

EMPORIA STATE UNIVERSITY

NURSING



MSN Student Handbook *2026-2027*

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PROGRAM INFORMATION

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Accreditation

The MSN program at Emporia State University, located in Emporia, KS, is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000 <https://www.acenursing.org/>

View the public information disclosed by the ACEN regarding this program at this [link](#).

Mission, Vision, and Values

ESU Mission

“Preparing students for lifelong learning, rewarding careers, and adaptive leadership” (<https://www.emporia.edu/foundation-giving/about-foundation/strategic-plan/>).

ESU Vision

“Changing lives for the common good” (<https://www.emporia.edu/foundation-giving/about-foundation/strategic-plan/>).

ESU Values

“The university has four core values: excellence, respect, responsibility, and service” (<https://www.emporia.edu/foundation-giving/about-foundation/strategic-plan/>).

- With excellence, the university values intellectual challenges, problem-solving, and creative and critical thinking.
- With respect, the university values integrity, collaboration, diversity, freedom of thought, freedom of inquiry, and freedom of expression.
- With responsibility, the university values accountability and stewardship of the institution, the environment, human resources, and personal well-being.
- With service, the university values engagement in leadership and community that positively impacts our global society.

MSN Program Mission Statement

Emporia State University’s Master of Science in Nursing program aims to offer quality graduate-level nursing education that prepares graduates as adaptive leaders with the intellectual foundation (knowledge, skills, and attitudes) for career advancement as a nurse manager and leader or nurse educator.

MSN Program Philosophical Statements

The Mission of Emporia State University and the Mission of the Nursing Program provide the foundation of the MSN program.

The nursing faculty demonstrate an ongoing commitment to teaching and learning by enrolling qualified students, retaining qualified students, and graduating qualified students from a quality graduate-level nursing program. The nursing faculty understands that education and learning are continuous, evolving, lifelong processes consisting of diverse learning experiences.

Nursing is a profession that utilizes specialized knowledge, skills, and attitudes to contribute to the needs of society. Nursing values respect for human dignity, caring, and belief in the pursuit of social justice.

The MSN curriculum is rigorous and designed to accommodate adult learners. The curriculum prepares graduates to be adaptive leaders with the intellectual foundation (knowledge, skills, and attitudes) required of professional nurses beyond baccalaureate nursing practice. It also prepares students to engage in interprofessional practice within a

culturally and ethnically diverse global society. Through scholarly inquiry, collaborative experiences, and leadership formation, the graduate is prepared for career advancement as a nurse manager and leader or nurse educator.

The MSN program is guided by contemporary practices, consistent with the advanced nursing practice role-specific professional standards for the Nurse Manager and Leader and Nurse Educator.

Program Competencies and Outcomes

Role-Specific Professional Competencies for the Nurse Manager and Leader

The American Organization for Nursing Leadership (AONL) Nurse Leader competencies, built on five core domains, serve as the role-specific professional competencies for the nurse manager and leader concentration. The role-specific professional competencies are as follows:

1. Business Skills and Principles
2. Communication and Relationship Building
3. Knowledge of the Health Care Environment
4. Professionalism and,
5. Leadership

<https://www.aonl.org/resources/nurse-leader-competencies>

Role-Specific Professional Competencies for the Nurse Educator

The National League for Nursing (NLN) Academic Nurse Educator (NE) competencies, built on eight major content areas, serve as the nurse educator's role-specific professional competencies. The role-specific professional competencies for the Nurse Educator concentration are as follows:

1. Facilitate Learning
2. Facilitate Learner Development and Socialization
3. Use Assessment and Evaluation Strategies
4. Participate in Curriculum Design and Evaluation of Program Outcomes
5. Function as a Change Agent and Leader
6. Pursue Continuous Quality Improvement in the Nurse Educator Role
7. Engage in Scholarship
8. Function within the Educational Environment

<https://www.nln.org/education/nursing-education-competencies/core-competencies-for-academic-nurse-educators>

The curriculum aligns with role-specific professional standards and requires students to utilize evidence-based knowledge from nursing and other sciences to achieve the End-of-Program Student Learning Outcomes (EPSLOs).

End-of-Program Student Learning Outcomes (EPSLOs)

1. Analyze evidence for translation into practice.
2. Examine contemporary issues in the nursing profession.

3. Apply advanced professional nursing values and professional standards.
4. Integrate the professional knowledge, skills, and attitudes acquired into evidence-based practice.

MSN Program Outcomes

The program outcomes for the MSN Program demonstrate student achievement of the end-of-program student learning outcomes (EPSLOs).

1. At least 75% of all students who begin the program in their entry block will complete the program within six academic semesters, which is 100% of the usual timeframe for the MSN program.
2. At least 90% of the MSN graduates are functioning in their area of graduate education (nurse educator or nurse manager/leader) within 12 months of receiving their MSN degree.
3. At least 90% of the MSN graduates, as indicated on the ESU MSN Nursing Graduate Exit Survey, report being satisfied or highly satisfied with the preparation they received from the MSN Program.

Program Structure

MSN Program Administration and Governance

The following table outlines the roles and responsibilities that guide the MSN Program's leadership and governance.

Role/Group	Responsibilities	Key Members/Representation
Nursing Assistant Dean	• Administers and implements all university and MSN program policies related to nursing education. • Ensures alignment with the mission, vision, and standards of Emporia State University and the Nursing Program. • Has authority and responsibility for the development, leadership, and administration of the MSN Program. • Serves on the School of Applied Health Science's leadership committee, contributing to strategic planning and school-wide decision-making.	Nursing Assistant Dean
Graduate Council Committee	• Assists the Graduate School Dean with review and coordination of all graduate programs, the	MSN Nursing Faculty

	formulation of academic policies governing graduate education, and the administration of the Graduate School.	
MSN Faculty Organization	• Develops and reviews policies and procedures specific to the MSN Program. • Ensure academic standards are met, student needs are addressed, and compliance with accreditation and regulatory requirements is maintained. • Includes input from communities of interest, such as students, faculty, and external stakeholders, to guide decision-making and ensure program quality and continuous improvement.	Nursing Assistant Dean MSN Nursing Faculty Student Representative

MSN Curriculum Overview

The [EPSLOs](#) are used to organize the curriculum, guide the delivery of instruction, and direct learning activities.

