



SOUTHWESTERN ADVENTIST UNIVERSITY

Master of Science in Nursing Education

Inspiring Knowledge, Faith, and Service Through Christ-centered Education

Knowledge with Compassion,
Education with Purpose



Enriching, Practical, Life-changing

Southwestern Adventist University
Department of Nursing
MSN Student Handbook



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Welcome to Southwestern Adventist University!

You have chosen a master's degree program that offers excellence in academic learning and success support, within a Christian environment and service-oriented culture. The SWAU Nursing Department faculty and staff celebrate 50 years of meeting milestones and witnessing the achievements of nursing graduates who are making notable differences through their leadership and caring commitment represented in all areas of the nursing profession.

This online graduate degree program requires initiative, commitment, motivation, and discipline. Faculty are committed to a teaching and learning partnership that supports student agency while collaboratively assisting students to embrace the challenge of expanding practice competence and confidence within an ever-changing healthcare environment. It is a privilege for your faculty and staff to share your dreams for your future while encouraging you to take advantage of the learning opportunities and support services available. Please let us know how we can best help you fulfill your goals. We cheer you on as you embark on this journey, knowing that you can be successful and fulfilled as you prepare to positively influence nursing practice now, and in the future.

With my sincerest gratitude and blessings to you,

Terri Gibson, DNP, MSN, RN, AMB-BC, DipACLM
Director, MSN Program
Professor, Nursing

PROGRAM INFORMATION

The Master of Science in Nursing (MSN) program at Southwestern Adventist University is led by a distinguished team of faculty whose expertise spans clinical practice, education, leadership, and research. Collectively, they bring decades of professional experience across military service, pediatric and women's health, nursing leadership, and advanced nursing education. Each faculty member is deeply committed to mentoring the next generation of nurses, advancing nursing scholarship, and ensuring graduates are well-prepared to meet the evolving demands of healthcare.

Faculty Highlights:

Collective experience of over 250 years in nursing practice, education, and administration.

Backgrounds in military service, hospital leadership, community health, pediatrics, and women's health.

Proven track record of curriculum innovation, including RN-to-BSN program development, and technology integration in education.

Active in scholarship and research, with numerous peer-reviewed publications and national conference presentations.

Recipients of major grants and funding awards, supporting graduate nursing program growth and disaster preparedness education.

Strong commitment to mentoring and professional development for undergraduate and graduate nursing students.

Areas of practice focus include nursing leadership, healthcare quality, patient satisfaction, evidence-based practice, pediatrics, women's health, and child & family mental health. Dedication to advancing the nursing profession and preparing graduates to meet the evolving demands of today's healthcare System.

Please visit our [MSN page](#) for photos and details
See [SWAU Catalog](#) for further information.

Faculty Office Hours

Faculty office hours are posted online within their syllabi. Students are encouraged to make appointments during these times. If this is not possible, students may request an appointment with the faculty member at a mutually agreed upon time.

Each faculty member will have a preferred method of contact that is shared with students, SWAU email, phone, or Canvas email. If the issue is an emergency, please call the department Office Manager to request assistance: 817-202-6658. Please note that faculty/staff will not be available for academic purposes during Sabbath hours (sundown Friday to sundown Saturday).

Student/Faculty Communication

Individual Canvas courses & the "MSN Student Hub" will serve as a method for communication between faculty and students concerning program requirements, assignments, and other topics of interest to students. Messages for the department bulletin/message boards must be submitted to the Department of Nursing Office Manager for posting. Emergency alerts will follow university protocols.

Chain of communication: 1) Course Professor, 2) Program Director, 3) Department Chair, 4) Nursing Faculty Committee, 5) Academic Vice President, 6) President, 7) Board of Trustees. If questions or problems arise, follow the proper chain of communication and refer to the university grievance policy.

MSN Student Handbook

The *MSN Student Handbook* includes important information, policies, and guidelines to help make your experience at SWAU a productive one. Please become familiar with the information contained in this handbook, as you will use it throughout your time in the MSN program at SWAU. The *MSN Student Handbook* is intended to accompany the [SWAU Catalog](#), course syllabi, and other information distributed or posted online. For questions or clarifications please visit your academic advisor.

Accreditation

SWAU is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to offer associate, baccalaureate, and master's degree programs.



Certification

Upon completion of the Master of Science in Nursing Education program at Southwestern Adventist University, graduates are fully prepared to excel as nurse educators and leaders in academic and clinical settings. The curriculum is intentionally designed to align with national standards and competencies, equipping students with advanced knowledge in teaching, curriculum development, assessment, leadership, and evidence-based practice. As part of this preparation, graduates are both encouraged and well-prepared to pursue the **National League for Nursing (NLN) Certified Nurse Educator Novice (CNE®n) examination**, demonstrating their expertise and commitment to excellence in nursing education.

SWAU Nursing Program Mission and Vision Statements:

"Preparing nurses to care, serve, and change communities through excellence and a Christ-centered world view. (Mission)

"To be premier leaders in innovation who are influential community partners and champions of accessible nursing education grounded in faith and scholarship." (Vision)

MSN Program Mission Statement

"To **Enrich** the quality of life for our candidates, provide them with **Practical** and accessible instruction, and to enable them to have a **Life-Changing** experience that they share with everyone they encounter.

Department of Nursing Philosophy

The SWAU Department of Nursing Programs are grounded in the mission and beliefs of the Seventh-day Adventist Church and reflect its holistic understanding of human beings as created in the image of God. We affirm that true education restores in humanity the image of the Creator and prepares individuals for service to God and humanity.

Ethical Responsibility

Southwestern Adventist University students are expected to display professional behaviors that reflect professional nursing. Professionalism is a concept that embraces conduct, attitudes, values, behaviors, and standards of practice.

Service Learning in the Community

In accordance with SWAU's tagline "Knowledge, Faith, Service," the Department of Nursing seeks to strengthen future graduates' lifelong commitment to service and civic responsibility through participation in community-related service. We believe "Christ's method alone will give true success in reaching the people. The Savior mingled with men as one who desired their good. He showed sympathy for them, ministered to their needs, and won their confidence. Then He bade them 'Follow Me'" (White, 1942, p. 143). Therefore, it is our goal that students will emulate Jesus' concern for others as demonstrated by involvement in community service. **Students are encouraged to provide volunteer service hours in their community, each semester.**



Ignite Service Day

Regulatory and Professional Standards

This MSN program prepares graduates to provide quality, safety, and compassionate nursing care. The program aligns teaching and learning outcomes with guidelines and recommendations from the following organizations that represent and regulate professional nursing practice.

