



Master of Science in Nursing
(MSN)
Student Handbook

2026-2027

Table of Contents

I. Mission, Philosophy, and Organization

Goshen College Core Values.....	3	Community of Interest.....	10
Goshen College Vision, Mission, DEI, and Outcomes.....	5	Accreditation History.....	10
Department of Nursing Mission and Philosophy.....	7	Professional Nursing Standards and Guidelines.....	11
MSN Student Learning Outcomes (Goals).....	8	Nursing Faculty Committees.....	12
MSN Expected Program Outcomes.....	9	Student Participation in Faculty Organization Committees.....	13

II. Policies

A. General Policies13

Student Contact Information.....	13	Professional & Community Standards.....	15
Admission Criteria.....	13	Nursing Graduation Ceremony.....	15
Additional Admissions Requirements for International Students.....	14	Attendance/Tardiness.....	16
Leave of Absence	14	Student Disclosure.....	16
Transfer Credit Policy.....	14	Children in the Classroom.....	16
Non-Degree Seeking Students.....	14	Dismissal from the Nursing Program.....	16
Graduation Requirements.....	15	Academic Grievance Policy.....	16
Accommodations.....	15	Confidentiality.....	17
		Transportation.....	17
		Inclement Weather Policy.....	17

B. Academic Policies

Expectations for Computing Skills.....	17	Incomplete Grades.....	19
Recording of Classroom Activities.....	17	Requirements for Specific Courses.....	19
Late Assignments.....	17	Academic Requirements for Continuation in Program.....	19
Changes to Course Syllabi.....	18	Communication Guidelines.....	20
Academic Integrity at Goshen College & Use of AI.....	18	Written Communication.....	20
Turn-it-in.....	18	Oral Communication.....	20
Grading Plans & Policies.....	18		
Grading Plan.....	18		

C. Clinical Policies

Injury	21
Professional Liability Insurance	21
Verified Credentials, Inc. (VCI)	21
Clinical Prerequisites	21
Statement of Confidentiality	21
CPR	21
Health Insurance	21
Drug Screen	21
Background Check	21
Verification of Health Status	22
Proof of Measles immunity	22
Immunizations and tests	22
Nursing Program Fees	23
Clinical Courses – FNP track	23
Clinical Experiences – FNP track	24
Clinical Warning	26
Typhon	27
Skills Seminar	27
Certification	27
Professional Appearance	28
Student Identification	28
Scope of Practice	28
Equipment	28
Behavior in the Professional Setting ..	29
Agency Policies	29
Telephone Calls	29
Cell Phones, Pagers, Computers	29
Guidelines for Online Course Delivery.....	29

I. Mission, Philosophy & Organization

Goshen College Core Values



Christ-centered

We believe God is the foundation of all wisdom and knowledge. Through Christ we find merciful forgiveness and an invitation to a daily, personal walk empowered by the Holy Spirit. We are led by Christ in our search for truth.

I Corinthians 3:11: “For no one can lay any foundation other than the one that has been laid; that foundation is Jesus Christ.”

Passionate learners

We believe our faith is supported by knowledge. As a learning community, we foster a journey of lifelong learning, encouraging one another to seek truth with fervor. This spirit of academic excellence enriches our relationships, our world and our faith in Jesus Christ.

II Peter 1:5-8: “For this very reason, you must make every effort to support your faith with goodness, and goodness with knowledge, and knowledge with self-control, and self-control with endurance, and endurance with godliness, and godliness with mutual affection, and mutual affection with love. For if these things are yours and are increasing among you, they keep you from being ineffective and unfruitful in the knowledge of our Lord Jesus Christ.”

Servant leaders

We believe that servant leadership is reflected perfectly in the life and person of Jesus Christ. We humbly set aside self-interest for the interests of others, because love for others builds up God’s community. By following Christ’s example, we create a culture characterized by joyful service.

Matthew 20:26-28: “But whoever wishes to be great among you must be your servant, and whoever

wishes to be first among you must be your slave; just as the Son of [God] came not to be served but to serve, and to give his life as a ransom for many.”

Compassionate peacemakers

As Christian peacemakers, we embrace “shalom” – the peace that God intends for humanity. We are committed to build the “peaceable kingdom” by practicing loving kindness, restoring justice, practicing anti-racism, loving our enemies and advocating for the dispossessed. We renounce the oppressive, violent destructive powers of this world – and are willing to live our lives as examples of God’s peace.

Matthew 5:9: “Blessed are the peacemakers, for they will be called children of God.”

Global citizens

As responsible global citizens, we see, encourage and celebrate the image of God in others. We welcome and include the ‘stranger’ in our midst – respecting differences in world views while seeking common ground. We wish to transcend barriers between people not only through academic teaching and learning, but also in meaningful cross-cultural exchanges. We go into the world offering our gifts and lives in service to others.

II Corinthians 5:18-20: “All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting the message of reconciliation to us. So we are ambassadors for Christ, since God is making his appeal through us; we entreat you on behalf of Christ, be reconciled to God.”

Goshen College Website, <http://www.goshen.edu/aboutgc/values/>

Goshen College Vision, Mission, Diversity, Equity and Inclusion, and Outcomes

Vision

Goshen College will cultivate joy, growth, and purpose, preparing students to thrive in life, leadership, and service. Rooted in the way of Jesus, we will seek inclusive community and transformative justice in all that we do.

Mission

Goshen College transforms local and global communities through courageous, creative and compassionate leaders. Shaped by Anabaptist-Mennonite tradition, we integrate academic excellence and real-world experience with active love for God and neighbor.

Diversity, Equity, and Inclusion

At Goshen College, our diversity is essential to our academic excellence and vibrant community. As we teach, learn and seek truth together, our diversity invites us to see in new ways, to recognize new problems, to imagine new solutions, to realize our strengths and to claim justice. Only in working together toward inclusion, connection and equity do we gain the knowledge and skills needed to succeed in life, leadership, and service, and to create a more just, civil, and joyful society.

Arising from Anabaptist-Mennonite tradition, we value and honor the inherent dignity of each person. Teaching and learning *about* diversity and *through* our diversity connects our academic excellence, real world experience, and active love for God and neighbor. This leads us to continually enrich and grow the diversity of our students, faculty, and staff. (adopted by Goshen College in 2021)

Outcomes

At Goshen College we intend to create a community of faith and learning built on five core values: Christ-centeredness, passionate learning, servant leadership, compassionate peacemaking, and global citizenship. In our academic program and campus life, students will develop the knowledge, skills, and values for

A life that is CHRIST-CENTERED, with
a reflective faith that nurtures spiritual growth in individual and corporate contexts
an active faith that informs individuals' experiences and life choices

A life of PASSIONATE LEARNING, through
the mastery of a major field of study as the basis for life-long learning, service, relationships, and work in a socially and culturally diverse context
an extensive foundation of knowledge, skills, processes and methodologies derived from a liberal arts curriculum that are required for systematic study and problem solving

A life of SERVANT LEADERSHIP, based on
a leadership ability that empowers self and others
a healthy understanding of self and others that is reflected in relationships of interdependence and mutual accountability

A life of COMPASSIONATE PEACEMAKING with
a personal integrity that fosters the ability to resolve conflict and to promote justice
a commitment to diversity in all of its forms both conceptually and in practice

**A life of GLOBAL CITIZENSHIP with
an intercultural openness with the ability to function effectively with people of other worldviews
a responsible understanding of stewardship for human systems and the environment in a
multicultural world**

Goshen College's academic program is integrated into all aspects of college life, curricular and co-curricular. We encourage students to learn and grow beyond the parameters of their discipline-based training, to recognize the powerful connection between the disciplines, and between the education of the mind, body, and spirit.

