading Policy for MSN Courses

Final grades for MSN courses will be computed according to the following percentage scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96-100%</td>
</tr>
<tr>
<td>A-</td>
<td>93-95%</td>
</tr>
<tr>
<td>B+</td>
<td>90-92%</td>
</tr>
<tr>
<td>B</td>
<td>87-89%</td>
</tr>
<tr>
<td>B-</td>
<td>85-86%</td>
</tr>
<tr>
<td>C+</td>
<td>81-84%</td>
</tr>
<tr>
<td>C</td>
<td>78-80%</td>
</tr>
<tr>
<td>F</td>
<td>77% and below</td>
</tr>
<tr>
<td>N</td>
<td>No Grade Reported – Research Work in Progress</td>
</tr>
</tbody>
</table>

Use of Points for Assignments in MSN Courses

In addition to using a common grading scale for MSN courses, faculty will follow a total points method, criterion-referenced system for assigning course grades. MSN courses should contain not less than 300 or more than 1000 total course points for calculation of final course grades. Course faculty will determine how each learning assessment component should be weighted with the number of points.

Graduate School Policy

The [Graduate School POLICY: Grades and GPA](#) Policy will be followed grades and points for each grade are listed below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
</tr>
<tr>
<td>I</td>
<td>NA</td>
<td>Incomplete</td>
</tr>
<tr>
<td>I-F</td>
<td>0.00</td>
<td>Incomplete-Fail</td>
</tr>
<tr>
<td>N</td>
<td>NA</td>
<td>No grade due at this time (dissertation, thesis, paper or project only)</td>
</tr>
<tr>
<td>M</td>
<td>NA</td>
<td>Military Withdrawal due to deployment</td>
</tr>
<tr>
<td>P</td>
<td>NA</td>
<td>Pass</td>
</tr>
<tr>
<td>W</td>
<td>NA</td>
<td>Official Withdrawal</td>
</tr>
<tr>
<td>WX</td>
<td>NA</td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>UW</td>
<td>NA</td>
<td>Unofficial Withdrawal</td>
</tr>
</tbody>
</table>

(Revised/Approved MSN Committee March 2017)