Texas State Nurse Practice Act
<https://www.bon.texas.gov/>

ANA Code of Ethics (American Nurses Association)
<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

AACN Essentials (American Association of Colleges of Nursing) www.aacn.org

NCSBN (National Council of State Boards of Nursing) <https://www.ncsbn.org/>

NLN (National League for Nursing) www.nln.org

QSEN (Quality and Safety Education for Nurses)
www.qsen.org

FUN ACT

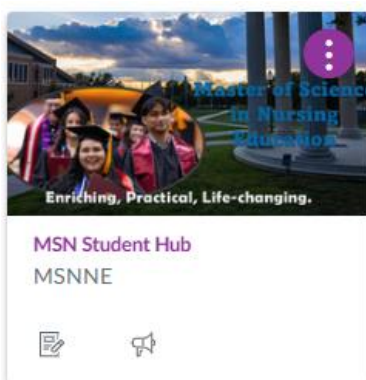
Pursuing a Master of Science in Nursing Education at SWAU equips you not only with advanced clinical and teaching skills, but also with the opportunity to serve others in a Christ-centered environment. As a nurse educator, you'll empower the next generation of caregivers while reflecting God's love in every interaction. The true reward comes in knowing that your knowledge and compassion are shaping lives—both in the classroom and beyond.



FUN ACT

The SWAU Nursing Program started in 1975 — over 50 years ago. You're joining a long legacy of SWAU nurses!
Make friends for life in our “nursing family”.

Find your path to success on Canvas. Explore our integrated resource platforms for academic support, wellness tools, and more.



MSN Program Concepts, Goals, and End of Program Outcomes

MSN Education Concepts and AACN Essential Domains							
Concepts for Nursing Practice				AACN Competency Domains			
Clinical Judgment	CJ	Communication	COM	1. Knowledge for Nursing Practice	KNP	6. Interprofessional Partnerships	IPP
Compassionate Care	CC	Access, Connection, Engagement	ACE	2. Person-Centered Care	PCC	7. Systems-based Practice	SBP
Ethics	ET	Evidence-based Practice	EBP	3. Population Health	PH	8. Informatics & Healthcare Technology	IHT
Health Policy	HP	Interprofessional Collaboration	IC	4. Scholarship for Nursing Discipline	SND	9. Professionalism	PRO
Social Determinants of Health	SDH	Whole Person Wellness	WPW	5. Quality & Safety	Q&S	10. Personal, Professional, & Leadership Development	PPLD

MSN Program Goals and Outcomes with Alignment	
2021 AACN Essentials & NLN Nurse Educator Content Areas	
Program Goal	Program Outcomes
1. Provide evidence-based education in support of professional nursing leadership and education roles. AACN: 1.1-1.3; 10.2; NLN 1; KNP, PH, PRO, PPLD	1. Demonstrate integration of scientific, conceptual, and professional leadership nursing practice competencies from the natural, behavioral, and nursing sciences; spiritual domain; and humanities from a Christian perspective in a variety of environments.
2. Develop leaders capable of integrating evidence-based practice in diverse settings. AACN: 2.1-2.9; 10.3; NLN 1; KNP, PCC, Q&S, PRO, PPLD	2. Develop, evaluate, and disseminate evidence-based practice to implement safe, quality, person-centered care for diverse populations.
3. Validate the influence of the determinants of health, to avert and mitigate the adverse effects of socioeconomic and policy factors in professional educational and working environments. AACN: 3.1-3.6; 10.1; NLN 2; PH, SBP, PRO, PPLD	3. Create, implement, and evaluate professional educational and working environments that are accessible and engaging while promoting enhanced wellbeing of self, learners, and other stakeholders.
4. Facilitate the development of scholarly servant-leadership in nursing practice consistent with regulatory standards and professional nursing values. AACN: 4.1-4.3; NLN 4 & 7; SND, PRO, PPLD	4. Model and communicate to the public professional nursing values, scholarship, and leadership within legal, ethical, and professional standards, utilizing healthcare policy.

5. Exemplify an environment of collaborative just culture to develop nursing practice leaders to promote continuous quality improvement to meet healthcare needs. AACN: 5.1-5.3, 6.1-6.4, 10.3; NLN 3; PCC, Q&S, SBP, IHT, PPLD	5. Demonstrate effective leadership in collaboration with interprofessional healthcare and education teams to support quality, safe, accessible healthcare delivery, education, and civil workplace environments.
6. Examine leadership accountability in the promotion of secure and ethical use of data and technological advances for the management of educational and healthcare technology. AACN: 7.1-7.3, 8.1-8.5; NLN 5; IHT, SMP, Q&S, PRO, PPLD, PCC	6. Maximize and securely manage healthcare and educational technology applications in safe, quality nursing practice for healthcare delivery.
7. Develop servant leaders prepared to initiate, implement, and evaluate community service engagement to promote and support population health. AACN 9.1-9.6; NLN 8; PCC, PRO, PH, PPLD	7. Promote educational and leadership excellence in nursing practice and service to the community.

American Association of Colleges of Nursing (AACN) 2021 Essentials (See listing below for competencies within each domain) <https://www.aacnnursing.org/essentials>

Commission on Collegiate Nursing Education (CCNE) 2011 Essentials-CCNE officially adopted the AACN 2021 Essentials and Competencies, February 2024. The new essentials are reflected in the Accreditation requirements. <https://www.aacnnursing.org/Portals/0/PDFs/CCNE/CCNE-DCCs-Resource-Handout-Approved-Revisions.pdf>

National League for Nursing (NLN) Content Areas (2019):

- ✓ I-Facilitate Learning
- ✓ II-Facilitate Learner Development
- ✓ III-Use Assessment and Evaluation Strategies
- ✓ IV- Participate in Curriculum Design and Evaluation of Program Outcomes
- ✓ V- Function as a Change Agent and Leader
- ✓ VI-Pursue Continuous Quality Improvement
- ✓ VII-Engage in Scholarship
- ✓ VIII-Function within the Educational Environment

<https://www.nln.org/news/newsroomnln-position-documents/novice-nurse-educator-competencies-with-task-statements>

FUN ACT

As a nurse educator, you'll have the opportunity to shape the next generation of nurses, influence clinical practice, and contribute to the future of healthcare. Whether you teach in academic settings, lead professional development in hospitals, or mentor new nurses, this path offers a meaningful career with excellent job stability, competitive salary, and flexible work options—including full-time, part-time, or even contract teaching roles.

MSN EDUCATION DEGREE PLAN

Core Courses (14 credit hours)

- NURS 500 Professional Identity in Nursing
- NURS 505 Theory-based Frameworks in Nursing Practice
- NURS 510 Application of Evidence-based Practice
- NURS 515 Collaborative Wellness Connections**PI-15 hours*
- NURS 520 Effective Leadership and Influence

Education-focused Courses (24 credit hours)

- NURS 525 Integrated Methods for Teaching Health Assessment, Pathophysiology, and Pharmacology
- NURS 530 Teaching-Learning I **PI-15 hours*
- NURS 535 Teaching-Learning II **PI-15 hours*
- NURS 550 Clinical Specialty Focus I (45 Clinical hours)
- NURS 555 Clinical Specialty Focus II (90 Clinical hours)
- NURS 600 Curriculum Development and Management
- NURS 605 Evaluation and Continuous Quality Improvement Methods **PI-15 hours*
- NURS 610 Capstone

The Curriculum for the program consists of 13 courses totaling 38 credits. The initial course addresses orientation to SWAU and the role and responsibilities of graduate-level education. Students' progress through the program in a strategic sequence designed to optimize learning and integration of knowledge, skills, and professional values associated with nursing education and leadership. *Professional Immersion (PI) hours are embedded in the course.