Approved by the Goshen College Board of Directors January 31, 2004 DEI statement added upon adoption in 2021

Department of Nursing

Mission

Within the community of faith and learning at Goshen College, the nursing program nurtures students in the process of becoming informed, articulate, sensitive and responsible professional nurses. As a ministry of the Mennonite Church, we seek to prepare graduates to engage in life-long learning and to practice in an ever- changing health care environment

Philosophy

The philosophy of the department of nursing is consistent with the mission of Goshen College to transform local and global communities through courageous, creative and compassionate leaders. The nursing faculty believes that each person, as created by God, is a whole being with inherent dignity and worth. Universal to all persons is the need for love and care which is consistent with the Goshen College diversity, equity and inclusion statement.

Health is a dynamic state influenced by multiple factors including heredity, individual lifestyle, and the environment. Cultural beliefs and practices influence how health is perceived and valued. Individual persons, their families, and communities have an inherent ideal of health toward which they strive.

The environment is comprised of internal and external factors that form an interdependent system. The environment encompasses all circumstances, influences and conditions that surround and affect everyone. Individuals, families and communities are continually influencing and influenced by the environment in ways that affect quality of life.

The goal of nursing is to promote human flourishing. The practice of nursing takes place in partnership with individuals, families and communities. The knowledge base of nursing is grounded in theory, research, and evidence-based practice. Nursing practice exercises critical thinking and perceptive decision making in the delivery of safe and effective care. The nurse is responsible to improve health through health promotion and restoration of health and wellbeing. Nurses are responsible to the profession and to improving healthcare through a commitment to social justice and equitable distribution of healthcare resources for all. Nurses hold the same duty to self and others to promote health, preserve wholeness of character and facilitate personal growth.

Nursing education is the process of creating inclusive learning spaces where students develop critical thinking, professional identity, collaborative practices and communication skills for the provision of safe, quality patient care in today's complex health environment. The nurse educator utilizes innovative pedagogies to create active learning experiences where students can become self-directed learners. This environment is flexible and creative, building on previous learning experiences while embracing diverse cultures and different learning styles. The nurse educator models and promotes lifelong learning, academic integrity, scholarly inquiry, and community service. Nursing education at Goshen College is committed to the advancement of the profession, social justice, and increasing health equity in our community.

Reviewed and re-written: 5/15/19 Reviewed and revised 4/26/07

Reviewed 5/19/09, 4/26/10, 5/3/11, 4/26/12, 4/29/13, 7/2/14; 5/19/15; 5/5/16; 4/20/17; 3/8/18; 3/17/2020; 2/18/2021, 5/11/22, 5/5/23, 8/6/25, 5/13/26

Master of Science in Nursing

Student Learning Outcomes (Goals)

The goals of the MSN program flow from the GC core values. Upon graduation, the graduate demonstrates:

A life that is Christ-Centered with

1. Demonstrating a faith that is active, reflective, sensitive, and responsive to the spiritual needs of self and others (Essentials #9 & 10).
2. An understanding of ethical and moral issues to expand the advocacy role of the advanced practice nurse (Essentials #1 & 2).

A life of Passionate Learning, through

1. Utilization of knowledge from nursing, natural and social science, and the arts in the management of patient health/illness status (Essential #1).
2. Interpretation and evaluation of research for the initiation of change, improvement of nursing practice, management of health outcomes, and provision of high-quality health care (Essentials # 3, 4, 7, & 8).
3. Utilization of the research process for addressing clinical problems (Essentials #3 & 4).
4. Development of a foundation for doctoral study in nursing (Essential #4).

A life of Servant Leadership, based on

1. Synthesis of knowledge into a personal leadership style that contributes to health for individual, family, and community (Essentials # 5, 6 & 7).
2. Promotion of policy development related to the emerging roles within nursing (Essentials #6 & 8).
3. Assimilation of knowledge in providing health education and health promotion activities (Essentials # 2 & 7, & 8).

A life of Compassionate Peacemaking with

1. Contribution to health outcomes through advocacy within the profession, interdisciplinary healthcare team, and the care of individuals, families, and communities (Essentials #2, 3, 4, & 6).
2. Applies information and communication technologies and resources in evidence-based care and health education (Essentials #2, 4, 5, 8, & 9).

A life of Global Citizenship with

1. Taking initiative in providing culturally sensitive care (Essentials # 3, 7, & 9).
2. Exploring personal and professional values in light of growing health disparities in the community and world (Essentials # 2 & 3).
3. Assimilating knowledge of conflict transformation and social justice issues that are responsive to diverse needs of the individual, family, and community (Essential #3).

Approved by Department of Nursing August 23, 2006 Revised and approved May 30, 2008

Reviewed 5/19/09, 4/26/10, 5/3/11, 4/26/12, 4/29/13, 7/3/14; 5/19/15; 5/5/16; 4/20/17; 3/8/18; 5/16/19; 3/17/2020; 2/18/2021, 5/11/22, 5/5/23, 6/3/24, 8/6/25, 5/13/26

Master of Science in Nursing Expected Program Outcomes

The faculty in the Department of Nursing has developed expected program outcomes, which are measurable indicators of the program and are reflected in the intended student outcomes and in the accomplishments of the faculty. Evidence of program effectiveness is shown in the evaluation of the expected program outcomes

Aggregate Student Outcomes

Graduation Rates

- 70% of those students enrolled in the MSN program will graduate in three years.

Certification Rates

- 80% pass rate for graduates taking the certification exam.

Employment

- 80% of the graduates will be employed in the master's level role 12 months after graduation.

Program Satisfaction

- 90% of the graduates from the nursing program will evaluate the overall program as satisfactory.

Aggregate Graduate/ Alumni Outcomes

Service to the Profession

- 90% of the graduates will be involved in one or more professional nursing or health-related organizations.

Service to the Community, Church, and World

- 75% of the graduates will be engaged in service to the community, church, and world.

Professional Development

- 95% of the graduates will engage in at least one professional development activity per year.

Aggregate Nursing Faculty Outcomes

Professional Development and Scholarship

- 100% of full-time faculty will engage in at least one professional development or scholarly activity per year.

Teaching

- 100% of full-time faculty will review and utilize feedback from IDEA course evaluations with the program director on at least an annual basis.
- 40% of full-time faculty will have obtained or are actively pursuing their terminal degree.

Service to the Community, Church, and World

- 100% of full-time faculty will be engaged in service to the community, church, or world. (The profession of nursing is innately giving service to others; therefore, all faculty meet this through their professional role as nursing educator.)

Reviewed and Revised 5/19/09, 4/26/10, 4/29/13; 5/19/15; 3/8/18; 2/18/2021, 5/11/22, 5/5/23, 6/3/24, 8/6/25, 7/21/2026

Community of Interest

Goshen College Department of Nursing serves a variety of individuals and groups in the community. The faculty in the Department of Nursing has identified the community of interest as follows:

External (individuals and groups that influence or participate in the nursing education program to ensure the achievement of the expected results of the program.)

- Alumni
- Employers
- Goshen College Nursing Advisory Council
- Preceptors
- Professional accrediting organizations
 - Commission on Collegiate Nursing Education (CCNE)
 - North Central Association of Colleges and Secondary Schools (NCA)
 - Indiana State Board of Nursing (ISBN)
- Local and regional health-care agencies
- Benefactors and donors
- National Organization of Nurse Practitioner Faculties
- American Association of Colleges of Nursing

Internal (institutionally based individuals and groups that include administration, faculty and students as well as the groups that govern the activities of faculty and students.)

