

School of Nursing RN to MSN Policy Manual

Table of Contents

1. School of Nursing Faculty	3
2. School of Nursing Philosophy	5
3. School of Nursing Organizational Framework	7
4. School of Nursing: Graduate Education Beliefs.....	9
5. School of Nursing Program Outcomes	11
6. General Information.....	12
7. Admission Requirements RN to MSN.....	12
8. Advisement	12
9. Communication	12
a. Registration	13
b. Course Sequence Plan	13
c. Thesis or Scholarly Project Advisor	13
d. Clinical Courses.....	13
e. Name Tags	13
f. Student ID Cards	13
g. Parking Permits.....	14
h. Writing Center	14
i. Financial Support.....	14
j. Full-Time and Part-time Status.....	14
k. Grade Reporting.....	14
l. Safety	14
10. Requirements for the BSN & MSN Degree	16
11. Requirements for Clinical/Practicum Courses.....	16
12. Fulfillment of Research Requirement.....	16
a. Thesis Option.....	16
b. Scholarly Project Option.....	17
c. Nursing Science: Research Application.....	17
13. Sustaining Status.....	18
14. Change of Program Concentration	19
15. Change from RN to MSN To RN to BSN Program	19

16. Progression in the Program	19
17. Transfer of Credit	19
a. University of Delaware CEND credits	19
b. Another Institution.....	20
18. Petition for Variance.....	20
19. Waiver Policy	20
20. Graduate Student Grievance Procedure.....	21
21. Academic Honesty.....	21
22. Leave of Absence.....	21
23. Continuous Registration	21
24. Application for Advanced Degree.....	21
25. Graduation	22
26. Resignation from the University.....	22
27. Safety Training Outline	23
28. Department of Occupational Health and Safety Post-Exposure Evaluation and Follow-Up Procedure	27
29. Distance Learning Information	28
30. Web Sites of Interest.....	31

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Information subject to change

School of Nursing

Philosophy

The School of Nursing derives the general principles of its philosophy from the philosophy and functions of the University of Delaware. The faculty of the School of Nursing is responsible for implementing the nursing education component of the three University functions of teaching, research, and service.

The faculty views human beings as biopsychosociocultural systems that have all the properties of open systems. Human beings possess universal needs which influence their capacity for intellectual, emotional, social, and humanistic accomplishments. As they interact with the environment, human beings make choices and decisions that influence need satisfaction.

A society is an organization of individuals and groups that, through interactions, form communities of various sizes and descriptions. Societies are dynamic in nature and culturally diverse. Societies assure that the needs of their members are met. Individuals, families, and communities develop social roles, identities, and values through opportunities provided by the society in which they live.

Because humans are integrated beings, health embodies biological, psychological, and sociocultural dimensions. Health is a state of being that fluctuates between varying degrees of wellness and illness. When human needs are altered, varying levels of equilibrium within health may result. If self-regulatory processes fail to maintain or restore wellness, individuals may become functionally inadequate and unable to develop or survive.

Nursing, as a profession, is an essential component of the healthcare delivery system. Nursing is based on a rapidly expanding body of scientific knowledge and skills that promotes the achievement, maintenance, or enhancement of dynamic equilibrium across the lifespan. Through the nursing process and nursing research, nurses use the scientific method to advance knowledge and practice in the discipline.

The faculty of the School of Nursing believes that a major goal of education is to develop socially responsible individuals who can think critically, logically, and creatively. The educational system promotes the intellectual, emotional, and social growth of each individual. The goal of the educational process in nursing is students' internalization of values and beliefs consistent with the roles of professional nurses. An environment conducive to effective learning is one in which learners and teachers share mutual goals, mutual effort, and mutual respect for individual and cultural differences. Educational outcomes of the teaching/learning process are best achieved when learners are active participants and teachers are role models and facilitators.

Baccalaureate education in nursing prepares learners with diverse educational backgrounds for the first level of professional nursing, the generalist level. Through systematic and sequential experiences, baccalaureate students learn to use critical thinking and make independent judgments, to integrate nursing theory and nursing practice, and to provide comprehensive nursing care to individuals and families in a variety of settings. As professional nurses, baccalaureate graduates evaluate current practices, define ways of improving the quality of professional nursing practice, and use research findings in describing, evaluating, and improving practice. As generalists, professional nurses deliver direct nursing care and are prepared to assume leadership responsibilities in guiding and directing others in the provision of nursing care. In addition, professional nurses collaborate with colleagues and other health professionals in health care delivery. In an ever changing society, baccalaureate nurses participate in defining the emerging roles of professional practice.

Graduate education in nursing builds on theories and practices acquired at the baccalaureate level and provides the basis for doctoral study in nursing. Graduate education socializes learners to advanced nursing roles. Nurses in advanced roles influence the quality of nursing practice and the direction of health care delivery. As nursing specialists, administrators, and/or nurse practitioners, they function independently and interdependently with peers and members of other health care disciplines in direct and indirect care of individuals, families, and community groups. In addition, these nurses are capable of generating scholarly activity and of defining, developing, and adapting to present and emerging advanced roles in nursing. They serve as leaders in professional, civic, and/or community organizations and may be actively involved in political/legislative arenas.

In addition to providing opportunities for formal, degree-granting programs, the faculty of the School of Nursing is committed to providing ongoing education for nurses in conjunction with the University Division of Continuing Education. The faculty believes that life-long learning is a means for achieving a satisfying and productive life and is of paramount importance in the delivery of safe, effective, and efficient health care.