Program Assumptions: The SWAU MSN in Nursing Education program ...

- Aligns with the AACN 2021 Essentials and CCNE Accreditation criteria and the NLN Nurse Educator Content Areas
- Focuses on an advanced level of nursing practice including a system-thinking approach that addresses the environment, stakeholders, cultural influences, and diversity.
- Engage learners in the practical application of evidence, theory, and best practices.

Students are prepared for and encouraged to take the **National League for Nursing (NLN) Certified Nurse Educator Novice (CNE®n) examination**, within 90 days of program completion. Successful certification results in acknowledgement of competence and likely readiness to serve in an educator role.



ACADEMIC POLICIES AND INFORMATION

Academic Success and Advising

At Southwestern Adventist University, graduate students benefit from a dedicated support team designed to foster both academic success and personal growth. The **Graduate Success Coach** plays a central role in helping students thrive by offering guidance on time management, motivation, and resource navigation. Acting as both an encourager and advocate, the coach connects students with tools and strategies to maintain balance, stay on track, and succeed throughout their graduate journey. Students are encouraged to connect with Coach Donna, the MSN Success Coach, early in their education journey and as needed to support learning success throughout the program.

(CoachDonna@swau.edu).

The **MSN Graduate Advisor** complements this support by providing specialized academic guidance. The advisor assists with course planning, program progression, and preparation for leadership roles in nursing education. Drawing from advanced professional expertise, the advisor offers mentorship that blends academic direction with career development. Together, the graduate coach and advisor create a holistic support system, ensuring students are well-equipped to achieve their goals both in the classroom and in their professional practice.



Student Representation on Committees

MSN students are encouraged to contribute to the nursing education experience. A Nursing Department (General Faculty) committee includes student representatives selected by each nursing cohort through the Student Nurses Association.

Student representatives are encouraged to contribute input. If topics involving confidentiality are discussed, the student may be asked to step out. Nursing Department committees are responsible for curriculum development, policy development, and departmental planning.

MSN students are encouraged to choose a representative to attend the Nursing Curriculum Committee that meets monthly. Attendance at this committee provides an opportunity to be engaged in relevant teaching-learning planning and development.

Professional Organization Membership

MSN students are encouraged to become active members in professional organizations, such as:

- Student Nurses Association (SNA) of Southwestern Adventist University
- American Nurses Association (ANA)
<https://www.nursingworld.org>
- American Association of Critical-Care Nurses (AACN)
info@aacn.org
- Emergency Nurses Association (ENA)
enau@ena.org
- Association of Nursing Professional Development (ANPD)
info@anpd.org
- Academy of Medical-Surgical Nurses (AMSN)
amsn.org
- National League for Nursing (NLN)
<https://www.nln.org>
- American Association of Colleges of Nursing (AACN)
<https://aacnnursing.org>

Professional Journals

Professional nursing journals are a means of continually updating one's knowledge. MSN students are encouraged to read and subscribe to a variety of peer-reviewed nursing journals. Regular use of the SWAU Library and available online resources will be useful in completing coursework.

Social Media Policy

Privacy, HIPAA, and FERPA regulations protect university students, faculty, and staff, as well as clinical facility staff and patients/visitors.

The following types of student-generated social media postings are prohibited:

- Pictures that include peers, SWAU faculty or staff, without consent.
- Confidential information.
- Sinister/derogatory remarks or pictures.
- Copyrighted or proprietary information.
- Any patient or clinically related information.

Electronic devices may not be used in any direct patient care area. No pictures may be taken at any clinical facility that includes patients, visitors, staff, or any other facility/patient-related information.

Failure to abide by this policy will result in disciplinary action, up to dismissal from the Nursing Program.

General Academic Requirements

Nursing Department Policies

The policies of the Nursing Department are in harmony with the policies of the University. Responsibility for meeting the requirements for graduation rests primarily with the student. The student is encouraged to carefully review and be familiar with the requirements for the nursing degree. See the [SWAU Catalog](#) for more information regarding specific university policies.

The student is encouraged to make note of all announcements and posted changes. SWAU email and Canvas should be checked daily for departmental and course communication.

SWAU Online Orientation completion is required for every student prior to starting courses.

MSN Graduation Requirements

See [SWAU Catalog](#) requirements.

1. Satisfactory completion of a minimum of 38 credit hours
 - Core & Education – Focused Courses
 - Completion of 240 Professional Immersion and Direct Care Hours
2. A minimum Major GPA of 3.0
3. Complete degree within six years of start date.

Attendance

Active participation in the program is vital for success. Students are required to attend all classes and clinicals, and skills experiences, as these sessions are an essential part of learning.

Notification of impending absence from class, clinical specialty hours, or professional immersion, is required. All missed clinical specialty hours and/or professional immersion hours must be made up.

MSN students who will be absent from clinical must follow the notification procedure as outlined by the instructor in the course syllabus. Any missed clinical/professional immersion with no notification will require completion of the “Accountability Plan for Students” (see end of MSN student handbook).

MSN Students who miss clinical due to not meeting compliance requirements will have an unexcused absence and will be removed from the clinical experience.

A missed clinical due to an unexcused absence will require coordination and need to make up missed clinical hours. The MSN student will be required to notify the course professor of the plan for the clinical makeup time and experience.

Promptness

Promptness to all class, skills, and clinical/immersion assignments is expected of all MSN students. In clinical facilities, a repeated tardy to clinical/professional immersion hours will require completion of the “Accountability Plan for Students”.