- Students
- Faculty
- Staff

External to the nursing program but internal to Goshen College

- College administration
- Academic Affairs Committee
- School of Graduate Studies
- College faculty
- Adult programs
- Support services

Revised & Reviewed 4/24/12, 4/29/13, 7/3/14; 5/19/15; 5/5/16; 4/20/17; 3/22/18; 5/16/19; 3/17/2020; 2/18/2021, 5/11/22, 5/5/23, 6/3/24, 8/6/25, 5/13/26

Accreditation History

Goshen College graduated its first class of baccalaureate nursing students in 1953. The nursing program received temporary accreditation from the National League of Nursing Education (NLN) in 1952. Full accreditation by the NLN was obtained in 1962 and continued through 2003. The nursing program received preliminary approval from the Commission on Collegiate Nursing Education (CCNE) in 1998. Full accreditation with CCNE was received on Sept. 28, 2002 and continues to the present. Initial accreditation by CCNE of the graduate program occurred Oct. 29, 2008, and continues to the present. The full nursing program received reaccreditation in 2022 good through 2032.

The nursing program has maintained approval by the Indiana State Board of Nursing since its inception.

Professional Nursing Standards and Guidelines

Professional nursing standards and guidelines are statements of expectations that provide a framework for professional nursing behavior and are developed by the professional nursing community. The Department of Nursing at Goshen College uses the following standards and guidelines for the graduate program in nursing.

Professional Nursing Standards

American Association of Colleges of Nursing. (2021). *The essentials: Core competencies for professional nursing education*. Washington DC: AACN. Retrieved from:
<https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf>

American Nurses Association. (2021). *Nursing: Scope and standards of practice* (4th ed.). Washington, DC: ANA. Call number Ref RT85.5. A47 2010.

American Nurses Association. (2025). *Code of ethics for nurses*. Silver Springs, MD: ANA.
<https://codeofethics.ana.org/home>

American Nurses Association. (2015b). *Nursing: Scope and standards of practice* (3rd ed.). Washington, DC: American Nurses Publishing.

American Nurses Association. (2015c). *Guide to nursing's social policy statement: The essence of the profession*. Washington, DC: American Nurses Publishing.

Indiana State Board of Nursing: Rules and Regulations (2024).
Retrieved from: http://iac.iga.in.gov/iac/iac_title?iact=848

National Council of State Boards of Nursing. (2008). *Consensus model for APRN regulation: Licensure, accreditation, certification & education*. APRN Joint Dialogue Group Report.

National Organization of Nurse Practitioner Faculties. (2016). *Criteria for evaluation of nurse practitioner programs* (5th Ed.). Washington, DC: National Task Force on Quality Nurse Practitioner Education. Retrieved from www.nonpf.org

National Organization of Nurse Practitioner Faculties. (2002). *Nurse practitioner competencies in specialty areas*. Washington, DC: National Task Force on Quality Nurse Practitioner Education. Retrieved from www.nonpf.org

National Organization of Nurse Practitioner Faculties (2022). *Nurse practitioner core competencies*. Washington, DC: National Task Force on Quality Nurse Practitioner Education. Retrieved from https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/2017_NPCoreComps_wit_h_Curric.pdf

National Task Force (NTF) for Quality Nurse Practitioner Education. (2022). *Standards for quality nurse practitioner education, A report of the national task force on quality nurse practitioner education, 6th ed.* Retrieved from <https://www.nonpf.org/general/custom.asp?page=NTFStandards>

Reviewed and Revised 4/24/12, 4/29/13; 6/22/2015; 5/5/16; 3/22/18; 5/16/19; 3/17/2020; 2/18/2021, 5/11/22, 5/5/23, 6/3/24, 8/6/25, 5/13/26

Nursing Faculty Committees

The following are the standing committees for the Department of Nursing:

1. **Academic Advisory Committee** whose membership will include the director of undergraduate programs in nursing, the director of the graduate nursing program, and three faculty members (representative of the basic BSN and MSN education). The function of this committee shall be:
 - a. Recommend, implement, and evaluate policies for student progression and graduation.
 - b. Review nursing student's academic and clinical performance at the end of each semester.
 - c. Provide consultation to faculty regarding academic and/or clinical problems of students.
 - d. Maintain and utilize statistical data for records, research, and policy decisions.
2. **Admissions Committee** membership shall be the director of the nursing program, the director of the graduate program in nursing, and two nursing faculty members that are representative of the basic and MSN programs respectively. The committee functions shall be:
 - a. Review applicants and select qualified candidates for admission to the nursing major.
 - b. Recommend, implement, and evaluate policies for the admission of students.
 - c. Maintain and utilize statistical data for records and research.
3. **Curriculum Committee** membership is composed of all nursing faculty. The committee functions shall be:
 - a. Develop, coordinate, and evaluate the curriculum.
 - b. Maintain continuity, sequence, and integration within the curriculum.
 - c. Provide current research studies and literature for program improvement.
4. **MSN Subcommittee** membership is composed of nursing faculty teaching in the graduate program in nursing. The committee functions shall be:
 - a. Develop, coordinate, and evaluate the MSN curriculum.
 - b. Maintain continuity, sequence, and integration within the MSN curriculum.
 - c. Provide current research studies and literature for MSN program improvement.
 - d. Report to business and curriculum committees for formal action.
5. **Business & Outcomes Committee** membership is composed of the entire nursing faculty and program director. The committee functions shall be:
 - a. Develop and implement the outcome evaluation plan for the department, undergraduate and graduate.
 - b. Review the outcome data annually.
 - c. Review the outcome evaluation plan every three years.
 - d. Handle the business aspects of running the department.
6. **Simulation Advisory Committee** membership is composed of the department chair, simulation coordinator, program directors, and members of partner organizations, in an ad hoc fashion. The committee functions shall be:
 - a. Review of utilization data.
 - b. Integration of simulation as an instructional modality.
 - c. Collaboration of space utilization with community partners.
 - d. Integration of simulation into the curriculum as a portion of clinical hours and as a bridge to practice readiness.
 - e. Preparation for becoming an accredited simulation center in our region.

Student Participation in Faculty Organization Committees

Students have opportunities to have input into the curriculum through various mechanisms: course and clinical evaluations, focus groups as needed, exit and end of program interviews, and representation at offered MSN sub-committee meetings at least twice a year.

II. Policies

The following policies have been developed by the faculty of the Department of Nursing at Goshen College and are effective during the 2026-2027 academic year.

A. General Policies:

Student Contact Information

In cases of emergency and when official documents are distributed, Goshen College uses the information on file that you gave at the beginning of the program. Whenever you have a change in your name, contact information, or change in emergency contact information, the following offices must be informed as soon as possible:

- Nursing Department (nursing@goshen.edu)
- Registrar's Office (registrar@goshen.edu)

Admission Criteria

Applicants must meet the admission requirements which include:

- A cumulative grade point average of 3.0 on a 4.0 scale or higher for the last degree earned (or comparable with other grading scale)
- Evidence of bachelor's degree in nursing from a school accredited by the Commission on Collegiate Nursing Education or by the National League for Nursing Accrediting Commission
- Transcripts from all previous academic work post-high school
- Evidence of introductory statistics course with grade of "C" or higher within the last 7 years or director's exemption
- Evidence of an active registered nursing license in the state where clinicals will be completed
- Evidence of at least one year of clinical experience working as a registered nurse in the United States

The application process also includes:

- A personal interview with the director of the Master of Science in Nursing program
- Official transcripts from each college or university attended.
- Curriculum vitae or resume including educational background, work history, awards/honors, professional memberships, presentations or publications if applicable.
- One professional evaluation using the "Evaluation of Applicant's Performance and Potential" form from those having been in a professorial or supervisory role to the applicant (e.g. clinical managers, professors) who can attest to the academic and professional achievements of the applicant.

Students are admitted throughout the year for a fall semester start. Applicants are responsible to request official copies of their transcripts. If they received their BSN from Goshen College, the admissions department will obtain these transcripts. Applicant is responsible to provide Goshen College official copies of transcripts documenting any credit received after the last Goshen College degree.