Approved by Faculty of the College of Nursing
9/13/94
Revised: JS:sg 9/97

Organizational Framework

The curricula of the School of Nursing are based on the College philosophy and organizational framework. The framework was developed by the faculty as a tool which provides a method of organizing learning experiences to promote an understanding of clients and their interaction with their environment.

Further, this organizational framework represents the faculty's beliefs about nursing and provides a frame of reference for situations which lend themselves to theory testing. The ultimate goal of the organizational framework is to assist the student to implement professional nursing practice.

The organizational framework of both undergraduate and graduate curricula is built on four major concepts: clients, environment, health, and nursing. These are interactive and open systems.

A system is an organized unit with a set of components that mutually react. The system acts as a whole. Systems may be open or closed. Open systems must interact through the exchange of information, energy, and material to maintain a state of dynamic equilibrium. The client (individual, family, and community) openly interacts with the environment. The nurse promotes client health and environmental interaction by providing energy and feedback to the system.

Concepts and Subconcepts

Clients are individuals, families, groups, communities, and populations with biopsychosociocultural dimensions. Client systems are interdependent yet have definable structures, relationships, and boundaries.

Biopsychosociocultural dimensions refer to clients biological, psychological, and sociocultural components of health across the lifespan.

Environment is the setting in which nursing occurs and the dynamic surroundings of the client, including the physical, psychological, social, ecological, and cultural contexts.

Health is a state of being that fluctuates between varying degrees of wellness and illness. Health embodies the subconcepts of promotion, prevention, restoration, and maintenance.

Health Promotion: Is the process of assisting clients to enhance well-being through behaviors that promote health and maximize potential.

Disease Prevention: Is the process of protecting clients from disease, illness, and injury. The specific levels are classified as: primary, secondary, and tertiary. Primary prevention involves stopping the development or occurrence of disease, illness, or injury. Secondary prevention focuses on the early detection and treatment of disease or illness. Tertiary prevention involves rehabilitation to limit excess disability, complications, and/or death.

Health Restoration: The process of assisting clients to return to an optimal state of health.

Health Maintenance: The process of preserving an optimal level of health.

Nursing is a profession that promotes health with clients. Nursing includes the following roles: caregiver, critical thinker/problem solver, researcher, advocate, teacher, collaborator, and leader.

Caregiver: In this role, the bachelor's prepared nurse provides safe, competent, culturally sensitive care.

The master's prepared caregiver is an expert clinician who provides, guides, directs and evaluates the nursing care delivered to the individual, family and community.

Critical thinker/problem solver: The nurse as a critical thinker engages in a deliberative process of analysis, synthesis, and evaluation of facts, theories, principles, and interpretations. In this role, the nurse organizes experiences, creatively approaches problems, and gives explanations.

Researcher: The bachelor's prepared nurse is a research consumer. In this role, the content, method, and applicability of research findings are applied to practice.

The master's prepared researcher identifies current researchable problems, collaborates in research, and evaluates and implements research findings that have an impact on nursing and health care.

Advocate: The nurse provides for the protection of client rights. The nurse also secures care for all clients based on the belief that clients have the right to make informed decisions about their own health.

Teacher: The nurse as teacher promotes health-related learning through formal and informal activities/interaction with clients.

Collaborator: Establishes relationships with clients, families, healthcare providers, and members of other disciplines. In this role, the nurse coordinates services to facilitate health.

The master's prepared nurse collaborates in interdisciplinary efforts to provide health care and improve healthcare delivery systems at local, state, and/or national levels.

Leader: The bachelor's prepared nurse as a leader guides change, strategically manages, employs vision, and provides motivation both for clients and staff in all environments, including health systems, communities, and the political arena.

The master's prepared nurse leader defines, develops, and implements current and emerging nursing roles and interprets and promotes professional nursing and health care to members of the professions, other disciplines consumers and legislators.

SCHOOL OF NURSING

The School faculty believes that the program leading to a master of science in nursing:

1. Builds on the theories and practices acquired in the educational program leading to the first professional degree in nursing and provides a basis for doctoral study in nursing.
2. Prepares clinical nurse specialist, nurse administrators, and nurse practitioners who accept accountability for actions as leaders in influencing the quality of nursing practice and the direction of the health care delivery system.
3. Focuses on concepts of advanced nursing practice specific to chosen area of specialization as well as key concepts applicable to all of nursing.
4. Emphasizes the independent functions of nursing while recognizing the appropriateness and need for collaboration in achieving the health goals of individuals, families, and communities.
5. Promotes conceptualization, hypothesis formation, theory testing, operationalization of theory in practice, and communication of findings both within and outside the nursing profession.
6. Prepares graduates to practice in a variety of roles and settings with particular focus on expanding roles.

The School faculty believes that graduate students in nursing who have diverse educational backgrounds and experiences:

1. Are highly motivated to pursue advanced study in a chosen area of specialization.
2. Are self-directed and capable of formulating their objectives to meet required goals, of functioning independently and interdependently, and of monitoring their own progress.
3. Are prepared to learn to analyze, synthesize, and integrate concepts basic to developing expertise in specialty areas, research competency, and new roles.
4. Are aware of the changing nature of professional nursing practice and of their obligation to participate in activities in professional and academic communities.

The School faculty believes that both faculty and students:

1. Share responsibility for maintaining a climate conducive to learning.
2. Are active participants in the teaching-learning process.
3. Have mutual respect for the unique qualities of both student and teacher.
4. Are committed to sharing expert skills and knowledge in professional nursing practice.