The MSN curriculum consists of five core courses, six courses for the chosen concentration (nurse manager and leader or nurse educator), and culminates in a practicum experience. The core and concentration courses provide a foundation for students to apply the role-specific professional competencies relevant to their concentration. All students must identify their concentration during the admissions process and complete all required courses, totaling 33 credit hours. The curriculum is:

Nurse Manager and Leader Concentration Degree Requirements

Core Courses
NU 800: Theories for Nursing Practice (3 credit hours)
NU 801: Population Health and Policies (3 credit hours)
NU 802: Nursing Ethics and Law (3 credit hours)
NU 803: Information Literacy for the Professional Nurse (3 credit hours)
NU 804: Evidence-based Practice for the Professional Nurse (3 credit hours)
Concentration Courses
NU 805: Financial & Resource Management for Nurse Managers and Leaders (3 credit hours)

NU 806: Strategic Management for Nurse Managers and Leaders (3 credit hours)
NU 807: Performance Improvement for Nurse Manager and Leaders (3 credit hours)
NU 808: Human Resources Management for Nurse Managers and Leaders (3 credit hours)
NU 819: Nurse Manager and Leader Application of Knowledge I (3 credit hours)
NU 820: Nurse Manager and Leader Application of Knowledge II (2 credit hours)
NU 809: Nurse Manager and Leader Practicum (1 credit hour)

Nurse Educator Concentration Degree Requirements

Core Courses
NU 800: Theories for Nursing Practice (3 credit hours)
NU 801: Population Health and Policies (3 credit hours)
NU 802: Nursing Ethics and Law (3 credit hours)
NU 803: Information Literacy for the Professional Nurse (3 credit hours)
NU 804: Evidence-based Practice for the Professional Nurse (3 credit hours)
Concentration Courses
NU 810: Curriculum and Program Planning Nursing Education (3 credit hours)
NU 811: Assessment and Evaluation Strategies in Nursing Education (3 credit hours)
NU 813: Teaching and Learning Strategies in Nursing Education (3 credit hours)
NU 816: Teaching with Technology in Nursing Education (3 credit hours)
NU 817: Nurse Educator Application of Knowledge I (3 credit hours)

NU 818: Nurse Educator Application of Knowledge II (2 credit hours)
NU 814: Nurse Educator Practicum (1 credit hour)

Practicum Requirements

Practicum Information

Students in the MSN Program must complete a practicum relevant to their area of concentration. Practicum sites may extend across Kansas and other states, depending upon the student's location. A variety of settings may be utilized, such as hospitals, colleges, and universities, but must be approved by the MSN Program.

- NU 809 – Nurse Manager and Leadership Practicum is the final course for the MSN Nurse Manager and Leader (NML) concentration. This course is a precepted practicum course in which students apply the knowledge, skills, and attitudes acquired in previous coursework. Students participate by working with approved preceptors in clinical, management, or leadership settings. The course requires 60 contact hours
- NU 814 – Nurse Educator Practicum is the final course for the MSN Nurse Educator (NE) concentration. This course is a precepted practicum course in which students apply knowledge, skills, and attitudes acquired in previous coursework. Students participate by working with approved preceptors within nurse education settings. The course requires 60 contact hours.

MSN students are required to comply with the agency's privacy standards. All students must maintain practicum clearance through the ESU MSN Nursing Program.

Practicum preceptors for either course must:

- Hold an MSN or higher (i.e., Ph.D., DNP) degree
- Work in nurse manager and/or leader positions in a healthcare setting, or in nurse educator positions in a healthcare setting, or in nursing education settings
- Agree to voluntarily provide support and guidance for MSN students completing their internships.

The days and times for on-site practicum experiences are to be agreed upon by students and the preceptors involved.

Hornet ID Card

Students will be required to obtain a Hornet ID Card to wear during their practicum experience. These can be obtained by visiting <https://www.emporia.edu/student-life/mem-union-rec-center/memorial-union/hornet-id-card/>.

Practicum Preparation and Placement

When MSN students have completed 12-15 credit hours in the program, they will receive an email notification prompting them to begin the practicum initiation process. This email will include detailed instructions for accessing the form.

Step 1: Student Completes the Practicum Initiation Form

Students must complete the form by providing the following information:

- Preferred practicum site, including the agency's name, address, and primary contact information.
- Preferred preceptor, if identified, including the preceptor's name, credentials, and contact information.
- Upload of preceptor documentation, including a copy of the current nursing license and curriculum vitae (CV) or resume.

Important note: It is the student's responsibility to identify a potential preceptor and preferred site for their practicum. Program faculty will assist students with the process by providing guidance, resources, and support if difficulties arise.

Failure to submit the form in a timely manner may result in delays in securing a practicum site, which could impact program progression and graduation timelines.

Step 2: Verification of Affiliation Agreement

Once the form is submitted, the MSN program will:

- Verify whether a current affiliation agreement is in place between the requested agency and the university.
- If an agreement exists, the student will receive instructions and a list of required health and onboarding documentation, which may include:
 - Immunizations and TB testing
 - Additional background check
 - [Urine drug screening](#)
 - CPR/BLS certification
 - Agency-specific orientation or training modules

Students are responsible for submitting all documentation by the stated deadlines through the designated document management system.

Step 3: Establishing an Agreement (if needed)

If there is no current affiliation agreement, the MSN Program will begin establishing one.

- Students should understand that placement at their preferred site is not guaranteed.
- If the agency declines to enter into an agreement, the student and faculty will collaborate to identify alternative sites that meet program requirements.

If Students Cannot Identify a Preceptor or Site

If a student is unable to locate a preceptor or practicum site, they must notify program faculty immediately.

- Faculty will provide resources and guidance to help the student explore potential sites and preceptors.
- While faculty will actively assist with the process, the student retains primary responsibility for securing a preceptor.
- Delays in identifying a preceptor may impact the timeline for starting the practicum, and ultimately, program completion.