Additional Admissions Requirement for International Students

Language Test Requirement

An official TOEFL or IELTS score report is required for international applicants whose native language is not English. For the TOEFL, a score of at least 100 on the Internet-based or 600 on the written-based test is required. For the IELTS, a minimum score of 6.5 is required. Copies and faxes are not accepted as official documents; we must receive test scores directly from the testing service.

Transcript Evaluation

Applicants who complete post-secondary education outside of the U.S. are required to submit non-U.S. transcripts to Educational Credential Evaluators, Inc. (ECE) or the Commission on Graduates of Foreign Nursing Schools for evaluation of credentials. The evaluation report must show that your non-U.S. education is equivalent to a U.S. bachelor's degree to be considered for admission.

Educational Credential Evaluators, Inc. (ECE). www.ece.org 414-289-3400

Commission on Graduates of Foreign Nursing Schools (CGFNS). www.cgfns.org

Leave of Absence (LOA)

At times, unforeseen personal, family and/or medical issues arise that necessitate an extended absence from the program. If this occurs, the student needs to work with the Registrar and the MSN Program Director to discuss a plan. If a leave of absence is deemed necessary, a formal request such as via an email to the director is required. An LOA allows a student to delay moving forward in the program for up to one year. If the student does not restart the program within that one-year time period, then he/she will need to reapply before being able to restart in the program. Courses in the FNP curriculum are only able to be accepted if the student has only been out of the program for six years or less. If it has been over six years, the student will need to restart the program from the beginning.

Transfer Credit Policy

Transcripts will be evaluated on an individual basis. A maximum of 9 credit hours of **comparable graduate** level coursework from an accredited college or university may be transferred with the consent of the program director. Courses considered for transfer must have a grade distinction of B (not B-) or higher and taken within 6 years of matriculation into the program. Comparable is defined as courses that fulfill the requirements for the program, in this case the FNP MSN degree, to which the student will be enrolled. The program director (and nursing department) reserves the right to have students retake courses to meet the rigor of an FNP graduate education or as needed for a refresher. The one exception to the 6-year time frame is advanced pharmacology courses. The time frame for being able to transfer credit for a pharmacology course needs to agree with the Indiana State Board of Nursing's policy, which at present is only 5 years.

Non-Degree Seeking Students

On rare occasions, a student may desire to take one or two courses in the program without an intent to pursue a degree. This is possible through application for Non-Degree Seeking status. This is appropriate for students requiring a course to complete criteria for certification or advanced practice licensure. Eligible students are graduates of or current enrollees in a master's program in nursing. Students with non-degree seeking status may take up to six credit hours total, and are not eligible for financial aid. When a student reaches 6 hours and wants to continue taking classes, he or she must complete a regular application for admission to the MSN program and will be considered for degree-seeking status at that time. Degree-seeking students will have priority for limited enrollment courses.

Admission requirements for non-degree seeking students include:

- A cumulative grade point average of 3.0 on a 4.0 scale or higher for the last degree earned (or

- comparable with other grading scale)
- Evidence of bachelor's degree in nursing from a school accredited by the Commission on Collegiate Nursing Education or by the National League for Nursing Accrediting Commission
- Evidence of enrollment in or completion of an MSN program
- Evidence of an active registered nursing license
- TOEFL minimum score of 100 on the Internet-based or 600 on the written-based test (if English is not the native language)

Application process includes:

- Completion of the Graduate Nursing Student Program Application (Non-Degree Seeking)
- Submission of official transcripts from Associate, Baccalaureate and MSN programs in nursing
- Interview with the director of the graduate program in nursing
- A current professional resume

Graduation Requirements

- Completion of 48 credit hours accepted by Goshen College for the Family Nurse Practitioner Track
- Cumulative grade point average of 3.0 or higher.
- Completion of courses as listed in the MSN curriculum plan
- Full financial settlement

Disabilities Requiring Accommodations

Goshen College wants to help all students be as academically successful as possible. If you have a disability and require accommodations, please contact the professor or the Academic Success Center early in the semester so that your learning needs may be appropriately met. To receive accommodations, documentation concerning your disability must be on file with the Academic Success Center in the Harold and Wilma Good Library. All information will be held in the strictest confidence. The Academic Success Center offers tutoring and writing assistance for all students. For further information please see <https://www.goshen.edu/campuslife/asc/>.

Professional and Community Standards

As outlined in our Community Standards, "In order for a diverse community to thrive, we must recognize our differences and seek understanding and integrity in our relationships. Students and faculty at Goshen College are expected to support an environment of mutual respect and accountability, to care for the personal dignity of others and to have integrity in their conduct and communication." The academic environment is a place for well formulated debate and discussion but that may never cross over into a disrespectful exchange or dialog.

Incidences of incivility will be discussed in Academic Advisory Committee. Consequences may include dismissal from the nursing department.

It is our professional responsibility according to the American Nurses Association (ANA) (2015) scope and standards of practice; Standard 9: **Communication** "to demonstrate cultural empathy when communicating, use communication styles and methods that demonstrate caring, respect, deep listening, authenticity and trust, and demonstrates continuous improvement of communication skills" (p.71).

Nursing Graduation Ceremony

A committee is organized every spring, across the various nursing programs, to plan the nursing graduation ceremony at Goshen College. Student participation from all programs is expected at the ceremony. We celebrate the diversity of our student body, honor the family members who support the

student's success and achievement and most importantly honor our Bachelors, Masters, and Doctoral nursing student graduates. Nursing graduation pins will be provided by the Department of Nursing.

Attendance/Tardiness

Students are expected to attend all scheduled class and clinical experiences unless excused by the professor teaching the course. Each professor will describe in the course syllabus the consequences of classroom absence. Class absence causes the student to miss a significant amount of course material. Classroom or clinical absences may result in reduction of course grade or failing the course. **Students need to plan ahead to have appropriate transportation and accommodations for class.** If the student needs to be absent he/she is required to:

- Notify the professor promptly when you are aware of the need for an absence.
- Notify the professor prior to the scheduled class or clinical time.
- Be responsible to obtain the class materials and arrange clinical make-up if such is required.

Student Disclosure of Health-Related Issues

Students are strongly encouraged to disclose any health conditions and/or life circumstances that might impact your education both in the classroom and in clinical/simulation.

Children in the Classroom

From time to time, childcare becomes an issue. Whether it is the birth of a new child or a child that is unable to go to daycare or school, these situations can cause stress for parents who are trying to balance school, clinicals, and caring for their children. The Department is sensitive to these realities. We are also aware of the distraction that a child, no matter how quiet, may bring into the learning environment. It is for this reason that the following policy is in effect: No children will be allowed in the classroom.

The Department of Nursing values and supports the breast-feeding of infants. In the case of newborns, if the mother is breast-feeding the newborn and wishes to bring the infant to campus for the first weeks of life, a childcare provider should accompany the mother and infant. Upon request, space will be found for the infant and childcare provider to spend their time while the mother is in class. During breaks, mother can breastfeed the infant and then return to class. Private accommodations will be made available as needed.

The department has a room available for mothers who wish to have a place where they can go to pump for breast milk. Please check with the program director or the administrative assistant about accessing those accommodations.

Dismissal from the Nursing Program

The Department of Nursing reserves the right to dismiss a student whose grades or academic performance falls below our prescribed standard and those who display behaviors determined inappropriate to the practice of professional nursing. Behaviors for dismissal may include unsafe clinical practice, inability to meet academic criteria, conduct that poses a threat to the well-being of self, others, and/or property. The behaviors identified as inappropriate will be documented and discussed with the student. The faculty member will meet with the Academic Advisory Committee and the director of the graduate program to review the behaviors of concern. If it is determined that the behaviors are inappropriate, the student will be dismissed by the director of the graduate nursing program. The director will notify the student in writing of the effective date of the dismissal and provide the reason for dismissal. Students who are dismissed from the nursing program are not eligible for readmission.