The School faculty believes that it has a responsibility to prepare nurse practitioners and clinical nurse specialists with expertise as clinicians and nurse administrators with a variety of management skills; all students receive knowledge in scientific inquiry. The faculty views clinical nurse specialists, nurse practitioners, and nurse administrators as leaders in nursing who:

1. Influence the quality of nursing practice and the direction of the healthcare system.
2. Function independently and interdependently with peers and members of other healthcare disciplines in direct and indirect care of individuals, families, and community groups.
3. Formulate research problems and engage in research studies.
4. Define, develop, describe, and adapt to present and emerging roles in nursing.
5. May serve as monitors of healthcare delivery and planners of health programs.
6. Participate in professional organizations to effect changes in the profession.
7. Review current policies in the health care system and contribute to change using appropriate political and legislative channels.

Approved by DANS Faculty 10/88

Revised: 11/27/95
8/14/98
10/17/03 :jm policy 2003-2004

Program Outcomes

Students who complete the master of science in nursing program will have developed the ability to practice as clinical nurse specialists, nurse practitioners, or nurse administrators in a variety of healthcare settings. They will demonstrate the following behaviors:

1. Evaluate theories and concepts drawn from nursing, the arts and humanities, and the biological, social, and physical sciences as the basis for practice as clinical nurse specialists, nurse practitioners, or nurse administrators.
2. Analyze the influence of value systems and ethnicity on health care practices, healthcare systems, and the roles of clinical nurse specialists, nurse practitioners, or nurse administrators.
3. Demonstrate competence as a clinical nurse specialist, nurse practitioner, or nurse administrator.
4. Collaborate in interdisciplinary efforts to provide healthcare and improve healthcare delivery systems to local, state, and/or national levels.
5. Assume leadership in interpreting and promoting professional nursing to other members of the profession, other disciplines, consumers, and legislators.
6. Provide leadership in defining, developing, and implementing current and emerging nursing roles.
7. Develop proposals for studies or projects that can contribute to the expansion of nursing knowledge and practice.
8. Demonstrate ethical decision making and professional accountability as a clinical nurse specialist, nurse practitioner, or nurse administrator.
9. Advocate for health legislation at local, regional, and/or national levels.

Approved by DANS Faculty 10/88

Revised 5/94

Revised by the Committee for Graduate Education, March, 2001/May, 2002

Bb word/c/program/program-outcomes

GENERAL INFORMATION

Admission & Matriculation Requirements – RN to MSN

The School of Nursing offers a separate program to allow registered nurses an opportunity to earn a Master of Science in Nursing concurrently with a Bachelor of Science in Nursing. The number of credits for both degrees is a minimum of 134-138. Licensed registered nurses who are graduates of associate degree or diploma programs may apply for admission to this program.

Students are admitted to the Master of Science for the Registered Nurse program. Before enrollment in any nursing courses, students must meet the following criteria:

- Official admission to the RN to MSN major
- Successful completion of RN licensure exam (30 credits nursing knowledge awarded) and current RN license
- Completion of 60 pre-requisite non-nursing credits (See BRN program information.)
- GPA of 3.0 or higher in all previous college work
- Submission of Nursing Employment Verification Form
- Students are required to meet all immunization, safety, criminal background checks, drug screenings, and CPR requirements prior to clinical coursework and direct patient care. Additional requirements for the clinical education may be required by the healthcare agency to which a student is assigned. Students are expected to provide their own transportation to all required clinical experiences.
- Three satisfactory academic and/or professional recommendations.
- Interview with faculty from graduate program.

Additional requirements for RN to MSN Health Services Administration concentration:

- Completion of one year of management experience in a health-related field or three years experience in a professional health-related practice.
- Submission of a personal statement concerning goals related to health services administration.

After completing the first 13 credits of the program and maintaining a GPA of 3.0, students formally matriculate into the MSN program.

Advisement - Each student receives personalized advisement by a faculty member knowledgeable about graduate education at the University of Delaware. An academic advisor is assigned by the School's Director at the time of admission.

Communication

E-mail – All students are assigned a UD e-mail address. Faculty and staff will communicate using the UD e-mail address only (not personal e-mail address). The University has set up a method to easily arrange to forward your university e-mail to your personal e-mail (AOL, Hotmail, Comcast, etc.).

To forward your UD e-mail to your personal e-mail, go to <http://www.udel.edu/help>. You only need to complete this process one time. If you have any questions contact the University HELP Center at 831-6000.

Faculty have voice mail and e-mail. Students may leave a message and the faculty member will return calls or messages as soon as possible. If students need to speak to someone immediately, they can call 831-1253 between the hours of 8:00 A.M. and 4:30 P.M.

Students must make sure that their current correct name, home address, e-mail address, and home and work telephone number(s) are on file at all times **in the school's graduate office** (385 McDowell) so that they can be reached as needed.

Registration - All registration for graduate NURS courses need permission from the School of Nursing before registration. This is done by contacting the graduate program secretary either by phone (302) 831-8386, e-mail UD-gradnursing@udel.edu , or in person. After permission is granted, students wanting to register for distance courses complete the registration through the UD Online Office of Continuing Education. Their website (see web sites of interest) has useful information about registration forms, etc.

Students are required to register during pre-registration for required core and clinical courses to assure placement.

Course Sequence Plan – All students need to make sure the School graduate office has an up-to-date academic plan of study on file. A plan may be developed at the time of the student's interview and should be updated at the time of admission, if necessary, or anytime a change is made with the student's assigned academic advisor. This helps the School plan its courses and will help students anticipate their needs in arranging work schedules, childcare, travel, etc. Some courses have co- or prerequisites that must be considered in the plan sequence.