Final Approval for Practicum Placement and Start

Final approval to begin the practicum will only be given after all program and agency requirements have been met, including:

- A valid affiliation agreement between the agency and the university is in place.
- All required health and onboarding documentation has been verified and approved.
- The preceptor's credentials have been reviewed and approved by the program.
- The preceptor has completed orientation to their role and responsibilities.

See [Appendix A](#) for a list of potential health requirements and immunizations that facilities may require.

Admission Requirements

University Graduate School Requirements

Students seeking the Master of Science in Nursing (MSN) degree will have:

1. A Bachelor of Science in Nursing (BSN) degree from a regionally accredited institution and from a national nursing accrediting organization (e.g., ACEN or CCNE, or CNEA).
2. Hold a current unencumbered registered nurse (RN) license in the state of Kansas or a nurse licensure compact.
3. Adequate preparation in the proposed area of specialization (to be determined by dean or designee for nursing)
4. A cumulative or last 60 semester hours of study grade point average of not less than 2.5 on a completed bachelor's degree, or an overall grade point average of no less than 3.0 for a completed master's degree. If a completed master's degree transcript is submitted for admission, the student MUST also submit an official copy of their bachelor's degree transcript.

MSN Nursing Requirements

To be allowed for course enrollment in the MSN program, the student must first be admitted to the ESU Graduate School. The student must then complete the following requirements:

A satisfactory background check, in that it:

- a) Verifies the student's Social Security number
- b) Does not reveal any criminal activity
- c) Confirms the student is not on either the GSA or OIG exclusion lists
- d) Confirms the student is not on a state exclusion list
- e) Confirms the student is not listed as a violent sexual offender
- f) Confirms the student is not on the U.S. Treasury Department's Office of Foreign Assets Control list of Specially Designation Nationals
- g) No other aspect of the background check reveals information of concern

The graduate program advisors will provide detailed instructions on obtaining and submitting the required documentation once the student has been accepted into the graduate school and nursing program.

Students with a criminal history or arrest for which action is still pending will be evaluated on an individual basis, with no guarantee of admission or continuation in the MSN Program. Any student who does not consent to required disclosure or background checks, or who does not meet the program's requirements or continues to meet them, will not be allowed to be admitted to or continue in the MSN Program. The MSN Program reserves the right to request repeat background and/or criminal history checks at the student's expense, if deemed necessary by the Assistant Dean.

Drug and Alcohol Testing

Emporia State University Nursing requires students to complete clinical, laboratory, simulation, and practicum experiences that involve patient care, access to controlled substances, use of medical equipment, and other safety-sensitive responsibilities. The purpose of this policy is to promote patient, student, employee, and public safety; establish requirements for drug and alcohol screening and testing; satisfy lawful clinical-agency requirements; and provide fair procedures for evaluating results and determining clinical eligibility.

Successful completion of required clinical experiences is an essential requirement of the nursing curriculum. Students must remain eligible to participate safely in required clinical experiences throughout the nursing program.

ESU Nursing prohibits students from participating in clinical, laboratory, simulation, or practicum activities while impaired by alcohol, illegal drugs, prescription medications, over-the-counter medications, or any other substance.

This policy will be administered consistently with applicable federal and state law, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Family Educational Rights and Privacy Act, and the Kansas Nurse Practice Act.

Definitions for purposes of this policy:

“Clinical agency” means a hospital, medical facility, community health organization, educational institution, governmental entity, private organization, or other location at which an ESU Nursing student completes a required clinical, practicum, field, or experiential-learning assignment.

“Clinical experience” includes direct or indirect patient care, clinical observation, nursing laboratory activities, simulation activities, practicum assignments, and other educational activities involving safety-sensitive responsibilities.

“Current illegal use of drugs” means the use of one or more drugs when the possession, distribution, or use of the drug is unlawful under federal law and the use occurred recently enough to support a reasonable conclusion that the use is current or constitutes an ongoing concern.

The term does not include the use of a medication taken under the supervision of a licensed health care professional or another use authorized by federal law.

“Designated Nursing Administrator” means the Nursing Assistant Dean, Nursing Director, or another administrator designated by the Dean of the School of Applied Health Sciences to administer this policy.

“Impairment” means a diminished physical, cognitive, behavioral, or professional ability that may materially interfere with the safe and effective performance of essential academic

or clinical functions. Impairment may result from alcohol, illegal drugs, prescription or over-the-counter medications, fatigue, illness, or another condition.

“Medical Review Officer” or “MRO” means a licensed physician or other qualified health professional responsible for reviewing laboratory results, considering legitimate medical explanations, and reporting a verified result or clinical-clearance determination.

“Nonnegative result” means an initial test result that is positive, dilute, invalid, adulterated, substituted, or otherwise requires confirmation, recollection, or professional review. A nonnegative result is not, by itself, a verified positive result or a policy violation.

“Reasonable suspicion” means a belief based on specific, contemporaneous, articulable, and objective facts that a student may have used a prohibited substance, may be impaired, may have diverted a controlled substance, or may otherwise have violated this policy.

“Reportable incident” means a clinical, laboratory, simulation, or practicum-related event involving:

1. Death or serious bodily injury;
2. An injury requiring professional medical evaluation or treatment;
3. A significant medication, treatment, or patient-care error;
4. Significant property or equipment damage;
5. A motor vehicle accident occurring during an assigned clinical activity; or
6. Another event presenting a substantial risk of harm.

An incident is subject to post-incident testing only when there is a reasonable possibility that substance use or impairment contributed to the incident.

“Refusal to test” includes:

1. Failing to report for testing within the required time without an approved reason;
2. Leaving the testing location before the collection process is completed;
3. Failing to cooperate with lawful collection procedures;
4. Failing to provide an adequate specimen without a documented medical explanation;
5. Tampering or attempting to tamper with a specimen;
6. Providing an adulterated or substituted specimen; or
7. Otherwise obstructing the testing or medical-review process.

A documented inability to provide a particular type of specimen because of a medical condition will not be treated as a refusal when the student cooperates with an approved alternative collection method.