Continuation and Progression

All MSN students must read and abide by the rules set forth in the SWAU Department of Nursing MSN Student Handbook and sign all MSN Student Agreements. [SWAU Catalog](#)

1. MSN students **must maintain a cumulative nursing GPA of at least 3.0** in program courses to progress and graduate. No grade lower than 80% (B-) will be accepted. MSN students whose nursing GPA falls below 3.0 at any time during the program must raise their nursing GPA to 3.0 or better in the next semester to continue in the program. If the MSN GPA remains below 3.0 for a second semester, the MSN student will be required to repeat one or more nursing courses (including clinical), specified by the MSN Progression Committee to raise the nursing GPA to 3.0 or above. MSN students who repeat a nursing course to raise their MSN GPA must re-enroll in the course within one year. If the MSN GPA remains below 3.0 after the repeated nursing course(s), the student will be dismissed from the program.
2. MSN students are allowed only **one repeated nursing course** due to course failure (this policy does not include NURS 610 Nursing Capstone). The highest grade will be used in computing the grade point average.
3. MSN students are allowed only **one nursing course withdrawal**, which must be withdrawn by the withdrawal date (last day to withdraw from a class).
4. **MSN students who fail or withdraw from a required NURS course can only enroll** in the following nursing courses, to allow continuation: NURS 515 Collaborative Wellness Connections, NURS 525 Integrated Methods for Teaching Health Assessment, Pathophysiology, and Pharmacology, NURS 530 and 535; Teaching-Learning Courses, and NURS 520 Effective Leadership and Influence. Students may repeat the failed/withdrawn course **on a space available basis**.
5. All MSN courses are to be **completed within a six-year time frame**. Students must complete all nursing courses at Southwestern Adventist University. Exceptions to this policy will be evaluated on an individual basis. Credit by examination is not accepted.
6. MSN students are responsible for maintaining **an active, unencumbered registered nurse (RN) license** in the state(s) where they live or complete clinical experience requirements throughout the duration of the program. This includes meeting all licensure renewal, reporting, and continuing education requirements set forth by the appropriate **State Board of Nursing**.
7. After acceptance but before the first clinical, all students must submit to and pay for a background check and drug screen completed through the Nursing Department's compliance management company, Viewpoint. Proof of required immunizations, TB test, and CPR documentation must also be submitted to Viewpoint prior to clinicals and updated to remain current throughout the MSN Program.
8. The Department of Nursing reserves the right to require withdrawal of a nursing student from the program or a nursing course who fails to demonstrate competence or academic integrity and/or displays inappropriate, unprofessional, dishonest, or unsafe behavior. Additional criteria for continuation in the program are consistent with the standards of the Texas Board of Nursing.

Termination

The following situations or conditions will result in termination from the nursing program:

- Unsafe, unethical, or unprofessional nursing practice.
- Failure to abide by the SWAU Nursing Student Handbook.
- Unresolved issues with the drug screen and background checks.

Readmission

Nursing program readmission applications are considered by the Nursing Progression Committee. The candidate's application, previous nursing program performance, and evidence of potential for success in the program and profession will be reviewed. Readmission is not guaranteed.

A new background check and drug screen must be completed and approved before a student is readmitted to clinicals. MSN students who have been out of the program will return under the current University *Bulletin* [SWAU Catalog](#) at a point in the program specified by a MSN department committee.

Disability/Accommodation Services

Southwestern Adventist University complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, offering reasonable accommodations to qualified students with documented disabilities. In keeping with Southwestern Adventist University policy, any student with a disability who requires academic accommodations will need to call Disability Services at 817-202-6614 or email: cruzd@swau.edu, to arrange a confidential appointment with Dorie Cruz, the Coordinator of Disability Services during the first week of classes. To review the University's disability accommodations guidelines, visit <https://www.swau.edu/disability-services>

Graduation Plan

Candidates for graduate degrees must satisfactorily fulfill the schedule of courses outlined in the program.

All MSN students must apply for graduation upon completion of their Graduate Degree Plan in collaboration with their assigned Graduate Advisor. Submission of the completed degree plan and graduation application is a mandatory requirement for degree conferral.

Students who do not complete and submit these materials by the posted deadline will be ineligible to graduate in that term and will need to reapply for a future graduation date.

STUDENT'S RIGHTS AND APPEALS POLICIES

The Nursing Department abides by the student rights and appeals policy as outlined in the [SWAU Catalog](#).

An MSN student who feels that he/she has been treated unfairly or unjustly by a faculty member of the university regarding an academic process has the right to appeal according to approved procedures. Specific grounds for an appeal include one or more of the following occurrences:

- A computational/recording, or other technical error was made but has not been acknowledged by the instructor.
- The grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student.
- The assigned grade does not reflect the grading criteria in the course syllabus.
- Published department policies have not been followed.

Matters Not Grievable

University policies, regulations or procedures adopted by the University and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies, but this dialogue is advisory and not grievable.



Initial Appeals Procedure

To initiate the appeals procedure, the student must talk with the course instructor for explanation/review of the decision within three (3) University days of the occurrence (university days are defined as time during the fall, spring or summer semester that the academic program is in session from registration through final exams).

If the problem is not resolved within two (2) University days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor's department chair. Within two (2) University days, the student must submit the form with a written summary and talk to the instructor's department chair. The chair has two (2) University days to respond to the student. This completes STEP 1 on the Academic Appeals Review Form.

If the problem is not resolved, the student has two (2) University days from the receipt of the chair's decision to contact the Vice-President for Academic Administration, providing the written summary of the complaint and the Academic Appeals Review Form. Within two (2) University days, the Vice-President for Academic Administration will provide a written decision. This completes STEP 2 on the Academic Appeals Review Form.

Formal Appeals Procedure

If the problem is not resolved with the decision of the Vice-President for Academic Administration, the student may file a formal grievance. Formal grievance is a serious matter and should be done with careful consideration.

Within two (2) days of the Vice-President for Academic Administration's decision, the student must request in writing to the Vice-President for Academic Administration a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three (3) days of the request to hear the students' case and will issue a decision, which will constitute final action by the University. This completes STEP 3 on the Academic Appeals Review Form.

Withdrawal of Grievances



Graduate school will fly by faster than you think—and before you know it, you'll be walking across the stage with your **Master of Science in Nursing from SWAU!** With your advanced degree in nursing education, you'll be prepared to shape the future of healthcare—whether you're teaching in a classroom, mentoring new nurses in clinical settings, leading as a nurse educator, or contributing to curriculum or program development and evaluation.

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, shall constitute final action by the University.

ETHICS-RELATED POLICIES

SWAU MSN Honor Code

Southwestern Adventist University is dedicated to scholarship, leadership, and service grounded in honesty, fairness, trustworthiness, respect for others, accountability, and integrity. As a graduate nursing student, you commit to reflect upon and uphold these principles in all academic and professional endeavors.

Therefore, to uphold the SWAU Department of Nursing MSN Program Honor Code:

- I will conduct myself honorably in all academic, clinical, and professional endeavors.
- I will not lie, cheat, steal, plagiarize, or misrepresent my work.
- I will not copy, receive, use, or share work.
- I will not access textbook questions, or other unauthorized resources intended for faculty-only use.
- I will report any knowledge or witness of academic dishonesty or violation.
- I will respect patient confidentiality in all settings and uphold professional standards of nursing practice.

Students are expected to always follow the Honor Code. The Honor Code is to be signed/dated by the student and a copy retained in Canvas. Violations of the Honor Code will be considered an academic issue and will jeopardize advancement and graduation (see “Accountability Plan for Students”).