Thesis or Scholarly Project Advisor

Academic advisors may also be thesis or research project advisors or students may choose another faculty member with whom to work for this component of the program.

Clinical Courses

Clinical experiences may be arranged close to a student's home or work. Some travel may be required. Effort is always made to arrange clinical sites that are convenient.

Name Tags – All students need to wear name tags while in the clinical setting. These name tags can be purchased from the University Bookstore. The tags should contain the student's name and credentials, Graduate Program, University of Delaware.

Student I.D. Cards – All students must carry a valid UD#1 CARD (identification card). New and replacement cards can be obtained at the Student Services Building on Lovett

Avenue, weekdays from 8:30-5:00, phone (302) 831-2759. Lost/stolen cards should be reported immediately, 24 hours a day, by dialing (302) UD#1 CARD (831-2273). For more information, visit www.udel.edu/Registrar/ud1card.html

Parking Permits – When commuting to campus, graduate students may purchase daily parking tags, or a red or gold permit regardless of their off campus address. Students must be registered and have a pin number to register for a parking permit. To access an *Online application* for a parking permit, go to www.udel.edu/publicsafety/students.html. For fees, go to www.udel.edu/publicsafety/studentpermits.htm. Public Safety is located at 413 Academy Street, phone (302) 831-1184, e-mail parking@udel.edu.

Writing Center - The Writing Center is available to assist students with the technical aspects of preparing formal expository and scientific papers. Staff members at the center are most willing to assist students who have writing problems to improve their scholarly communications. The Writing Center is located in 016 Memorial Hall. The phone number is 831-1168.

Financial Support

Financial support in the form of traineeships, grants, or teaching assistantships is usually limited to full-time nursing students. Funding is available for part-time students in the last two semesters of study. Limited additional specialty-related funds are available through the Chair's office. Requirements are subject to change.

Full-Time and Part-Time Status

Students enrolled in at least 12 graduate (500 level or above) credit hours or in sustaining credit are considered full-time students. Those enrolled for fewer than 12 graduate credit hours are considered part-time students, although students holding assistantships are considered full-time with six credits. Generally, a maximum load is 12 graduate credit hours; however, additional credit hours may be taken with the approval of the student's adviser and the Office of Graduate Studies. A maximum course load in either summer or winter session is 7 credit hours.

Grade Reporting

At the end of each term, grades are reported to students electronically. Reports of grades are available via UDPhone (837-4663), through SIS+ personal access website, and via WebCT at the professor's preference.

Safety

All students taking on-campus graduate course(s) for the first time will be asked to complete the New Graduate Student Safety Orientation.

All graduate students must receive initial training and then annual training in handling bloodborne pathogens, chemical hygiene, and radiation safety. This training will be done annually in clinical courses ensuring that all students receive this training. (see Safety Training Outline)

All graduate students will receive Health Insurance Portability and Accountability Act (HIPAA) informational sheet in NURS/HSAD604 Advanced Practice Roles for Health Care Providers and will receive the HIPAA training handbook in NURS620 Advanced Health Assessment.

**DUAL DEGREE: BACHELOR OF SCIENCE IN NURSING and MASTER OF SCIENCE IN NURSING
MAJOR: NURSING**

CREDITS

CORE COURSES FOR ALL SPECIALTIES

NURS 335 BRN Orientation	1
NURS 411/412 Topics in Health Care Delivery (Nursing Elective)	3
NURS 442 Community Health Nursing.	3
NURS 604 Advanced Nursing Roles	3
NURS 609 Nursing Science: Theory & Research	4
EDUC 665 Elementary Statistics.	3

CORE COURSES FOR CLINICAL SPECIALTIES

NURS 435 Leadership & Management in Health Organizations.. . . .	3
NURS 620 Advanced Health Assessment	3
NURS 621 Advanced Pathophysiology*	3
* (NURS 670 Advanced Psychopathology required for Psychiatric CNS program.)	
NURS 622 Advanced Pharmacology	3
NURS 686 Clinical Nurse Specialist Role Integration.	4
NURS 687 Nursing Science: Research Application	3
NURS 868 Scholarly Project.	3
NURS 669 Master’s Thesis.	6

EIGHT CREDITS from among the following CNS specialty courses are required for each clinical specialty.

Adult Health

NURS 636 Adult Health Nursing.	4
NURS 646 Adult Health Nursing II.	4

Nursing of Children

NURS 654 Nursing of Children I.	4
NURS 655 Nursing of Children II.	4

Psychiatric Nursing

NURS 671 Psychiatric Mental Health Nursing I.	4
NURS 672 Psychiatric Mental Health Nursing II.	4

CORE COURSES FOR HEALTH SERVICES ADMINISTRATION SPECIALTY

NURS 619 Financial Management.	3
NURS 635 Health Administration Theories.	3
NURS 637 Health Planning Strategies.	3
NURS 638 Health Services Administration.	3
NURS 312 Pathophysiology	or
NURS 670 Advanced Psychopathology	or

NURS 621 Advanced Pathophysiology.....		3 or 4
NURS 620 Advanced Health Assessment	or	
NURS 350 Wellness Health Assessment.....		3
COMM 610 Organizational Communication	or.	
COMM 642 Topics in Organizational Administration	or	
COMM 656 Communication in Organizations.....		3
UAPP 837 Public Sector Human Resources	or	
UAPP 685 Personnel and Human Resources.....		3
NURS 664 Administration Practicum.....		3
NURS 687 Nursing Science: Research Application	or	
NURS 868 Scholarly Project.....		3