Academic Grievance Policy

The Department of Nursing uses the grievance policies of the institution. Please refer to the Goshen

Confidentiality

Graduate students are expected to follow the ANA Code of ethics 3.1 which states that, "The nurse creates an environment that provides sufficient physical privacy, including privacy for discussions of a personal nature. ... Nurses also participate in the development and maintenance of policies and practices that protect both personal and clinical information" (ANA, 2025 [*Code of ethics for nurses*](#), provision 3.1). Confidentiality of all patient information must be maintained at all times, including simulation activities and scenarios.

Transportation

Students are expected to provide their own transportation and assume costs for off-campus activities.

Inclement Weather Policy

In the case of inclement weather or other emergencies, it may be necessary to shift in-person classes to remote learning. **Determination for moving class to remote learning will be made by noon of the class day.** Students will be notified via their Goshen College email account by noon if class will be moved online. If class is in session on questionable days, it is up to the individual student to determine the safety of traveling to class. It is also the students' responsibility to notify the course professor if they request remote learning due to weather constraints. Due to the fact that students travel from far-reaching areas, it is necessary for students to decide if traveling is safe based on the weather advisories in their respective areas. Students are responsible for content covered in class. If inclement weather is experienced on a clinical day, students should communicate directly with their preceptors.

Note: Remember, clear communication is the key. Keep important phone numbers close-at-hand and your automobiles well-stocked with emergency supplies. Also, **inform the nursing department whenever your contact information changes.**

B. Academic Policies

Expectations for Computing Skills

Students in the MSN program are expected to:

- Have access to a personal computer with software supported by GC ITS (e.g., the most current version of Microsoft Word)
- Have daily email access using GC email account.
- Use the GC course management software program (Moodle). Orientation to email, general GC computing and Moodle will occur during orientation day prior to the first class of the first semester of the program.
- Have Microsoft or Google Suite proficiency of all tools except spreadsheets.
- Have a working web camera. The web camera will be on during remote class sessions, except when instructed otherwise by the professor.
- Have a working microphone on a computer or laptop.

Recording of Classroom Activities

Students must receive permission from the professor prior to photographing or recording (e.g. videotaping, sound recording, etc.) classroom activities. Any recordings are for the sole purpose of the student's individual learning and may not be distributed.

Late Assignments

Submission of late papers or other written work will impact your letter grade. Each syllabus will define the impact of late assignments on the letter grade.

Changes to Course Syllabi

The course faculty reserves the right to make changes to the syllabus and assignments as needed with proper notification given to course participants.

Academic Integrity at Goshen College and Use of AI

Goshen College expects all students and faculty members to practice academic integrity. Honesty, trust, fairness, respect and responsibility are essential building blocks in creating a vital learning community. They are also the foundation for lifelong integrity.

Academic dishonesty at Goshen College is considered a serious breach of the “Goshen College Commitment to Community Standards.” Academic dishonesty is any act that misrepresents academic work or interferes with the academic work of others. It includes but is not limited to:

- Plagiarism (giving the impression that another person’s work is your own). The submission of work that is not your own intellectual property thus not created by you (e.g. use of AI tools). Therefore, the MSN Subcommittee is requiring that when AI is used to help write a paper that the student first submit his/her original work prior to using the AI product in addition to the final product. This shows the student’s ideas and research without AI. Then on the reference list, cite the AI resource utilized.
- Professors may ask you to sign a form agreeing to not use or appropriately use AI in courses.
- cheating on assignments or exams
- falsification of data
- submission of the same (or substantially the same) paper in more than one course without the prior consent of all professors concerned
- depriving others of necessary academic resources
- sabotaging another student’s work
- any activity that compromises the integrity of an exam or quiz

Consequences of academic dishonesty are based upon the severity of the offense, course expectations, and other variables. Consequences for individual offenses may range from re-doing the assignment to dismissal from the college. The Associate Academic Dean administers academic integrity violations and grievance processes (Goshen College Graduate Catalog, 2025-2026).

Turn-it-in

Papers you submit in this program may be checked for plagiarized material copied from the web, other student papers, AI, and selected on-line databases. Cases of plagiarism are reported to the Associate Academic Dean. Avoid the serious consequences of academic dishonesty (see requirements above if using AI).

Grading Plans and Continuance Policies

Grading Plan

All required courses are taken for letter grades. **Successful completion of a nursing course requires a grade of B- or above.** The following range for determining grades will be used:

94-100 = A	84-89.99 = B	74-79.99 = C
92-93.99 = A-	82-83.99 = B-	72-73.99 = C-
90-91.99 = B+	80-81.99 = C+	Below 72 = F

Quizzes, tests, and exam grades count for a **minimum of 65%** of the course grade in the following courses: NURS 520, 522, 524, 540, 542, 544 and 608. **Students are required to achieve an 82% or**

higher on the average of the quiz and test elements for each of these courses in order to matriculate to the next course. Students must also receive a passing evaluation from their clinical preceptor in order to pass NURS 544, 540, 542, and 608, or they will be required to repeat the entire course. **Only one course may be repeated in the curriculum.** Test scores are not curved in this program.

Incomplete Grades

A grade of “I” (incomplete) may be given at the professor’s discretion. Students must be earning a passing grade at the time of the request for an “I” grade. It is to be given rarely and not to accommodate the student who, through carelessness or poor planning, does not complete course work in the given time. The student will work with the professor to establish a plan for completion of the course. Work must be completed within a reasonable time frame, generally 7 weeks or less from the end of the course, at which time a grade will be assigned based on the work completed up to that point. A plan for completion that extends beyond 7 weeks must be approved by the professor and the program director. The new grade is used to compute the grade point average, but the “I” remains on the student’s permanent record.

Requirements for Specific Courses

- NURS524: Advanced Health Assessment

Students are required to have a minimum of 82% on the comprehensive physical assessment in order to pass the course. If the physical assessment score falls below 82%, the score on the physical assessment will be the course grade (e.g. if student scores an 80% on the physical assessment, their course grade will be a C+). The Advanced Health Assessment course must be taken as close to the first clinical course as possible. If greater than one semester has passed between a physical assessment course and the beginning of the first clinical course, the student will be required to demonstrate competency in physical assessment. If competency is not met, the student will be required to complete remediation as determined by the MSN Subcommittee

Furthermore, students will be given a comprehensive examination over advanced pathophysiology, advanced pharmacology, and advanced health assessment at the didactic portion of NURS 524. If students do not meet the benchmark set for the exam used, they will have the remaining portion of the summer course to remediate and re-test to meet the benchmark. Any cost for retaking and remediation will be the responsibility of the student. If a student fails to meet the benchmark level for competency, he/she may be dismissed from the program.

Academic Requirements for Continuation in the Program

The academic record will be reviewed at the end of each semester and summer term. The academic requirements for continuation in the program are applied during these time periods.

Students that have been admitted into the masters of science program in nursing are expected to maintain a minimum cumulative grade point average (GPA) of 3.0 for continuation in the program. If the cumulative GPA is in the range of 2.75-2.99, the student is placed on academic probation. If the cumulative GPA is below 2.75, the student is dismissed. If a student is on academic probation he/she will be allowed 6 credit hours to regain a GPA of 3.0. Failure to regain the cumulative GPA of 3.0 within the probation period results in dismissal from the nursing program. Students are allowed only one period of academic probation once they are enrolled in the nursing program. Any subsequent cumulative GPA below 3.0 results in dismissal from the nursing program.