Initial Screening as a Condition of Admission

Because required clinical experiences are an essential component of the nursing curriculum, each student entering a prelicensure nursing program must complete a

University-approved drug screening as a condition of final admission to and enrollment in the nursing program.

A student who receives conditional admission must:

1. Complete the screening through a University-approved vendor by the deadline established by ESU Nursing;
2. Authorize the vendor and MRO to provide ESU Nursing with the student's clinical-clearance status;
3. Comply with applicable specimen-collection and identity-verification procedures; and
4. Receive clearance before beginning the nursing program, unless the Designated Nursing Administrator approves a temporary extension based on circumstances outside the student's control.

Failure to complete the required screening or obtain clinical clearance may result in deferral or withdrawal of conditional admission because the student is not eligible to begin required clinical components of the program.

ESU Nursing will not require an applicant to disclose prior substance-use treatment, counseling, rehabilitation, recovery participation, or resolved drug-test results as part of the initial screening process.

Additional Testing

After admission, a student may be required to complete additional drug or alcohol testing under the following circumstances:

1. A clinical agency requires periodic, random, or placement-specific testing as a condition of participation;
2. ESU Nursing has reasonable suspicion that the student may be impaired or may have violated this policy;
3. The student is involved in a reportable incident, and there is a reasonable possibility that substance use or impairment contributed to the incident;
4. Testing is required as part of an individualized return-to-clinical or monitoring plan; or
5. Testing is otherwise required by law or an applicable University policy.

Testing will be limited to the substances and methods reasonably related to the reason for the test or required by the applicable clinical agency.

Reasonable Suspicion Determinations

Reasonable suspicion must be based on objective observations or credible information. Relevant facts may include:

1. Observable changes in speech, coordination, alertness, attention, judgment, mood, or behavior;
2. Inability to perform assigned clinical or academic functions safely;
3. Odor of alcohol, cannabis, or another substance;
4. Possession, apparent use, or apparent distribution of a prohibited substance;
5. Evidence of medication diversion;
6. A significant and unexplained pattern of clinical errors;
7. Credible information that is corroborated by observable facts;
8. Evidence of specimen tampering; or
9. Other objective facts reasonably indicating current substance use or impairment.

Whenever practicable, reasonable-suspicion observations should be made or confirmed by two trained individuals. The absence of a second observer will not prevent testing when delay would create an unreasonable safety risk or could compromise the reliability of the test.

The faculty member, preceptor, or clinical-agency representative observing the conduct must promptly document the relevant facts. The documentation should be completed before testing when practicable, but no later than 24 hours after the student is removed from the activity.

The decision to order reasonable-suspicion testing will be made by the Designated Nursing Administrator or another administrator authorized by ESU Nursing. When immediate consultation is not reasonably available, a faculty member may temporarily remove a student from a clinical or safety-sensitive activity and direct the student to remain available pending further instructions.

Post-Incident Testing

Testing following a reportable incident will not be automatic. The Designated Nursing Administrator must determine that:

1. The student's acts or omissions caused or may have contributed to the incident; and
2. There is a reasonable possibility that substance use or impairment contributed to the student's conduct.

Testing will not be required when the available facts establish that the student's conduct and possible impairment could not reasonably have contributed to the incident.

Testing should occur as soon as reasonably practicable after the incident. A delay caused by emergency medical care, transportation, agency procedures, or other circumstances outside the student's control will not be treated as a refusal.

Immediate Safety Measures

When a student is reasonably suspected of impairment or has been involved in an incident potentially related to impairment, ESU Nursing or the clinical agency may immediately:

1. Remove the student from patient care or other safety-sensitive duties;
2. Direct the student to cease handling medications, equipment, or vehicles;
3. Arrange for drug or alcohol testing;
4. Require a medical evaluation when necessary to address an immediate health or safety concern;
5. Notify appropriate University or clinical-agency personnel; and
6. Arrange safe transportation.

A student suspected of impairment will not be permitted to drive from the clinical or instructional site. The student may be required to arrange transportation with a responsible adult or use another safe transportation option. Emergency medical services or law enforcement may be contacted when warranted by the circumstances.

Temporary removal is a precautionary safety measure. It is not, by itself, a final determination that the student violated this policy.

Student Responsibilities

Students subject to this policy must:

1. Refrain from participating in clinical or other safety-sensitive activities while impaired;
2. Comply with applicable University and clinical-agency drug and alcohol requirements;
3. Complete required testing within the time directed;
4. Cooperate with collection, confirmation, and medical-review procedures;
5. Promptly report current restrictions affecting clinical eligibility as required by this policy;
6. Promptly report good-faith concerns regarding another student's apparent impairment, medication diversion, substance possession, or other conduct presenting a material safety risk; and
7. Comply with any lawful and appropriately tailored return-to-clinical plan.

Students are not expected to diagnose another student or determine whether a policy violation occurred. Reports should describe observed conduct or other objective information and should be made to a nursing faculty member, the Designated Nursing Administrator, or another appropriate University official.

Medication and Functional-Limitation Disclosure

A student is not required to routinely disclose the name of every prescription or over-the-counter medication taken by the student.

A student must not participate in clinical or other safety-sensitive activities when the student knows or reasonably should know that a medication, substance, or health condition materially impairs the student's ability to participate safely.

A student who has reason to believe that a medication or health condition may materially affect safe clinical participation must promptly report the resulting functional limitation to the Student Accessibility and Support Services office through the process designated by ESU Nursing. The student ordinarily should not be required to disclose a diagnosis or medication name directly to nursing faculty.

Medical information necessary to evaluate a test result should be provided to the MRO or another qualified health professional. Nursing faculty should ordinarily receive only:

1. Whether the student is cleared or not cleared for clinical participation;
2. Whether additional evaluation is required;
3. Any relevant functional restrictions; and
4. The anticipated duration of a restriction, when known.

The lawful use of a prescribed medication is not, by itself, a violation of this policy. ESU Nursing may separately evaluate whether the medication or an underlying condition results in a current functional limitation that affects safe clinical participation.