Total credits- 134 - 138

PREREQUISITE COURSES

Non-Nursing Requirements: (60 credits)

English Composition (6 credits to include ENGL 110)

Psychology (3 credits)

Sociology (3 credits)

Lifespan Development (3 credits)

Restricted Elective (3 credits chosen from the following):

ART, ARTH, HIST, PHIL, MUSC, THEA, CMLT, BAMS, ECON, POSC, WOMS, FLLT, LING, ENGL

Sciences (24 total credits to include a minimum of one course in each of the following categories):

Biology

Microbiology

Chemistry

Anatomy/Physiology

Nutrition

Free electives (18 credits)

After required course are completed, sufficient elective credits must be taken to meet the minimum credits required for the degree.

Multicultural Course Requirement- Within his/her course of study, each student must satisfy the multicultural requirement through an approved course stressing multicultural, ethnic, or gender related content. This may be fulfilled through a required or elective course. Students should consult with their advisors to be sure this requirement is met.

REQUIREMENTS FOR CLINICAL/PRACTICUM COURSES

All CNS students entering the clinical courses are required to provide the following: (Requirements for Health Services Administration students will be determined by the agency/state/country where practicum is scheduled.)

1. Photocopy of current nursing license as well as any state where clinical will be arranged.
2. Photocopy of current CPR certification
3. Proof of immunization status for:
 - Hepatitis B
 - Measles (Rubeola) - if born after 1957
 - German measles (Rubella) - if born after 1957
 - Tetanus (good for ten years)
4. Evidence of current TB status (PPD) or chest X-Ray
5. Evidence of Varicella status (by titer or documentation of having had chicken pox)
6. Proof of Bloodborne Pathogens Safety Training

Nursing students are not permitted to begin a clinical course until the above evidence has been submitted to the graduate program secretary in the School of Nursing.

In addition, on-campus students in NURS620 Advanced Health Assessment will be required to pay a fee for the use of live models.

FULFILLMENT OF THE RESEARCH REQUIREMENT FOR RN to MSN STUDENTS

The decision to complete NURS869 Thesis, NURS868 Scholarly Project, or the course NURS687 Nursing Science: Research Application is made by the student in consultation with the academic advisor after completion of NURS609 Nursing Science: Theory and Research. Each of these options provides an opportunity to explore and use concepts from other disciplines that support expansion of nursing knowledge and advancement of nursing practice. The thesis option (NURS869) is not available to Health Services Administration concentration students. If the student chooses to complete a thesis or scholarly project, the following guidelines apply.

THESIS OPTION

1. The thesis option requires students to take NURS609 Nursing Science: Theory and Research and 6 credits of NURS869 Thesis. In this option, students design and implement a research study and write the report in a formal paper, the thesis, using APA format, the School of Nursing's Guide for the Thesis (available from the graduate program secretary in the School of Nursing), and the most current University of Delaware Thesis and Dissertation Manual (available from the Book Store or U-Discover Online).
2. Students pursuing the thesis option select one research advisor and co-advisor to guide them through the research process. A list of faculty available for thesis advisement is available from the graduate program secretary. The student has the responsibility to initiate discussion with faculty and to ask a faculty member to be the thesis advisor. The thesis advisor must sign a form, agreeing to the topic and study design. This form is placed in the student's file. After the student develops the proposal with the guidance of the research advisor, the procedure for the protection of human subjects must be approved by the Office of Research.
3. Distribution of the required 6 credits for thesis must be approved by the thesis advisor. All 6 credits may not be taken in one semester. Before registering for thesis credits, the student must submit the completed Thesis/Scholarly Project Registration Approval form to the graduate program secretary in the School of Nursing.
4. The final copy of the thesis must be signed by the thesis advisor and co-advisor, indicating approval of the completed project. The completed document is submitted to the Director, School of Nursing, for signature and approval. **Submission to the Chair must occur 2 weeks BEFORE theses are due in the Office of Graduate Studies.** Final approval is given by the Office of Graduate Studies.

SCHOLARLY PROJECT OPTION

1. In the scholarly project option, students take NURS609 Nursing Science: Theory and Research and NURS868 Scholarly Project. The project may include the development of clinical practice guidelines, practice-oriented instruments, or educational programs. The completed project is described in a formal paper using APA format and the School of Nursing Guide to the Scholarly Project (available from the graduate program secretary in the School of Nursing).
2. Students electing to do the scholarly project select a project advisor and co-advisor to guide them. A list of faculty available for project advisement is distributed in NURS609 or available through the graduate program secretary. The student has the responsibility to initiate discussion with the project advisor. The advisor and co-advisor must sign a form agreeing to the project topic. This form is placed in the student's file.
3. Distribution of the required 3 credits for the scholarly project must be approved by the project advisor. Before registering for project credits, the student must submit the completed Thesis/Scholarly Project Registration Approval form to the graduate program secretary in the School of Nursing.
4. The final copy of the project must be signed by the advisor and co-advisor, indicating approval of the completed project. The completed document is submitted to the Director, School of Nursing, for signature and approval.
Submission to the Chair must occur 3 weeks before the end of the semester.

NURSING SCIENCE: RESEARCH APPLICATION (NURS687)

This course follows NURS609 and focuses on the application of research to nursing practice. It includes a critical analysis of research through an organized critique process, examination of data, and examination of facilitators and barriers to research and research utilization, models of research utilization, and methods of quality management.