A grade of B- or above in all courses is required for continuation in the nursing major. A grade of C+ or below in a nursing course interrupts the student’s plan of study. The course must be repeated with a grade

of B- or higher prior to advancement to the next semester. Courses may be repeated only once. The number of repeated courses is limited to one course.

Any person beginning the nursing course sequence, who does not take nursing courses for more than two semesters, will need to apply for readmission to the program.

Any student who does not meet the standards for academic progress may choose to utilize the academic grievance policy found in the Graduate Course Catalog.

Communication Guidelines

Standards for Written Communication

The Department of Nursing has adopted APA as the standard for style. The current edition of the APA manual is required in this program. There are copies available for check out through the Good Library. Use APA style for all papers. Writing style should be of collegiate quality. For assistance with grammar, you will find a writing handbook helpful.

Standards for Oral Communication

The following criteria are utilized by the faculty in the Department of Nursing for evaluation of oral and written communication.

Oral Communication

Presentation

- Appears self-assured.
- Is enthusiastic.
- Has eye contact with the audience.
- Has clarity of delivery.
- Has appropriate body language/posture.
- Uses gestures effectively.
- Notes, if used, are unobtrusive.
- Stimulates interest.
- Incorporates humor appropriately.
- Uses proper grammar and vocabulary.
- Emphasizes main points.
- Uses appropriate volume.
- Audio-visuals, if used, are effective (appropriate use of computer if indicated).
- Course specific requirements.

Content

- Includes an introduction with clearly stated purpose.
- Is well-organized (introduction, body, summary).
- Is appropriate for the audience.
- Ideas are clear and follow a logical sequence.
- Audio-visuals, if used, are neatly prepared and perceived easily.
- Incorporates creativity.
- Gives evidence of appropriate preparation.
- Was effective overall.
- Has good audience response
- Course specific requirement

C. Clinical Policies

Injury

A student injured while enrolled in the nursing program at Goshen College is responsible for the costs of that injury. **Students must file claims with their personal insurance company to cover the costs of treatment**

Professional Liability Insurance

Goshen College carries professional liability insurance for nursing students while in the clinical setting. A copy of the certificate of insurance is kept on file in the nursing department.

Verified Credentials, Inc. (VCI)

The Department of Nursing has an agreement with Verified Credentials, Inc. (VCI) to track items required by clinical sites and facilitate completion of background checks and drug screens. Students will be given information about setting up an account and how to upload the requisite information so that they may participate in clinicals. Students not in compliance with submission of required documents, completion of drug screens and background checks by the due dates will not be able to attend clinical. A late fee may also be imposed.

Clinical Prerequisites

In order to participate in all clinical experiences each graduate nursing student must meet certain requirements. Among these are:

- **Statement of Confidentiality**

Signed patient confidentiality statement

- **Cardiopulmonary Resuscitation (CPR)**

Each student must have current CPR certification obtained by taking either the AHA CPR/BLS for the Healthcare Provider course or the Red Cross course CPR for the Professional Rescuer/Health Care Provider throughout the course of their clinical experience.

- **Health Insurance**

Students participating in clinicals will be required to possess health insurance since it is required by some of the clinical sites. When the form is completed, the student will upload this form into their Verified Credentials account. If the carrier changes during the year, complete a new verification of insurance form and submit to VCI. The form can be found in the MSN Moodle Meta-Course.

- **Drug Screen**

A drug screen is required for all students before they begin clinicals. The cost of the first drug screen is included in the nursing program fee. Additional drug screens required by the clinical site will be completed at student expense. **A positive drug screen will result in review by the Academic Advisory Committee of the Department of Nursing regarding continuation in the program.** The drug screen will be completed through Verified Credentials, Inc. See the Goshen College Graduate Catalog for additional details.

- **Background Check**

All students are required to have a background check done prior to their first clinical course. **Any issues that emerge from a background check will be evaluated and reviewed by the Academic Advisory Committee of the Department of Nursing and may impact the student's continuation in the nursing program.** The background check will be completed by Verified Credentials, Inc.

- **Verification of Health Status**

Students receive the Verification of Health Status form in the summer letter at the end of year two. This form attests to the health of the student and is to be signed by a licensed healthcare provider prior to beginning the first clinical. When the form is completed, the student will upload this form onto their Verified Credentials account. Students are encouraged to secure routine physical exams, including dental and eye evaluations. Fitness programs are encouraged. The form can be found in the MSN Moodle Meta-Course.

- **Proof of Measles immunity**

All students are required to provide proof of immunity to measles (rubeola) prior to the first day of class in year one.

- **Immunizations and tests**

See the following list for immunizations/tests that are required. Costs of immunizations and/or tests are the responsibility of the student. For additional information, please refer to the Center for Disease Control at <https://www.cdc.gov/>.

Unimmunized students risk not being allowed into clinical settings. We defer to the policies of our clinical partners. A student's plan of study will not be altered to make clinical accommodations and students may end up taking a leave if they cannot/will not comply with an agency's standard of care.

Immunization/Test	Requirement
Tdap/Td	A single dose of Tdap is required for those who have not previously received Tdap as an adult. A Td or Tdap booster is required every 10 years.
T.B. Skin Or Blood Test	Prior to the first clinical course, nursing students are required to have tuberculosis (TB) screening, either the (interferon-gamma release assay [IGRA]) test or the tuberculin skin test [TST]. Following the initial screening, an annual Tb questionnaire is required. · Students who have a history of TB or a history of latent tuberculosis infection (LTBI) or a positive TB test will need to seek guidance from their health provider. The Department of Nursing requires clear documentation from the provider that the student is cleared for clinical practice, documentation of a negative chest radiograph and documentation of a negative symptom questionnaire. If a chest x-ray is required for verification of health, the chest x-ray must be less than 1 year old. If the initial chest x-ray is negative and the student is asymptomatic, no further chest x-rays need to be done during the student program at Goshen, provided the student has no evidence of exposure to TB disease. Students are required to complete an annual symptom questionnaire. · Some foreign-born students may have received a BCG vaccine. Students who have a history of receiving a BCG vaccine should not obtain the TST, the IGRA test is preferred. · Students are encouraged to receive their TB monitoring through Goshen Family Physicians (or other contracted provider with Goshen College). Any follow-up for positive TB test results can be managed through Goshen Family Physicians (or

	contracted provider). Students may also receive TB testing through their own provider. The handbook policy is intended to provide general guidelines and does not substitute for guidance provided by an established medical practice nor does it replace guidelines issued by the Centers for Disease Control.
MMR	Evidence of two vaccine(s) after age one, at least 30 days apart, or serologic evidence of immunity to each disease (measles, mumps, and rubella).
Hepatitis B	Series of three injections, first injection prior to first clinical, or serologic evidence of immunity. Recommended timing for the 3 doses: 1 st dose, 2 nd dose at least 30 days after 1 st , and 3 rd dose at least 16 weeks after 1 st .
Varicella	Two doses 4-8 weeks apart for those who do not have a healthcare provider-documented history of varicella (chicken pox), serologic evidence of immunity, or provider documentation of shingles.
Influenza	Required yearly for all students.
COVID-19	Strongly encouraged by school and clinical partners-this includes yearly boosters as developed. Recommendations are subject to change based on the requirement of our healthcare partners and their policies.

Nursing Program Fees

Students are charged a nursing program fee that will be listed on the student's college bill. The nursing program fee is eligible to be covered by financial aid. Among the items covered by the fee are: one background check, one drug screen, immunization tracking, registration fee for the Typhon system used in clinical courses, and other programs to support your learning such as the Fitzgerald Program. A replacement fee will be charged for any lost or damaged ID badge.

The Department of Nursing uses the company Verified Credentials to manage and streamline the clinical background verification requirements. Students are required to create accounts and submit required items through this company by the due dates given. Students must complete the requirements satisfactorily in order to begin doing clinicals.