Artificial Intelligence

Generative Artificial Intelligence (AI) Guidelines

Southwestern Adventist University, as a Christian institution, values human creativity and critical thought. While AI tools may support learning, your work must ultimately reflect your own analysis, understanding, and voice.



Acceptable Uses of AI with disclosure required (specific courses will post allowable use guidelines within course documents e.g. syllabus):

- Brainstorming and idea generation (outlining, exploring concepts).
- Structuring and planning assignments or projects.
- Clarifying or studying concepts (must be verified against course readings, lectures, or faculty guidance).
- Editing drafts for grammar, clarity, and organization (student is still responsible for accuracy, APA, and content).

Prohibited Uses of AI:

- Submitting AI-generated text, images, tables, videos, or ideas as your own work.
- Using AI to search for or fabricate research articles or evidence.
- Copying/pasting AI-generated paragraphs into assignments.
- Using AI to generate references, citations, or bibliographies.

Disclosure Requirement:

If AI is used at any stage (brainstorming or editing), you must acknowledge it in a disclosure note at the end of your assignment (before references).

Example:

“I used ChatGPT to generate an outline (AIAS Level 2) and to suggest grammar edits (AIAS Level 3). I verified all content against course materials and ensured the ideas and wording in the final submission are my own.”

Failure to follow these guidelines will be treated as academic misconduct.

Plagiarism

When using outside sources in a paper [assignment], MSN students must cite the source plainly in the text of the paper and on a references page, using the style which their professor requests. Failure to cite sources properly may result in failure on the paper or in the class. MSN students must cite the source when quoting, when paraphrasing, or even when using an idea which is unique to that source. If the

MSN student fails to do so, he or she may be subject to failure in the class. Fabricating a quotation, a paraphrase, or any part of a bibliographic reference also constitutes academic dishonesty. MSN students may not turn in written work as their own which was produced wholly or partly by others. If the MSN student is to receive credit for the work, the student must have, in fact, done the work. MSN students may not turn in material taken from the Internet as their own work, whether the material was taken from a free website or a pay service. Repeated acts of plagiarism may result in expulsion from the University. *(Excerpt from SWAU Catalog)*

Violations of Academic Honesty

Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, unauthorized use of technology, and the abuse of resource materials. What constitutes an act of academic dishonesty may, in part, depend on the specific course expectations for academic integrity in the context of course objectives.

This includes, but is not limited to, the following:

- Copying, without instructor authorization, from another student's test paper, laboratory report, other report, computer files, data listings and/or programs.
- Using materials during a test that are not authorized by the person giving the test.
- Collaborating with another person without authorization during an assignment, preparing academic work, an examination, or quiz.
- Knowingly and without instructor authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of a required assignment, an exam, or quiz.
- Substituting for another student or permitting another person to substitute for oneself in preparing academic work, attending class, or taking an examination.

- Asking or bribing another person to obtain test questions or any information about a test.
- Using technological equipment such as calculators, computers, mobile phones, tablets, watches or other electronic aids in taking tests or preparing for academic work in ways not authorized by the instructor or the university.

See [SWAU Catalog](#) for further information.

MSN Students are encouraged to utilize a variety of resources and tools to support their learning and success, including the library, professional journals, Clinicals & Immersion Experiences, Networking, Advisors, and Coaches of the program. MSN students should consult with their academic advisor and course professors on a regular basis.

COURSE WORK GRADING

The following departmental grading scale is utilized in all nursing courses.

Theory Grading

Each MSN student will assume responsibility for being present for online classes and in-person clinical and immersion experiences while meeting deadlines for all course requirements as defined by the course syllabi. Assignments are due on or before the due date.

Grading Scale

A	93-100
A-	90-92
B+	87-89
B	84-86
B-	80-83
C+	78-79
C	75-77
C-	72-74
D+	68-71
D	64-67
D-	60-63
F	Below 60

*80% needed to pass

CLINICAL SPECIALTY (DIRECT CARE) & PROFESSIONAL IMMERSION HOURS

Clinical Experience Requirements

MSN students will be required to participate in professional immersion and direct care experiences. These hours are aligned with specific MSN courses throughout the program to enhance and engage in teaching-learning opportunities, encouraging advancement of practice. Required clinical documents including but not limited to: details of the immersion and direct care experiences, compliance and regulatory requirements, and the process for application and approval will be made easily accessible within the program learning management systems.

Clinical Grading

Criteria for successful achievement are based on course and clinical/immersion objectives and requirements identified in course syllabi and outcome evaluations.

Consistent unsatisfactory clinical performance will result in course failure, with grade of F, regardless of the MSN student's grade in the theory component of the course.

Each MSN student is expected to be prepared for clinical and immersion assignments according to the written clinical/immersion guidelines and objectives.

The MSN student will not be allowed to participate in the clinical/immersion experience if preparation is not adequate or if non-compliant with Viewpoint documentation requirements (see next pages).

Clinical/Immersion performance is graded. A final grade of "B" or better must be attained on all core competencies on the Clinical Evaluation Tool to pass the course. Written clinical assignments/work is graded according to the syllabus. An average of 80% must be achieved on clinical paperwork to pass the clinical portion of the course although the final course grade does not include points for clinical performance.

Professional Liability Insurance

MSN students are legally responsible for their own

actions and are expected to perform within the framework of their current educational program. Each MSN student is covered by the university liability (malpractice) insurance throughout the nursing program. The coverage is effective on the date of enrollment in a clinical nursing course. This coverage will only cover the MSN students during performance of university-related clinical activities.

Health Records

The following health records must be current, uploaded, and approved by **Viewpoint**, SWAU Nursing Department's clinical compliance system:

⇒ **IMMUNIZATION REQUIREMENTS** – Proof of immunization status is mandatory due to requirements from clinical sites:

- Tetanus/Diphtheria/Pertussis immunization or proof of immunity/positive titer.
- Two doses of Measles, Mumps, Rubella (MMR) immunization or proof of immunity/ positive titer.
- Two doses of Varicella (chicken pox) immunization or proof of immunity/positive titer.
- Hepatitis B immunization complete series or proof of immunity/positive titer.
- Annual flu vaccine before posted date.

⇒ **TUBERCULOSIS CLEARANCE** – Annual Negative TB Skin test (PPD) or QuantiFERON blood test or Chest X-ray.

⇒ **CPR REQUIREMENT** – CPR for the Healthcare Provider (American Heart Association - Basic Life Support).



⇒ **COVID19 VACCINATION REQUIREMENT** – Varies by clinical facility – see Clinical Coordinator or Department Chair for further information.



The **demand for nursing educators** is expected to grow significantly—due to nationwide nursing shortages, retirements of current faculty, and increased enrollment in nursing programs. That means your **MSN in Nursing Education from SWAU** doesn't just prepare you for a meaningful career—it positions you to fill a critical gap in healthcare by training the nurses of tomorrow!

Health Insurance

MSN Students are required to provide proof of year-round health insurance coverage while in the MSN program. This is standard Clinical Facility requirement.