Change of thesis/project advisor

A student may request a change in thesis or project advisor by notifying the advisor of his/her intent to request a change and then submitting a written request to the School Director. In making such requests, students should be aware that it is the prerogative of a new advisor, after reviewing the student's work, to require substantial revisions and/or refocusing of the thesis or project, regardless of the stage of the research/project. The decision to grant a request for a change of advisor is made by the School Director in consultation with the student's current and prospective thesis or project advisors. If a change in faculty thesis or project

advisor becomes necessary because of workload or extended leaves from the School, the School Director the student, and the prospective advisor negotiate a reassignment.

Grades for thesis/project

Until the thesis or project is completed, a temporary grade of S (Satisfactory) or U (Unsatisfactory) is submitted for any semester or session in which the student is registered for thesis or project credits. When the thesis or project is completed, the advisor assigns a letter grade for the work. The advisor may assign one grade for the entire number of credits or may assign a separate grade for each period of registration for thesis or project credits.

If a student receives a U for a period of registration, he/she will receive a final grade of B or below for that semester or session.

SUSTAINING STATUS

Once a graduate student who is electing a thesis/project option has completed all required credits needed for the degree but has not yet submitted the thesis/project, the student must maintain his/her matriculation in the degree program by registering for Master's Sustaining: Thesis (UNIV899), Project (UNIV895). All students, including sustaining students, must be registered in the semester in which the degree is officially awarded. Sustaining registration is not required for summer sessions unless the degree is to be awarded at the conclusion of the summer session. Registration for sustaining status is completed by contacting the graduate program secretary. There is a sustaining fee for each semester.

CHANGE OF PROGRAM CONCENTRATION

Students in good standing may request a change in concentration/option by: 1) discussing their interest to change with their academic advisor; 2) talking with the faculty coordinating their current concentration/option; 3) talking with the faculty coordinating the concentration/option they wish to enter; and 4) completing the appropriate form available from the School graduate secretary. The decision to grant a request for a change in program option is made by the faculty coordinating the program students wish to enter on a space available basis. **Once permission is granted by the faculty coordinating the program, the appropriate form must be signed and put into the student's record.**

CHANGE FROM RN to MSN PROGRAM TO RN to BSN PROGRAM

Students may decide to exit the RN to MSN program and pursue only the BSN. These students complete 120 program credits. After completing the BSN, re-entry into the RN to MSN program is not allowed. Students who exit with a BSN degree are eligible to pursue the traditional MSN degree.

PROGRESSION IN THE PROGRAM

Successful progress toward candidacy for the MSN degree is determined by the student's performance in the courses for which he/she is registered. Graduate students in nursing are subject to the standards for academic status set forth in the University of Delaware Graduate Catalog. To be eligible for an advanced degree, a student's cumulative grade point average shall be at least 3.0. Graduate students who earn a C+ or below in any required nursing course must repeat the course in order to progress in the program. Courses may be repeated only one time. However, if students receive a D+ or below in a nursing course with a practicum, they are not permitted to repeat the course, and it will be recommended to the Office of Graduate Studies that they be dismissed from the program.

MONITORING OF PROGRESS – MSN students

1. Each student is evaluated according to the requirements established by the course instructor or instructors. Didactic courses generally include a combination of the following evaluation measures: written examinations, class presentations, term papers, and self and/or group evaluations. A practicum within a course may be evaluated by clinical observations, supervision, logs, clinical papers, clinical projects, performance testing, self evaluation, and preceptor/faculty evaluation.
2. Each student's record is reviewed each semester by the student's advisor. If academic difficulties are identified, the faculty advisor counsels the student and files the recommendations with the School Committee for Graduate Education.

TRANSFER OF CREDIT

The following procedures relate to the transfer of credits to a graduate program at the University of Delaware.

UNIVERSITY OF DELAWARE CONTINUING EDUCATION CREDITS

Students who complete *graduate credits* with the classification of CEND (Continuing Education Non Degree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree. The CEND credits, grades, and quality points become a part of the student's academic record and grade point average. CEND credit can be transferred provided that: (a) the course was at the 600-800 level, (b) the course was taken within the past 5 years, (c) a grade no less than a B- was received, and (d) the course was in accord with the specific degree program as specified by the Graduate Program Policy Statement of the School of Nursing. Transfer of these credits is initiated by the School of Nursing after the student matriculates.

ANOTHER INSTITUTION

Graduate credit earned at another institution is evaluated at the written request of the student. Such a request should include a course description and syllabus and be given to the student's advisor. At the advisor's discretion, course materials may be referred to the Committee for Graduate Education for a decision. A maximum of 9 credits required for the degree will be accepted provided that such credits: (a) were earned with a grade of no less than B-, (b) are approved by the student's advisor or the Committee for Graduate Education, (c) are in accord with the specific degree program of the student as specified by the School of Nursing's Graduate Program Policy Statement, (d) are not older than five years, and (e) were completed at an accredited college or university. The student is responsible for having an official transcript sent to the graduate program secretary in the School of Nursing. The School initiates the transfer of credits. The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Credits from institutions outside of the United States are generally not transferable to the University of Delaware. A student requesting to take a course for transfer of credit from another institution follows the same procedure.

PETITION FOR VARIANCE

Students who would like to petition for a variance in acceptable courses or policies should submit petitions to the Committee for Graduate Education. Students are encouraged to see their advisor regarding the process.