Clinical Courses in the Family Nurse Practitioner Track

Students will complete a ***minimum*** of 750 (NTE, 2022) clinical worked clock hours with approved preceptors over four semester-long courses. All clinical documents, including the preceptor's evaluations as well as logged clinical hours in Typhon must also be completed by the date and time indicated in the course syllabi. Your clinical professor or program director will meet with you to review your completed documents and review your logged clinical hours.

Clinical Documents:

It is the responsibility of each student to make sure that all of the clinical documents are submitted by the due date and time. Consequences for late clinical document submission results in the following total **course grade** deduction:

- < 24 hours late = 5%
- 25 to 48 hours = 10%
- 49 to 72 hours = 15%

- 73 to 96 hours = 20%
- Beyond 5 days without having an incomplete for the course [*see note below] will result in failure to successfully pass the course.

[Note: *A request for an incomplete in the course must be submitted formally to the course professor and the program director by at least 7 days before the end of the semester.]

End of clinical requirements:

- Completion of Typhon
- Verification of clinical hours logs
- **Must match with Typhon logs**
- Must be signed at the end of each clinical day by the preceptor(s) for that day
- Preceptor evaluation of student – mid-term and final
- Student self-evaluation – mid-term and final
- Student evaluation of clinical site (for program use only)
- Student evaluation of preceptor (for program use only)

Clinical Experiences – Family Nurse Practitioner track

The Department of Nursing and students collaborate in arranging clinical experiences.

Preceptor Qualifications:

- Advanced practice nurses, physician's assistants, and physicians may serve as preceptors.
- The preceptor has expertise related to the focus of primary care.
- The preceptor shall be experienced and competent.
- All preceptors must have at least **one year** of clinical experience in their role.
- The preceptor must have authorization by the appropriate state licensing entity to practice in his/her population-focused and/or specialty area.
- The preceptor is willing to orient the student to the clinical experience and provide opportunities for the student to both observe and practice. The preceptor must provide on-going feedback, validate student assessment findings, and consult on clinical decision-making.
- **It is preferred that the majority of the total clinical hours be completed with APRNs. The first rotation is determined to be best when had with an APRN. The maximum time with one APRN preceptor is 2 of the 4 semesters.**
- All preceptors must be approved by the department.
- Preceptors should not be personal friends or family members of the student.

Required Clinical Hours:

New for 2026:

- A minimum of 128 clinical hours is required for NURS 544 (Primary Care I Adult). *Students should discuss their clinical plan regarding start date with the course instructor prior to beginning clinical hours.*
- A minimum of 208 hours is required for NURS 540 (Primary Care II: Pediatrics)
- A minimum of 208 hours is required for NURS 542 (Primary Care III: Women's)
- A minimum of 208 hours is required for NURS 608 (Primary Care IV: Transition to Practice)
- Clinical hours must be completed within the semester allocated for that experience. Students are expected to complete the posted number of clinical hours for the course within the range of 197 to 229 clock hours for each course requiring 208 hours.
- A minimum of 750 total clinical hours is required for the program. The FNP Plan of Study and the clinical course syllabi list the number of clinical hours that are required. Students are

responsible to monitor their clinical hours throughout the program and collaborate with the program director regarding planning for clinical placements.

- Students must spend part of their clinical hours with an APRN. It is the student's responsibility to monitor this and work with the program director to ensure this requirement is met prior to graduation.
- Prior to graduation, students must complete a minimum of 125 hours of women's health, 125 hours of pediatrics, and 300 hours of adult health.
- Students will document at least 600 clinical hours in a primary care setting.
- Consistency in the clinical setting is essential to socialization into the role of FNP. For that reason, the majority of clinical hours should reflect full clinical days rather than half or partial days.

Focus of the Clinical Experience:

- The main focus of the clinical experiences in the FNP program is primary care settings.
- During the program, students may wish to do a portion of their clinical time in a specialty focus area. Most of the time, these specialty experiences will be limited to a 16-hour shadowing experience. A shadow experience must be approved by the program director.
- Many facilities require an affiliation agreement with Goshen College before students are allowed to shadow a provider. If not already in place, these agreements may take months to develop.
- **The time of shadowing a specialist is in addition to the required clinical hours for the course and will not be logged in Typhon as these hours are not related to family practice.**
- Some students may wish to participate in a specialty focus for their last clinical experience, especially when they are anticipating employment in that specialty. In such cases, students are asked to submit a formal petition for this placement. The petition is to be submitted to the program director and approved by the MSN Subcommittee. The written petition should include:
 - Discussion of their primary care experiences in previous clinical settings.
 - Discussion of appropriate clinical experiences with an APRN during their previous clinicals.
 - Rationale supporting the request for a specialty rotation.
- **NOTE: Students must have logged at least 600 hours in primary care clinical settings to be considered for placement in a specialty during their last clinical course.**

General Policies for FNP Clinical Experiences:

- Students may not do clinicals in the same setting in which they are employed unless approved by the course professor and the program director.
- Over the course of the program the student must have clinical experiences with APRN preceptors and preferably with NPs with expertise in the population-focused areas of practice emphasized throughout the program.
- Based on the MSN Clinical Supervisor's and Clinical Course Professor's broad understanding of the program objectives and student performance, their evaluation of a student may supersede the preceptor's evaluation.
- Students will bear the costs incurred to obtain privileges to work with a preceptor at a clinical site (e.g. drug testing, criminal background checks, travel).
- Placement with the same preceptor for more than one course: It is advantageous for the student to work with several different preceptors over the course of the NP program. However, at times it is beneficial for students to be mentored by the same preceptor over more than one clinical course. These decisions are made on a case-by-case basis but are not to exceed 2 semester rotations with the same preceptor.
- Students may begin clinical rotations after the first-class session of the semester. No clinical hours may be logged before the beginning of any clinical course.
- Students do not have hospital or nursing home privileges. **If part of the clinical mentorship**

includes rounding in a hospital or nursing home, this is to be an observational experience only. These hours do not count toward the total clinical hours.

- Students must maintain an active nursing license throughout the program of study. Students must have an active license in the state(s) in which clinical experiences occur.
- Most of the facilities where students receive clinical experience are open from Monday to Friday, 8 am – 5 pm. It is virtually impossible for students to maintain a full-time Monday to Friday, 8 am – 5 pm work schedule during semesters with clinical hours.
- Additional clinical details will be provided with the course syllabus.
- Attendance at workshops and conferences may not be counted as clinical time in the Typhon database.
- In the event that a student accompanies a preceptor to a birth experience, this is to be strictly observational and is not counted toward the clinical hours.
- Although insertion of intrauterine devices and suturing of facial lacerations may be part of your professional practice as an APRN, these experiences will not be performed during clinical experiences as students.
- **NOTE: Permission from the Program Director must be obtained prior to doing any procedures that have not been taught in the program.**
- The clinical faculty member arranges at least one clinical site visit per semester per student. If the student is unable to be present at the pre-arranged time, the faculty member must be notified. Failure of the student to notify the faculty of his/her absence or failure to be present at the clinical site visit on the pre- arranged day may result in the student being assessed a faculty reimbursement fee of \$100/hr. plus mileage.
- At the time of the site visit, the faculty member **must** be given the completed mid-term evaluation to review.
- Students who are not granted access to the Electronic Health Record (EHR) in the clinical setting are asked to document patient encounters using SOAP notes. Students will review clinical notes with their preceptors. In addition, each clinical course will require students to submit SOAP notes for review by the professor.

Clinical Warning

Course and clinical evaluation of a student's performance is ongoing during a nursing course. Students should be made aware of any problems in achievement of objectives as early as possible. Open communication between faculty, preceptors, and students is essential in identifying potential or actual problems. Issues with professional behavior such as tardiness, physical appearance, or failure to maintain a reasonable schedule of work hours may result in being placed on clinical warning. Ratings of "Critical Deficiency" on the clinical evaluation form will result in consequences ranging from dialogue to clinical warning to dismissal from the program.