Drug Testing and Background Screening

The Department of Nursing adheres to all policies of the facilities where students participate in clinical experiences. This includes required drug testing and background screening which must be completed through Viewpoint, the Nursing Department document management company. If any MSN student is out of the nursing program for one or more semesters, the drug screen and background check must be repeated.

Any MSN student having a positive drug screen will be required to withdraw from all clinical courses and

will be suspended from all clinical courses for a minimum of one calendar year. The MSN student must complete chemical dependency evaluation and treatment at the student's expense. The MSN student may be readmitted to clinical courses at the end of this suspension if proof of successful treatment for chemical abuse or dependency and a negative drug screen is provided to the Nursing Department Chair. The MSN student may continue in non-clinical nursing courses, subject to program progression requirements, while in a treatment program.

Professional Standards and Disciplinary Guidelines

MSN students at Southwestern Adventist University may be licensed in various states. As such, students are expected to comply with the **professional, ethical, and legal standards** set forth by the **Board of Nursing (BON) in the state(s) where they are licensed**, in addition to SWAU Nursing Program policies.

Consent to drug or alcohol testing is mandatory and refusal will result in **dismissal from the program**. Students who voluntarily seek counseling for substance use will be subject to the same guidelines as those who test positive, particularly regarding participation in nursing courses and clinical components.

Background checks and professional conduct standards follow those commonly required of hospital employees. Grounds for denial of admission or continuation in the program will align with the **applicable Nurse Practice Act** and BON disciplinary guidelines for the student's licensing state.

If a student is **convicted of a criminal offense, becomes subject to disciplinary action by a Board of Nursing, or develops a physical or emotional condition that may impair safe practice while enrolled**, the student must notify the **Program Director within three (3) business days** and seek guidance from their **State Board of Nursing and Legal Counsel, as appropriate**. Failure to report may result in disciplinary action or dismissal from the program.

Students with licensure or legal issues may be considered for **admission or continuation** in the program if their state BON issues a **Declaratory Order (DO)** or other formal statement verifying eligibility to practice or pursue advanced education. Students are responsible for understanding and complying with their respective state BON requirements.

Professional Appearance

MSN students represent SWAU and the standards of the nursing profession whenever they are completing program requirements. **Appropriate Professional attire customized to the clinical setting, must be worn to all clinicals and practicum immersion experiences, clinical orientations, and other clinically related activities.**

- Current SWAU picture ID badge and as appropriate, hospital picture ID badge. Please do not lose or damage the ID card to avoid additional fees and time loss to obtain a replacement.
- No visible jewelry except wedding bands. If the unit policy is nothing below the elbow, then the wedding band must also be removed.
- Nails trimmed no longer than fingertips.
- Tattoos must be covered.
- Clean, neat, and modest professional appearance reflecting SWAU Nursing standards.
- Shoes and shoelaces need to be clean and tied.
- Well-groomed appearance without strong, offensive odors and/or scents.
- Beards and facial hair are clean and neatly trimmed.
- Hair should be a naturally occurring color in humans.
- If make-up is worn, only light (natural looking) facial make-up is acceptable.

Clinical Guidelines for the MSN Student

MSN students are expected to be on time for all clinical specialty/professional immersions experiences. In case of illness or emergency,

students must contact the course instructor and preceptor at least one hour prior to the clinical start time. Late arrival/no show may be grounds for a failed clinical. A health care provider's note is required for a clinical absence.

Viewpoint is the Nursing Department's document management company. Students are expected to be current with all requirements throughout the nursing program (see Clinical Policies Prerequisites). Failure to maintain compliance will jeopardize participation in clinical experiences, and ultimately progression in the program.

Students are expected to have a readily accessible Viewpoint report showing all requirements are met, at every professional immersion and direct care experience. Failure to provide this documentation will result in an unexcused absence.

A student may be asked to consent to a drug screen test at his/her own expense.

Preparation for Direct Care and Professional Immersion experiences:

Students are to complete all preparatory work prior to each activity and come prepared for each clinical and professional immersion experience.

Use of medical records: Access to the patient's electronic medical record is always to be protected. Students must abide by facility-specific requirements related to use of patient records and charting.

Care: The patient and their environment should reflect quality care given by the student.

Electronic devices: Electronic devices may only be used for matters relating to clinical but must not be used in any patient care areas. No private personal communication time is allowed.

Accountability in Nursing

Accountability is a key concept in the profession of nursing. Accountability means taking responsibility for one's actions regardless of the consequences.

We are accountable to God, our values, our patients, and the nursing profession. MSN students are accountable for all requirements related to professional immersion and direct care experience including but not limited to planning, attendance, and completion of required documentation.

Accountability as an MSN student is reflected in academic achievement combined with a positive and caring attitude toward patients, colleagues, and faculty. Such a combination should lead to safe and quality nursing care.



Bloodborne Pathogens Exposure

Any exposure to bloodborne pathogens should be immediately reported to the preceptor and course professor. If exposed at a clinical facility, the facility's policy must be followed. If an exposure occurs on campus, the student should immediately consult the student health nurse or Nursing Department Chair for further instructions. Documentation will be completed by the student and preceptor/professor after the student receives appropriate care.

Transportation Policy

MSN students are expected to provide their own transportation to and from clinical experiences. Faculty do not provide transportation. Students are not to transport patients in their own vehicles under any circumstances. This policy protects students and the patient. Texas law requires proof of automobile

liability insurance, and if you are licensed in another state the same regulations apply.

Clinical Behavior

- Pleasant, considerate, respectful, and dignified behavior towards preceptors, patients, families, professionals, and co-workers is always expected. Good manners are the basis of professional conduct and courtesy. Students are expected to address professors, classmates, and others with respect.
- Follow the proper channel of communication when questions and problems arise (refer to Student/Faculty Communication).
- The MSN student nurse safeguards the individual's right to privacy by judiciously protecting information of a confidential nature, sharing only that information relevant to the patient's care only with individuals who need to know. There will be no discussion of a patient other than that needed for learning/professional purposes and even then, names are to be deleted. Any lapse in this regard will be considered a serious failure in ethical behavior. **Clinical paperwork (course work) must not include any patient personal identification.**
- Loud talking and laughing should be avoided in all learning facilities.
- Avoid giving advice beyond acquired education and responsibility.
- Professional boundaries must be honored in all nurse/patient relationships. Nursing student/patient interaction outside the clinical setting is unethical.
- **No use of any electronic technology is allowed in the clinical setting for any purpose other than what is required for patient care.**
- Personal cell phones are to be silenced and used only outside patient care areas. Personal calls must be made during the student break time and away from patient care areas.

Telephone Etiquette

- **At no time should students answer a facility telephone.** Phone calls should be answered by facility employees or personnel. Do not give any information involving a patient or the hospital over the phone; ***refer calls to facility employees/personnel.***
- Do not take phone or verbal orders from a physician or other healthcare provider.
- Hospital unit telephones are not to be used for personal calls.