WAIVER POLICY

Credits are waived when they are part of an awarded degree but are duplicated in the MSN, MS, or a post master's certificate program. Courses do not have to be substituted for waived credits. For a course to be waived, it must have been taken within the past 5 years and have a grade of B- or better. Students need a minimum of 30 credits of graduate course work for the MSN and MS degrees in addition to the waived credits.

GRADUATE STUDENT GRIEVANCE PROCEDURE

The procedure applies as stated in the current University of Delaware Official Student Handbook.

ACADEMIC HONESTY

Academic honesty and integrity lie at the heart of the educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises. One form of academic dishonesty is plagiarism. Students are urged to consult individual faculty members for explanation of procedures for taking tests, writing papers, and completing other course requirements so that students may fully understand their instructor's expectations. Because faculty and students take academic honesty seriously, penalties for violations may be severe, depending upon the offense as viewed by the Graduate Student Judicial System. The minimum sanction for cases of proven ***academic dishonesty*** is an automatic failure for the course and/or expulsion from graduate studies at the University. Access the Official Student Handbook at www.udel.edu/stuhb for further information.

LEAVE OF ABSENCE

Matriculated students who seek a leave of absence from the program must write a letter to their advisor requesting a leave of absence. **The School will forward the request to the Office of Graduate Studies.** The length of time needed for the leave should be indicated. Upon approval by the Office of Graduate Studies, the student's academic transcript will note the approved leave in the appropriate semesters. The period of absence will not affect the limitation of time for completion of the degree requirements (5 years) as stated in the student's official letter of admission. Students who do not register for courses at the University in any given semester must request a leave of absence for that semester.

CONTINUOUS REGISTRATION

Failure to comply with the requirement of maintaining continuous registration in courses, in sustaining status, or with approved leave of absence will be taken as evidence that the student has terminated his/her graduate program, and the admitted status to the graduate program will be terminated. The date of termination will be recorded on the student's transcript.

APPLICATION FOR ADVANCED DEGREE

To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" obtained from the graduate program secretary in the School of Nursing. Application deadlines are found in the University Academic Year Calendar. The application must be signed by the candidate's academic advisor and School Director. There is an application fee for master's degree candidates. Students should complete the form, attach a check made out to the University of Delaware, then turn the form into the Graduate Program's Secretary who will get signatures and send to the Office of Graduate Studies. Students can apply to complete their degree requirements for May, August, December, and February. If a student applies for graduation but does not complete the program requirements, the application will automatically convert to the next completion date.

GRADUATION

The University of Delaware holds two Commencement ceremonies (May and January) but confers degrees four times a year (end of fall and spring semesters, and winter and summer sessions). The School of Nursing holds one Convocation ceremony (May).

RESIGNATION FROM THE UNIVERSITY

A graduate student wishing to resign from the University (i.e., terminate his/her association with the University and a specific degree program) may do so by submitting a letter to the Office of Graduate Studies and the Director of the School of Nursing, indicating the reasons for the resignation. The Office of Graduate Studies will cancel the student's matriculation and indicate the effective date of the resignation on the student's transcript.

School of Nursing

Undergraduate/Graduate Student Safety Training Outline

The goal of the undergraduate/graduate student safety training is to provide a minimum level of safety knowledge for all students. It is not meant to replace existing training requirements. Below is an outline of the topics that need to be covered in these training sessions. This training can be combined with required training already being provided as long as all new students receive the training.

University of Delaware Department of Occupational Health and Safety (DOHS)

The policy of the University of Delaware is to provide the University community with a safe and healthful work environment. Serious attempts will be made to minimize recognizable hazards. It is the intent of the University to comply with all occupational health, safety, and fire regulations and recommended practices. The DOHS has resources available at <http://www.udel.edu/OHS>. University of Delaware safety policies can be viewed online at <http://www.udel.edu/ExecVP/polprod/>.

School of Nursing Safety Committee

The School of Nursing Safety is appointed by the School Director and will include a minimum of one full-time faculty member and a minimum of one professional staff member. The functions of this committee are to provide for training under the State of Delaware Right-to-Know Law and the OSHA mandated Chemical Hygiene Plan, to provide bloodborne pathogen training, to carry out safety inspections of all teaching and research laboratories and departmental offices according to University policy, and to initiate such changes in departmental policy and practice as might promote safety. The School safety committee meets four times a year. Additionally, the committee will conduct a walk through of McDowell Hall checking for potential environmental safety concerns.

Emergency Training

When notified of fire or other emergency by alarm system or orally, personnel must evacuate the building and move to an area at least 200 feet from the building. Do not reenter the building until advised by the person in charge. Entrances, sidewalks, and driveways shall be kept clear to allow emergency vehicles and personnel access.

An individual who discovers a fire or other emergency, such as abnormal heating of material, hazardous gas leaks, hazardous material or flammable liquid spill, smoke, or burning odor, shall immediately follow these procedures:

1. Don't risk self - leave the area if unsafe.
2. Give the alarm by:
 - a. Sounding the building evacuation alarm by pull box or, if not available, orally notifying occupants of the building.
 - b. Notifying Public Safety by University telephone (9-911) or by an Emergency Phone.
3. Isolate the area by closing all doors and windows.

4. Shut down all equipment in the area if possible.
5. Use a portable fire extinguisher to:
 - a. Assist oneself to evacuate,
 - b. Assist another to evacuate, or
 - c. Control a small fire, if you are properly trained.

Individuals do not operate a fire extinguisher unless you have been trained in its use or as designated in items above.

Red/Blue light phones. Anyone wishing to contact the Department of Public Safety (University Police) may do so by using one of the more than 200 campus emergency telephones. Look for the blue lights above outdoor emergency telephones; red phones are located indoors. Simply lift the receiver or push the button, and you will be connected to the Department of Public Safety.