Prior Treatment, Counseling, Testing, and Recovery

A student is not required to disclose prior participation in substance-use counseling, treatment, rehabilitation, recovery services, or a monitoring program solely because the student participated in those services.

A student is not required to disclose a prior positive drug or alcohol test that has been fully resolved and does not currently affect clinical eligibility or the student's ability to participate safely.

After conditional admission, a student must promptly disclose to the Designated Nursing Administrator any current and unresolved:

1. Restriction, suspension, exclusion, or limitation imposed by a clinical agency that may affect the student's eligibility for a required placement;
2. Monitoring, testing, return-to-participation, or similar requirement imposed by a professional licensing or certification authority, nursing or health-professions education program, or clinical agency that may affect clinical eligibility; or

3. Functional limitation that the student reasonably believes may prevent safe participation in an essential clinical activity.

A student may make the required disclosure without providing the underlying diagnosis or complete treatment history. ESU Nursing may request documentation reasonably necessary to determine the effect of the restriction or limitation on clinical participation.

Prior treatment, participation in recovery, a resolved positive test, or lawful use of prescribed medication will not, by itself, disqualify a student from admission, enrollment, or clinical participation.

Testing Vendor, Panel, and Collection Procedures

Testing must be conducted by a University-approved laboratory or vendor using professionally accepted collection, identity-verification, chain-of-custody, testing, and confidentiality procedures.

ESU Nursing will establish the applicable testing panel in consultation with its testing vendor and clinical partners. The panel may include cannabis, cocaine, amphetamines, opioids, phencyclidine, sedatives, and other substances commonly included in health-care clinical screening or required by a clinical agency.

The current testing panel, collection method, deadlines, and anticipated costs will be communicated to students before testing. ESU Nursing may modify the panel when necessary to address clinical-agency requirements, changes in professional standards, or identified safety concerns.

Alcohol testing may be conducted through breath, saliva, or another professionally accepted methodology. A blood test may be used only when performed by qualified medical personnel and authorized by law or justified by the student's medical condition or the circumstances of the incident.

Directly observed specimen collection will not be used routinely. It may be required when there is documented evidence of tampering, substitution, or another circumstance that reasonably calls the integrity of the collection process into question. Any observed collection must be conducted professionally and with appropriate respect for the student's privacy.

Confirmation and Medical Review

An initial nonnegative screening result will not be treated as a verified positive result or policy violation.

Before ESU Nursing takes final adverse action based on a test result:

1. A preliminary positive result must be confirmed using a scientifically accepted confirmatory methodology;
2. The chain of custody must be reviewed;
3. The result must be reviewed by an MRO or other qualified health professional;

4. The student must be given a reasonable opportunity to provide information concerning a lawful prescription or other legitimate medical explanation; and
5. The result must be reported to ESU Nursing as verified positive, negative, cancelled, invalid, or otherwise requiring further action.

When a nonnegative result is explained by the lawful use of medication, the MRO should not disclose the medication or underlying diagnosis to ESU Nursing. The MRO may report that the test does not establish illegal drug use and, when appropriate, that a separate functional or safety assessment may be necessary.

An invalid, dilute, or cancelled result may require recollection. It will not be treated as a violation unless the evidence supports a finding that the student intentionally interfered with the testing process.

Notice and Retesting

A student whose specimen produces a confirmed nonnegative result will be informed of:

1. The verified result or clearance determination;
2. The opportunity to provide a legitimate medical explanation to the MRO;
3. Any available procedure for testing a split specimen or retesting the original specimen;
4. The deadline for requesting retesting;
5. The student's temporary clinical status; and
6. The process for submitting information and requesting review.

A student may request testing of a split specimen or other available independent confirmation within three business days after notice of the verified result, unless the vendor requires a shorter period that was disclosed before testing.

When a split specimen is unavailable, the University will provide another reasonable method of review when scientifically and practically feasible.

Searches and Inspections

This policy does not constitute advance consent to search a student's person, vehicle, electronic device, residence, bag, clothing, or other property.

Nursing faculty are not authorized by this policy to conduct physical searches of students or their property. When possession, diversion, or concealment of alcohol, drugs, or related evidence is suspected, faculty should contact University Police and Safety, clinical-agency security, or another person authorized to act under applicable law and policy.

Nothing in this section limits:

1. A lawful search conducted by University Police and Safety or another law-enforcement agency;
2. A lawful search or inspection conducted by authorized clinical-agency personnel under an applicable agency policy;
3. The University's authority over University-owned property; or

4. A student's voluntary production of an item or information.

Confidentiality and Records

Drug and alcohol testing records, medical explanations, fitness evaluations, and related records will be maintained confidentially and separately from routine academic records to the extent reasonably practicable.

Access will be limited to University officials who have a legitimate educational need to know the information.

Nursing faculty ordinarily will receive only the information necessary to administer the student's clinical participation, including:

1. Whether the student is cleared for participation;
2. Whether the student is temporarily restricted;
3. Any necessary functional limitations;
4. Any testing or monitoring requirement directly affecting participation; and
5. The duration of any restriction, when known.

ESU Nursing ordinarily will provide a clinical agency with a clearance certification rather than the student's complete laboratory report, prescription information, diagnosis, or treatment history.

Personally identifiable testing or medical information may be disclosed to a clinical agency only:

1. With the student's signed and dated written authorization that identifies the records, purpose, and recipient or class of recipients;
2. Under a valid FERPA exception; or
3. As otherwise authorized or required by law.

Disclosure will be limited to information reasonably necessary for the identified purpose.

Clinical-Agency Requirements and Placements

Students must satisfy lawful and nondiscriminatory clinical-agency requirements necessary for participation in an assigned placement.

When a clinical agency imposes a requirement that may implicate disability, lawful medication, treatment, or recovery status, ESU Nursing will consult with appropriate University offices and evaluate the requirement before taking final action against a student.

When a student is unable to participate at an assigned agency, ESU Nursing may consider an alternative placement if one is reasonably available, educationally appropriate, and consistent with accreditation and program requirements.