Procedure When Unsafe Practice Is Observed

- The Preceptor will alert the student immediately of unsafe behavior that is jeopardizing patient safety and will facilitate removal of the student from the situation.
- The Preceptor will summon the student to an individual conference to discuss unsafe behavior. A “Near Miss/Clinical Error Report” process will be initiated.
- Unsafe practices may be reason for dismissal from program.

As you complete your journey through the Master of Science in Nursing Education program at Southwestern Adventist University, may you reflect on how far you have come—both personally and professionally. This program was designed not only to strengthen your knowledge and teaching skills, but to nurture the servant-leadership, compassion, and integrity that define the heart of nursing.

You now join the legacy of nurse educators who are shaping the future of healthcare through faith, scholarship, and service. Wherever your path leads, whether in the classroom, the clinical setting, or the community, carry forward the mission of SWAU: to enrich lives, share practical wisdom, and create life-changing influence for those you serve. Knowledge, Faith and Service in action.



Graduating with your **MSN from SWAU** opens the door to a world of opportunities! You could become a **nurse educator**, shape curriculum, or teach future nurses in academic or clinical settings. Prefer leadership? Step into roles like **clinical coordinator**, **staff development specialist**, or **nursing program director**. Love flexibility? You might even work remotely in **online education**, **consulting**, or **curriculum design**. With an MSN, your career path expands far beyond the bedside—you're now a leader, mentor, and change-maker in healthcare!

IN CONCLUSION: YOU CAN SUCCEED!



The Following pages contain required addendums, definitions, and official program forms that are part of this handbook and must be reviewed in full.

ADDENDUM

CHRISTIAN VALUES AND BEHAVIORS

That Reflect Professional Values Expected of SWAU MSN Students

Altruism

Concern for the welfare and wellbeing of others

- Participates with the multidisciplinary team and patient to provide safe and competent health care
- Participates in community service activities
- Participates in college life

Autonomy

The right to self-determination

- Offers information to patients to make informed choices
- Supports patient and family input in making health care decisions
- Respects “patients’ Bill of Rights”
- Listens and respects opinions of classmates in group discussions

Human Dignity

Respect for the inherent worth and uniqueness of individuals and populations

- Provides nursing care with sensitivity to lifestyle, culture, and values of patients
- Respects differences in patients and peers
- Demonstrates respect for self, patients, peers, teachers, and agency staff
- Honors privacy and confidentiality
- Assesses for and provides spiritual care appropriately

Integrity

Acting in accordance with an appropriate code of ethics and accepted standards of practice

- Honors professional code of ethics and accountability in their own behavior
- Accepts constructive criticism
- Demonstrates academic honesty, and cites sources appropriately in written reports
- Documents nursing care accurately and honestly
- Maintains professional boundaries in the nurse-patient relationship
- Demonstrates trustworthiness in interactions with patients, peers, and teachers
- Reports illegal and unethical behaviors in an objective manner
- Refrains from illegal or unethical substance use

Social Justice

Assuring equal treatment and access to health care

- Provides equitable nursing care to patients regardless of status
- Advocates for equal access to care
- Respects multiple perspectives and opinions
- Uses reflection and introspection to develop self-awareness of own biases and their possible implications

ADDENDUM

SWAU NURSING PROGRAM CONCEPTS WITH DEFINITIONS

Nursing - Nursing is a profession dedicated to guiding and empowering human beings to embrace the original plan of healthful living.

Nursing Education - Nursing education is a shared responsibility between teacher and learner, promoting and empowering changes in behavior, attitudes, and values. It is sequential, progressive, and cumulative, and guided by program goals and outcomes.

Health and Environment - Health is on a continuum ranging from optimal wellness to states of illness and is influenced by the environment. The environment includes physical, mental, sociocultural, and spiritual factors that interact in dynamic ways to influence health.

Society - Society consists of individuals, families, aggregates, and communities that comprise client systems who are the recipients of health care.

Clinical Judgment (CJ) - “. . . the process by which nurses make decisions based on nursing knowledge (evidence, theories, ways/patterns of knowing), other disciplinary knowledge, critical thinking, and clinical reasoning.” (Manetti, 2019 as cited in AACN, 2021, p. 12).

“Clinical judgment is defined as the observed outcome of critical thinking and decision-making. It is an iterative process that uses nursing knowledge to observe and assess presenting situations, identify a prioritized client concern, and generate the best possible evidence-based solutions in order to deliver safe client care.” (NCSBN, 2019)

Evidence-Based Practice (EBP) - “EBP is a problem-solving approach to the delivery of health care that integrates evidence from studies and patient care data with clinical expertise and patient preferences and values.” (Melnik, Fineout-Overhold, Stillwell, & Williamson, 2010 as cited in AACN, 2021, p. 13)

Informatics, Technology & Security (ITS) - “Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision-making, and support professionals as they expand knowledge and wisdom for practice. Informatics and technologies are used to manage and improve the delivery of safe, high-quality, and efficient health care services in accordance with best practice and professional and regulatory standards.” (AACN, 2021, p. 11)

Interprofessional Collaboration (IC) - “Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.” (AACN, 2021, p. 10)

Person-Centered Care (PCC) - “... focuses on the individual within multiple complicated contexts, including family and/or important others. PCC is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. PCC builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.” (AACN, 2021, p. 10)

Professionalism, Personal & Professional Leadership (PPL) - “Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.” (AACN, 2021, p. 11)

(Addendum Continued—Program Concepts with Definitions)

Population and Global Health (PGH) - Includes a focus on local, national, and international communities and populations and “...spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.” (AACN, 2021, p. 10)

Additionally, emphasis includes addressing vulnerable populations- “those at greater risk for poor health status and healthcare access, [who] experience significant disparities in life expectancy, access to and use of healthcare services, morbidity, and mortality.” (TxBON DEC, 2021, p. 76)

“The health and well-being of the global population and as such, is linked to public health; content is global health that promote competencies include travel and migration, determinants of health, environmental factors, cultural competency, communication, health care delivery, ethics, human rights, and collaboration and management skills.” (Clark et al., 2019 as cited in TxBON DEC, 2021, p. 75)

Safety and Quality (SQ) - “Employment of established and emerging principles of safety and improvement science. Quality and Safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.” (AACN, 2021, p. 10)

Service Excellence (SE) - “Caring in action that is fundamental to the achievement of optimal outcomes for the patient, nurse, and system. SE is a combination of compassionate caring and competent practice.” (TxBON DEC, 2021, p.76)

Whole Person Wellness (WPW) - Addresses all aspects of a person to promote well-being through positive wellness choices. This includes the six dimensions of wellness: Spiritual, Emotional, Intellectual, Social, Physical, and Occupational (National Wellness Institute, 2020). For additional descriptors and SWAU campus usage: <https://nationalwellness.org/resources/six-dimensions-of-wellness/>

AACN, (2008). *The Essentials of Baccalaureate Education for Professional Nursing Practice*.