Clinical Warning Process:

1. A student may be placed on clinical warning at any time during the clinical course.
2. The process includes:
 - a. The written documentation identifying areas of concern and state recommendations for improvement. The documentation will include a time frame for meeting the objectives.
 - b. The faculty member will meet with the student to discuss specific behaviors that are of concern.
 - c. The student and faculty member must both sign the memo.
 - d. The student will receive a copy of the memo and the original will be placed in the student's file.
3. If the student is placed on clinical warning, the clinical faculty must meet on a regular basis to discuss student progression toward the desired outcomes. The faculty member provides oversight

- for the clinical warning plan.
4. The faculty member must notify the Academic Advisory Committee whenever a student is placed on Clinical Warning. The faculty may meet with the Academic Advisory Committee at any time for consultation and guidance.
 5. At the end of the established time frame, the student and faculty member will meet to discuss if the expected outcomes have been met or not.
 6. If the student has achieved the outcomes, the student will be removed from Clinical Warning by the faculty member.
 7. If the student behavior has not changed, the Academic Advisory Committee may recommend dismissal of the student to the Director of the Graduate Program in Nursing. Decisions regarding dismissal will be made in consultation with the Academic Advisory Committee. The Director informs the student in writing of the dismissal.
 8. Only one clinical warning is allowed in the program.

Typhon

Typhon is the electronic record-keeping system for logging of student clinical encounters, tracking specific information about patient demographics, and storing information about preceptors and clinical sites.

- Students will log all clinical hours in the Typhon database.
- Logging of cases **must be completed within 7 days** of the encounter. BEST PRACTICE is to log hours on a daily basis. Failure to do so will result in the loss of clinical hours.
- Prior to beginning the clinical experience, students are responsible to check the “notes” section in Typhon for any site-specific requirements. Some clinical requirements may take additional time to complete before the student is allowed to do clinical hours in that setting.
- Notify the program director of any inaccuracies that are found.
- Once a preceptor is approved, it is the student’s responsibility to request preceptors be added to the database:
 - Needed information includes:
 - Full name of the provider with correct credentials
 - Their practice license number
 - The name of the practice and its address

Skills Seminar

Students are required to participate in a skills seminar. The seminar will typically be scheduled during the fall semester in the student’s second year of study. Topics included in the seminar may include skin biopsy, punch biopsy, eye examination, radiological interpretation, and suturing. **Students must obtain permission to do any procedures that have not been taught in this seminar.**

Certification

Upon graduation from the Goshen College Department of Nursing MSN FNP Program, students are eligible to sit for the certification exam in their area of specialization. Students in the Family Nurse Practitioner Track are eligible to sit for the Family Nurse Practitioner exam offered by American Nurses Credentialing Center (ANCC) and/or American Academy of Nurse Practitioners Certification Program (AANPCP). Students may wish to consider requirements for re-certification in guiding their choice of which certification to pursue. Students need to let the Program Director know which exam they intend to pursue as Goshen College must track first time certification passing rates for our accreditation processes. Student communication and cooperation in this process is requested.

Professional Appearance

Students are expected to present a professional appearance, including attention to personal hygiene and grooming. Students are to adhere to the dress code of the institution in which they are engaged for clinical experiences. This will be evaluated as a part of professionalism in the student's clinical evaluation.

Additional guidelines to be followed include:

- Use an antiperspirant/deodorant most effective for personal needs
- Provide a role model of good health and personal hygiene
- Use cosmetics sparingly
- No use of perfumes or colognes (may cause problems for the patients)
- No gum chewing while in clinical
- Keep hair clean and controlled
- Only natural hair tones
- Keep fingernails short and well-manicured
- Due to infectious disease regulations, no artificial nails
- No revealing skin like with mid-drift shirts or exposure of cleavage
- No sleeveless tops without a lab coat
- All visible body piercings, except for the ear lobes, must be removed before clinicals
- No visible tattoos
- No sandals or open-toed shoes
- No denim pants, Capri-type pants, or shorts
- A clean, unwrinkled, white lab coat if required by the clinical site.

Student Identification

All students in a clinical setting shall wear a photo name badge obtained through the Department of Nursing prior to clinicals. This badge shall be worn on at all times during clinical. The first badge is covered by the nursing program fee; however, students will need to pay for any replacement badges. Replacements may be obtained by contacting the administrative assistant. The name badge includes the student's first and last name, RN, BSN, FNP Student. The nursing department will supply a clip to attach the badge to the student lab coat.

Scope of Practice

In the clinical setting, students shall sign their names in clinical documents as (name), FNP Student (example: Lisa Jones, FNP Student).

There is no designation for graduate candidacy at the master's level. Students may **not** sign their names as MSN(C) or FNP(C). A student may not work in the capacity of an advanced practice registered nurse prior to the conferral of the degree of "Masters of Science in Nursing/Family Nurse Practitioner."

Equipment

The following items are required in the clinical setting:

- Diagnostic-quality stethoscope

Prior to NURS524: Advanced Health Assessment, students are encouraged to purchase the following:

- Reflex Hammer
- Tuning forks: [note: tuning forks with weighted tines are much easier to strike for vibration]
 - C128 – this is a lower tone and used for vibratory sensation assessment
 - C512 – this is a higher tone use for auditory sensation assessment
- Oscopes and ophthalmoscopes

Behavior in the Professional Setting

Agency Policies

Students will be using a variety of agencies for clinical experience. It is the responsibility of the student to learn what each agency's policies and dress code are and to follow those policies while in that agency for clinical.

Telephone Calls

While in the clinical setting, telephones will be used for business purposes only.

Cell phones, Computers, and Personal E-Devices

Electronic devices should be used with professional discretion.

Reviewed and/or revised on 4/24/12, 6/10/13, 7/3/14, 5/19/15; 5/5/16; 4/20/17; 3/22/18; 5/16/19; 3/17/2020; 2/18/2021, 5/11/22, 5/5/23, 6/3/24, 8/6/25, 8/6/26

Guidelines for online course delivery methods at Goshen College

Goshen College Faculty – Student communication guideline

Goshen College's online courses aim to foster high quality interactions between the individuals involved in the course-professors and students. Therefore, instructor feedback on discussion forums and assignments is essential for student's success and satisfaction in online courses. In addition, interaction between students is extremely beneficial to foster learning, and is an essential component to any good quality online course.

In an online course, consistent communication with students is essential to success. Goshen College requires faculty to communicate with student emails within 24 hours on weekdays and 48 hours on weekends. If there are days and times which the professor is unavailable, that will be posted in the Learning Management System on the course page or communicated with students in class or via email.

Online student Netiquette

- Be aware of how you communicate. Consider the following tips for communicating respectfully online.
- Write clearly and concisely in your messages. Briefly explain any important background information
- and state deadlines and expectations clearly.
- Clarify your interpretation of others' messages. Paraphrase or restate your understanding of their intentions and plans.
- Keep in mind that your message or intentions, as posted in an online discussion or in an e-mail, may be easily misread or misinterpreted by your teammates. To avoid this problem, consider using the following techniques:
 - Do not make a discussion post while you are upset about something. Wait and think carefully about what you want to say.
 - Include written indicators of humor or emotion, often known as "emoticons."
 - Avoid using sarcasm, which can be difficult to express in online communications.
- If you believe other teammates are upset or concerned about something, ask them about their interpretation of the situation, but do not place blame or act defensively.
- If you believe another person is not doing his or her share of work, first clarify your understanding and expectations, then politely address the situation.

All student policies were reviewed and revised August 2025.