ESU Nursing does not guarantee an alternative clinical placement and is not required to:

1. Waive an essential academic or clinical requirement;
2. Create a new placement;

3. Displace another student;
4. Require a clinical agency to accept a student;
5. Alter the nature of the nursing curriculum; or
6. Make a modification that would create a direct threat or fundamentally alter the program.

A student who cannot satisfy the essential clinical requirements of the program may be unable to progress or complete the nursing program.

Temporary Removal and Evaluation

A student may be temporarily removed from clinical or other safety-sensitive activities pending evaluation when:

1. The student has a verified positive result;
2. The student refuses testing;
3. There is reasonable suspicion of current impairment;
4. A clinical agency removes or suspends the student;
5. The student is subject to a current restriction that may affect clinical eligibility; or
6. Objective information indicates that continued participation may create a material safety risk.

The Designated Nursing Administrator will determine whether the student may continue attending nonclinical coursework during the evaluation.

Temporary removal should continue only as long as reasonably necessary to complete the testing, medical review, fitness assessment, or administrative review.

Determinations and Potential Outcomes

After reviewing the available information, ESU Nursing may determine that:

1. No policy violation occurred and the student is cleared to return;
2. Additional information or evaluation is required;
3. A temporary leave or clinical restriction is appropriate;
4. The student may return subject to an individualized monitoring or return-to-clinical plan;
5. The student is currently unable to meet an essential clinical requirement;
6. The student engaged in current illegal drug use;
7. The student participated while impaired;
8. The student refused testing or intentionally interfered with testing;
9. The student failed to disclose a current and material restriction required to be disclosed under this policy; or
10. The matter should be referred for action under the Nursing Student Conduct Policies, Student Code of Conduct, academic progression policies, or another applicable University policy.

Depending on the nature, severity, and circumstances of the matter, outcomes may include:

1. Clearance without restriction;
2. Educational intervention;
3. A written warning;
4. A fitness-for-clinical-participation evaluation;
5. Temporary clinical restriction;
6. A personal leave of absence;
7. A return-to-clinical or monitoring agreement;
8. Removal from a particular clinical placement;
9. Delay in progression;
10. Withdrawal from the nursing program;
11. Dismissal under applicable academic or conduct procedures; or
12. Other action reasonably necessary to protect safety and enforce essential program requirements.

No student will be permanently barred from reapplying solely because the student previously received treatment, participated in recovery, or declined treatment through a particular provider.

Reapplication or return may be conditioned on objective evidence that the student can presently meet essential academic and clinical requirements safely.

Treatment, Counseling, and Support

When substance use, impairment, or another health concern may be involved, ESU Nursing may offer or recommend referral to:

1. The ESU Alcohol and Drug Abuse Prevention Program;
2. ESU Counseling Services;
3. ESU Student Health Services;
4. The University office responsible for student accessibility;
5. A licensed health care professional; or
6. An appropriate community treatment or support provider.

A student will not be required to use a particular treatment provider or disclose psychotherapy notes or complete treatment records.

Declining a particular referral will not, by itself, constitute misconduct. A student must nevertheless demonstrate the ability to satisfy essential clinical-safety requirements before returning to affected activities.

An individualized return-to-clinical plan may require appropriate professional evaluation, verification of present fitness, follow-up testing, monitoring, or other conditions reasonably related to patient and student safety.

Disability, Accommodation, and Individualized Assessment

ESU Nursing will not discriminate against a qualified student on the basis of disability, prior substance-use disorder, participation in treatment or recovery, or lawful use of prescribed medication.

Students may request reasonable accommodations through the University's Student Accessibility and Support Services office. Students are encouraged to make requests sufficiently in advance to permit appropriate review.

When ESU Nursing believes a student may present a direct threat to the health or safety of others, the determination will be based on an individualized assessment using reasonable judgment, current medical knowledge, or the best available objective evidence. The assessment will consider:

1. The nature, duration, and severity of the risk;
2. The probability that potential harm will occur;
3. The essential academic and clinical functions involved; and
4. Whether a reasonable modification would sufficiently reduce the risk.

ESU Nursing is not required to waive an essential clinical requirement, accept a material patient-safety risk, or fundamentally alter the nursing program.

Notice and Opportunity to Respond

Before final adverse action is taken based on an alleged violation of this policy, the student will receive:

1. Written notice of the result, conduct, or restriction at issue;
2. A summary of the information supporting the proposed action;
3. Notice of the potential consequences;
4. A reasonable opportunity to provide a written or oral response;
5. An opportunity to submit relevant medical or other supporting documentation through an appropriate confidential process; and
6. A written decision explaining the outcome.

The University may maintain a temporary clinical restriction while the review is pending when necessary to protect safety or preserve clinical-agency eligibility.

Review and Appeal

A student may request review of a final decision denying final admission, restricting progression, requiring withdrawal, or dismissing the student under this policy.

The request must be submitted in writing to the Dean of the School of Applied Health Sciences or the Dean's designee within five business days after the student receives the decision.

The request must identify:

1. The decision being challenged;

2. The grounds for review;
3. Any alleged procedural error;
4. Any relevant information that was not reasonably available during the initial review; and
5. The requested outcome.

The reviewing official must not have served as the primary decision-maker in the matter. The reviewing official may affirm, reverse, or modify the decision or return the matter for additional review.

The reviewing official's written decision will constitute the final decision under this policy, subject to any further review available under an applicable University grievance, academic appeal, or student-conduct policy.

Filing an appeal does not automatically stay a temporary clinical restriction.

Costs

The student is responsible for the cost of:

1. The routine initial screening required for admission;
2. Periodic, random, or placement-specific testing required by a clinical agency;
3. A student-requested split-specimen test or independent retest, subject to reimbursement if the retest overturns the original verified result; and
4. Treatment or evaluation obtained from a provider selected by the student, subject to available insurance or University resources.

The University will ordinarily be responsible for the cost of:

1. Testing ordered solely by ESU Nursing based on reasonable suspicion;
2. Testing ordered solely by ESU Nursing following a reportable incident; and
3. An independent fitness evaluation required by the University and performed by a provider selected by the University.

The University may allocate costs differently when required by a clinical-agency agreement, another University policy, or the circumstances of an individual matter.