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FORMS & AGREEMENTS

SWAU DEPARTMENT OF NURSING-MSN Program

Accountability Plan for Students

The Accountability Plan for Students (APS) is intended to help students identify, improve, and correct areas of concern and promote a high standard of professionalism. Please read and complete the requested information.

Level & Involvement	Action	Types of Incidents
Class I Instructor & Student	Completion of APS and: •Written warning •Recorded/filed by Nursing Progression Committee (NPC)	•Second tardy to Clinical/Professional Immersion •Failure to turn in clinical paperwork on time •Poor Performance in Clinical/Professional Immersion •Personal work during Clinical/Professional Immersion •Dress code violation •Cell phone use during Clinical/Professional Immersion •Sleeping during Clinical/Professional Immersion •Absence from clinical area without permission •Viewpoint Noncompliance •Displays inappropriate attitude or behavior (s)* •Repeatedly missed/rescheduled exams •Other
Class II Instructor, Student, & NPC (with VPAA notification)	Completion of APS and: •Appeal sent to NPC – action per committee decision •Probation for the semester •Probation may extend to the next semester •Potential Course failure	•Did not meet expectations of Class I Action Plan •Repeated Class I offense •Multiple Category 1 offenses •Cheating •Missed Clinical/Clinical/Professional Immersion •Unprofessional behavior* •Other
Class III Instructor, Student, NPC, SWAU Admin. & 2 faculty from other dept.	Completion of APS and potential: •Course failure •Program Level failure (failure to progress) •Conditional Dismissal •Dismissal	•Did not meet expectations of Class II Action Plan •Repeated Class II offense •HIPAA/Social media violation •Unsafe patient care** •Substance Use*** •Other

These examples provided are not exhaustive.

See MSN Student Handbook and Syllabi for more information on SWAU Professional Standards.

* See SWAU Nursing Student Handbook for Professional Standards and Values. NOTE: Any breach in professional behavior, by word or action may result in unsafe care.

**Process will require completion of the Clinical Error/Near Miss form.

***Process will involve referral to TPAPN.

Please fill in the requested information on Accountability Plan for Students- Page 2

SWAU DEPARTMENT OF NURSING-MSN Program

Accountability Plan for Students — Continued

The Accountability Plan for Students (APS) is intended to help students identify, improve, and correct areas of concern and to promote a high standard of professionalism. The SMART Goal format is utilized to guide the development of identified actions and timeline for addressing and resolving the issue of concern. The outcome of the APS process may range from written warning to dismissal.

Complete each item below.

Student Name		Class 1		Type of incident:
Student ID#		Class 2		
Course Name		Class 3		

SMART Goals are **Specific; Measurable; Attainable; Relevant; and Time-oriented.**

Date of Incident		Incident Location	
	Detailed Description of Incident		Action Plan: Timeline & SMART Goal (s)
Student			
Faculty			

Signature denotes acknowledgement of content. _____

____/____/202____

Student Signature

Date

____/____/202____

Instructor Name

Instructor Signature

Date

Student Next Steps:	Additional Comments:
Implement Action Plan	
Follow up Appointment by: / /202	
With:	

This form will be retained in the student file.

SWAU DEPARTMENT OF NURSING-MSN Program

Clinical Experiences Assumption of Risk

Clinical specialty focus (practical immersion, clinical rotations or observations) is a required component in the MSN Program at Southwestern Adventist University. These experiences allow students to practice skills and techniques learned in didactic courses as well as develop clinical and educational judgment that is important for health care providers and future nursing education leaders. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students interact with patients and clients. Students may have the opportunity to be placed in an alternate clinical setting. However, other site options are not always available, and changes may delay completion of the MSN student's degree.

MSN sites for student clinical specialty focus and immersion are required to take reasonable and appropriate measures to protect MSN students' health and safety in the clinical setting. Before participating in clinical specialty experiences MSN students will receive training related to potential hazards and prevention techniques. Appropriate policies and procedures relating to MSN student safety and prevention of exposure to disease are usually outlined in agency clinical education policies. Documented review of policies and/or paperwork may be required, depending on the facility the MSN student attends to complete clinical experience hours. Students will have access to appropriate PPE during their clinical experiences. MSN Students have the responsibility to report any potential exposures to the supervisor at their site as well as their clinical instructor.

However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes

- or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment.

These risks can lead to serious complications, trauma, bodily injury or death.

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks.

See below for signature page

*This form will be used for students to sign in recognition and agreement of the **Honor Code, Generative Artificial Intelligence (AI) Policy, Nursing Student Agreement, and Clinical Assumption of Risk.** Forms must be signed and uploaded to the MSN Student Hub prior to the end of the first week of school.*

SWAU MSN Program – Agreements and Honor Code

SWAU MSN Honor Code (page 15)

Southwestern Adventist University is dedicated to scholarship, leadership, and service grounded in honesty, fairness, trustworthiness, respect for others, accountability, and integrity. As a graduate nursing student, you commit to reflect upon and uphold these principles in all academic and professional endeavors.

Therefore, to uphold the SWAU Department of Nursing MSN Program Honor Code:

- I will conduct myself honorably in all academic, clinical, and professional endeavors.
- I will not lie, cheat, steal, plagiarize, or misrepresent my work.
- I will not copy, receive, use, or share works of study.
- I will not access textbook questions, or other unauthorized resources intended for faculty-only use.
- I will report any knowledge or witness of academic dishonesty or violation.
- I will respect patient confidentiality in all settings and uphold professional standards of nursing practice.

Generative Artificial Intelligence (AI) Guidelines (page 15)

Southwestern Adventist University, as a Christian institution, values human creativity and critical thought. While AI tools may support learning, your work must ultimately reflect your own analysis, understanding, and voice.

Acceptable and Prohibited Uses of AI, including need for required disclosure is detailed in the Handbook Ethics section.

I acknowledge that failure to follow AI use guidelines as outlined above and specified within specific courses will be treated as academic misconduct.

Clinical Assumption of Risk (see details in Addendum in the Handbook)

I understand that participation in clinical education may involve exposure to risk, and I assume responsibility for my own safety and conduct while upholding professional nursing standards.

Nursing Student Agreement

I agree to abide by all policies, expectations, and professional standards outlined in the MSN Student Handbook and program guidelines. I make a commitment to always uphold the SWAU MSN Department of Nursing Honor Code.

Student Name (Print): _____ Student Signature: _____

Student ID: _____ Date: _____

To be made into a fillable form and posted on the MSN Student Hub for students to complete in their first course.

SWAU Department of Nursing | 114 W. Hillcrest Street, Keene, TX 76059 | 817.202.6658

MAIL: 100 W. Hillcrest Street, Keene, TX 76059