Students will receive notice of routine screening costs before testing.

Kansas Nurse Practice Act and Licensure

Before admission, students will receive information concerning conduct that may result in denial, limitation, suspension, or revocation of a nursing license under the Kansas Nurse Practice Act, including current substance abuse that prevents safe nursing practice.

The Kansas State Board of Nursing, not ESU Nursing, determines eligibility for nursing licensure.

Admission to or completion of the ESU Nursing program does not guarantee eligibility for licensure or authorization to take a licensing examination.

Students who have questions about how prior or current conduct may affect licensure should contact the Kansas State Board of Nursing or consult independent legal counsel. ESU Nursing cannot provide a binding determination regarding licensure eligibility.

Good-Faith Reporting and Retaliation

Retaliation against a person who makes a good-faith report, participates in a review, provides information, or requests an accommodation under this policy is prohibited.

A report is made in good faith when the person honestly believes the reported information may be true, even if the concern is ultimately not substantiated.

Knowingly false, malicious, or intentionally misleading reports may be addressed under applicable student or employee conduct policies.

Relationship to Other Policies

Students remain subject to:

1. The ESU Student Code of Conduct;
2. The ESU alcohol and other drug policies;
3. Nursing Student Conduct and academic progression policies;
4. Clinical-agency rules;
5. University nondiscrimination and disability-accommodation policies;
6. University privacy and records policies; and
7. Other applicable University policies.

When conduct may violate more than one policy, the University may coordinate the applicable review processes. Clinical eligibility decisions may be made separately from disciplinary decisions because the standards and purposes of those decisions may differ.

If another applicable University procedure provides greater notice, review, or appeal rights, the University will provide those rights.

Alcohol & Drug Abuse Prevention (ADAP) Program

The ADAP (Alcohol & Drug Abuse Prevention) program offers resources, education, and consultations to students regarding alcohol and other drug use and misuse. ADAP promotes healthy lifestyle choices that support academic success and enhance the campus learning environment. Visit their website at: <http://www.emporia.edu/student-wellness/counseling-services/adap>.

Nursing Licensure

Each student must maintain a current, unencumbered license to practice professional nursing in the United States of America. ESU and the MSN Program do not assume responsibility for any cost associated with maintaining licensure to practice professional

nursing. If students do not maintain licensure, they are to notify the [MSN Program Advisor](#) immediately. Lapse of licensure may result in the inability to progress in the MSN Program.

Student Services and Support

All students are entitled to all student services provided by Emporia State University.

The [Graduate School website](#) provides information regarding many student and academic resources available to graduate students (<https://www.emporia.edu/graduate-school/graduate-student-resources/student-academic-resources/>).

Graduate Financial Awards

Refer to the Emporia State University Graduate School [Graduate Policy Handbook](#) for information related to graduate awards.

Student Accommodations

The MSN Program adheres to Emporia State University's policy of [Student Accommodations](#). Students who feel they may need academic accommodations or access to accommodations should contact Student Accessibility and Support Services (SASS). The SASS office is located in SE Morse Hall 250, or phone 620-341-5222/Email SASS@emporia.edu. The SASS office website URL is <http://www.emporia.edu/sass>.

Academic Advising

Students will work with a Graduate academic advisor as well as MSN program faculty. Academic advising at Emporia State University is a collaborative relationship between student and academic advisor with the primary purpose of assisting the student in developing and implementing the student's degree plan. The degree plan is customized to each student's path through the MSN program based on the catalog year they belong to and this plan contains the prescribed list of courses the student will complete to earn a graduate nursing degree. This document will be kept in the student's academic files that the advisor monitors but it is also the student's responsibility to keep a copy and monitor their own progress. In compliance with the ESU graduate handbook, MSN degree-seeking students **"must** submit an approved degree plan signed by their advisor, department chair, and approved by the Dean of the Graduate School and Distance Education to the Graduate School **after completion of 15 credit hours," which is taken care of by your academic advisor.** (Emporia State University, Graduate School, Graduate Policy Handbook; <https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies/>).

Faculty Mentoring

Upon admission to the MSN program, each student will be assigned a faculty mentor. Faculty mentors serve as academic and professional resources throughout the program and are typically aligned with the student's chosen concentration (Nurse Educator or Nurse Manager and Leader). The mentor provides guidance on academic planning, professional development, and practicum preparation, and supports the student's progression toward successful completion of MSN program competencies. Students are encouraged to

maintain regular communication with their assigned mentor to foster a collaborative and supportive learning experience.

Communication

The Emporia State University email (emporia.edu) serves as the official communication method between students and faculty. Students are highly encouraged to use their ESU email account for all program-related communication. While Canvas messaging is available as a tool within courses, it is not considered an official form of communication between students and faculty unless explicitly stated otherwise by the course instructor. Faculty may provide specific communication guidelines within the course syllabus, and students are expected to follow those instructions.

Texting, social media platforms, or other informal methods of communication are not secure and therefore will not be used for official communication in the MSN Program. In rare cases where alternative communication methods are permitted, such as text messaging, the faculty member must explicitly approve this approach and include it in the course syllabus. Failure to follow established communication protocols may result in missed information or delays in addressing student needs. Students are responsible for regularly checking their ESU email account and ensuring timely responses to faculty and program-related messages.

Notification of Change in MSN Program Policy

Students will be notified by email and/or Canvas announcement of any Nursing policy change affecting MSN students at least two weeks prior to implementation. Policies that must be implemented within two weeks to meet MSN program compliance are communicated to students as soon as the requirement is known and approved by the Assistant Dean.

Student Grievance or Complaints

Students who wish to initiate a complaint or grievance are to follow the University Policy 5.03 University Student Complaints (<https://www.emporia.edu/university-policy-manual/table-of-contents/student-and-student-life/university-student-complaints/>).

Academic and Professional Policies

Grades

The Nursing Program follows the Grades policy found in the Graduate School Handbook.

Student Role versus Employee Role (Kansas NPA 60-17-108)

ESU Nursing nametags that would identify a student with Emporia State University Nursing must not be worn during employment in a health care agency or during activities not associated with being an ESU nursing student.

Confidentiality Statements and Requirements of Affiliating Agencies

Students must comply with the confidentiality requirements of federal legislation (e.g., HIPAA, FERPA), the practicum agency, and Emporia State University. Failure to comply with confidentiality requirements may result in failure in the course and/or removal from the MSN program.

Student Evaluation of Teaching

In accordance with Kansas Board of Regents and [Emporia State University policies](#), all faculty teaching must be evaluated by students each semester. These evaluations are conducted using the Individual Development and Education Assessment (IDEA) system to ensure fairness and minimize bias.

Students will complete evaluations electronically, providing valuable feedback on the effectiveness of teaching and course outcomes.

The Nursing Program faculty follows the Faculty Organization guidelines to determine the courses in which the faculty members are evaluated. As such, not all faculty members may be evaluated in every course taught and by every student taking the course. If a student does not have the opportunity to evaluate the teaching performance of a course faculty member through IDEA or an instrument approved by the Nursing Program, the student may schedule an appointment with the Assistant Dean to share any comments regarding the faculty instruction in a course.

Student Representative

Each student admitted to and actively enrolled in an MSN course is a member of the MSN program cohort. One student from the MSN program cohort is selected by the Assistant Dean to serve as the student representative on the MSN Nursing Program committee. The student representative is the liaison between the MSN students and the MSN Faculty Organization. The student representative has full input at all MSN Nursing Program graduate committee meetings, including voting privileges.

Telephone Number and Address

All students must maintain telephone access with Emporia State University and the Nursing Program. Each student is responsible for keeping the University and the program office advised of the current phone number and address where the student can be reached. If a student has no phone, they must provide a contact number where they can be reached.

Student Conduct Policies

In addition to adhering to ESU's student conduct policies, all ESU Nursing students must adhere to the nursing program's specific conduct policies. These policies apply to all courses and practicum-related settings, including on the grounds of ESU and NRH, such as Cora Miller Hall, as well as any location associated with program-related activities or learning experiences. This includes virtual and online environments, where professional behavior, respectful communication, and academic integrity are expected at all times.

Student Conduct Expectations

Each ESU Nursing student is expected to:

- Demonstrate the 6 Cs of caring for self and others (Roach, 2002). The 6 Cs of caring include competence in nursing practice, conscience with ethical standards, confidence in abilities, commitment to professional nursing, compassion for others, and comportment in behavior.
- Demonstrate respect for human dignity and the uniqueness of self and others, unrestricted by personal attributes or social, economic, spiritual, or health status.
- Assume responsibility and accountability for individual judgments and actions.
- Exercise informed judgment based on the level of education and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities for self, and delegating activities, including nursing activities, to others.
- Protect the right to privacy for self and others.
- Interact with others in a respectful, professional manner.
- Demonstrate respect, courtesy, honesty, trust, dependability, and kindness when interacting with self and others.
- Act to safeguard individuals and groups when health care and safety are affected by the incompetent, unethical, or illegal practice of any person(s) or organization(s).
- Participate in the profession's efforts to educate individuals and groups about health matters.
- Collaborate with members of the health professionals and other citizens in promoting efforts to meet the health needs of individuals and groups.
- Demonstrate professional behavior and promote a positive image of professional nursing and the role of the professional nurse.

Unacceptable Conduct

An act, a pattern of practice, or any other behavior that demonstrates unethical conduct, incapacity, or incompetence to practice as a nursing student is considered unacceptable.

Unacceptable conduct includes, but is not limited to:

- performing acts beyond the authorized scope of the level of nursing practice.
- assuming responsibilities without adequate preparation.
- failing to take appropriate action or to follow policies and procedures.
- knowingly recording, falsifying, or altering a patient's or agency record.
- Using physical, emotional, or verbal abuse.

- violating policies, procedures, or regulations pertaining to confidentiality, ethical/legal principles, academic dishonesty, or conflict of interest.
- gaining access to confidential information about friends, family members, or any individual not associated with a course-related assignment.
- demonstrating mental or physical incompetence or emotional instability.
- violating program or affiliating agency policies and procedures or professional standards; and
- presenting oneself as a student nurse and providing nursing services when services are not associated with program courses or activities.

Academic Dishonesty

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating, plagiarism, or any other academically unethical activity as defined in the course syllabus by the faculty member and based on standards of the academic discipline. To access the policy in its entirety, refer to the Policy Manual at [Academic Affairs Academic Dishonesty Policy](#).

Artificial Intelligence (AI) Usage

Students are to follow Emporia State University's [AI Usage](#) policy. Faculty reserve the right to analyze submitted academic work to detect AI use.

Academic Appeals

The MSN Program follows the [University Policy statement](#), which outlines the requirements and criteria for appeals that affect a student's academic record.

Graduation Requirements

Graduation requirements are outlined in the

- [Graduate School Policy Handbook \(https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies/\)](https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies/),
- [University Catalog \(https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/enrollment-registration-courses/course-catalog/\)](https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/enrollment-registration-courses/course-catalog/), and
- University Policy 4.61 (<https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/graduation-requirements-graduate/>).

Appendix A

Practicum Participation Requirements

To participate in a practicum, students must meet all health, legal, and professional requirements established by Emporia State University, the MSN Program, and the practicum site. Students are responsible for maintaining compliance, submitting required documentation, and covering all related costs. Failure to comply may prevent participation in practicum, hinder program progression, or result in withdrawal from the MSN Program.

Once an affiliation agreement is approved, students must upload the required health documentation to the document management system. Practicum sites may also require additional items, such as training modules or signed forms.

Common requirements may include:

- Health screening
- Tuberculosis (TB) screening
- Tetanus Toxoid, Diphtheria, and Pertussis (Tdap)
- Measles, Mumps, and Rubella (MMR)
- Hepatitis B
- Varicella (Chicken Pox)
- Influenza vaccine
- Covid vaccine
- Professional liability insurance
- Health insurance
- Additional background check or urine drug screen
- CPR certification

The student must keep these records up to date throughout the practicum.