Emergency phone numbers. Public Safety can be notified by University telephone (9-911) or by using a red or blue Emergency Phone. The DOHS can be reached at 831-8475 or through Public Safety after hours.

Power outage evacuation procedures.

1. If the power goes off to a laboratory building, immediate evacuation must take place. In general, laboratory fume hoods will not operate properly and a hazardous indoor environment could result.
2. If workers are in a basement area or an area with no natural lighting, they must move to an area with natural lighting or outside.
3. If the outage is in a “Place of Public Assembly” all public events must be discontinued. Classes are not considered public events.
4. All workers must evacuate buildings for outages longer than one hour. Management will advise staff concerning alternate work areas or when to report back to the building.
5. In any event, if a worker feels unsafe in a building during an outage, they may leave for the duration of the outage after consulting with their supervisor (see Extreme Weather Conditions/Power Outages Policy).
6. Please remember that emergency lighting from battery packs will only last approximately 20 minutes.

Accident/Illness Information

Accident/Illness reporting and investigation responsibilities. Accident reporting/investigation is the responsibility of departmental supervisors and departmental safety committees. Incidents must be reported to the supervisor (instructor) as soon as possible. DOHS coordinates all accident investigations and receives copies of all employee, student, and visitor investigation report forms. All accidents or illness must be reported. Student and visitor

accident reports and investigation report forms must be submitted to the Department of Occupational Health and Safety.

Accident/Illness reporting forms for the School of Nursing are located in the Nursing School office (391 McDowell Hall).

Students should visit the Student Health Services or Newark Urgent Care on Main Street.

Location of first aid kits/how to restock. Undergraduate/graduate students need to be instructed on the location of first aid kits. First aid kits are located in lab room 103; Dean's Office; and in the School of Nursing Director's office, 391.

CPR information. The University's Department of Occupational Health and Safety is an accredited American Heart Association training center. Four levels of CPR classes are offered to anyone who is interested. More information is available at <http://www.udel.edu/OHS/CPR.html>. additional classes are arranged through the Student Nurses Association.

University ambulance procedures. Call 9-911 for ambulance service. The University of Delaware Emergency Care Unit (UDECU) was founded by students in 1976 to provide quality emergency ambulance service to the University of Delaware campus and community. Today, UDECU is a state certified ambulance run entirely by student volunteers. Crews consist of Nationally Registered Emergency Medical Technicians, Certified State of Delaware Ambulance Attendants and Emergency Vehicle Operators. The ambulance is available twenty-four hours a day, seven days a week to handle any emergency situation. The ambulance is a basic life support unit in which the latest non-paramedical equipment and techniques to treat and rapidly transport patients are used.

Additional Areas for Students Exposed to Hazardous Materials

Personal protective equipment requirements. In 1992, the University approved Policy 7-40, Personal Protective Equipment. This policy requires University personnel to conduct hazard reviews of all tasks performed on the job and to specify the personal protective equipment (PPE) required for these tasks. Supervisors are required to assure personnel and students follow the procedures outlined in the job hazard analysis and use the required PPE.

Students are required to purchase an approved eye protection and any needed protective equipment. These items are to be brought to each laboratory or clinical session as required by the instructor.

Waste management. The University's Department of Occupational Health and Safety has developed a Chemical Waste Management Program to assure that proper handling and disposal procedures are used to protect the health and safety of the University community and to be in compliance with federal and state regulations governing hazardous and solid waste management. Types of chemical waste generated at the University of Delaware include, but are not limited to, unwanted laboratory reagent chemicals; waste mixtures generated from laboratory research and education; glassware and trash contaminated with chemicals; chemical spill clean-up debris; oils; paints; maintenance cleaners; and mercury if glass thermometers are broken.

Students will be instructed on the proper disposal of laboratory waste. All biohazardous material should be placed into a double-lined autoclave container. Uncontaminated glass should be placed into labeled cardboard containers.

Safety training requirements/resources. Departmental Safety Committees have the responsibility to facilitate required safety training within the department. All undergraduate/graduate students must be provided with a safety training seminar coordinated by the department. The committee may accomplish this requirement by developing a program to meet the various training requirements, sending personnel to the Department of Occupational Health and Safety classes, or arranging with the Department of Occupational Health and Safety to provide department specific training. When appropriate, faculty, graduate students, and undergraduate students must receive initial training and then annual training in handling bloodborne pathogens, chemical hygiene, and radiation safety. This training will be done annually in courses ensuring that all students receive this training. Records of attendance will be maintained in the office of the Assistant to the Chair, School of Nursing.

Hazardous materials emergency/spill procedures. All waste debris collected during a spill clean-up must be packaged, labeled and disposed of as chemical waste.

Department of Occupational Health and Safety
Post-Exposure Evaluation and Follow-Up Procedure

1. If an exposure occurs, first determine if emergency medical help is required. Examples of when emergency medical help would be required are: excessive bleeding, loss of consciousness, and broken bones. If emergency medical help is required, call 9-911 for police or ambulance on the campus.
2. For a non-life threatening emergency, administer first aid. Allow a penetrating injury to bleed. Wash the injury site thoroughly with soap and water or rinse the exposed mucous membrane thoroughly with water. If anyone assists with first aid they should wear gloves. An apron or gown and eye protection may be necessary if a potential for splashing exists. It is the University's policy that personal protective equipment appropriate for the potential hazard is worn, but it is recognized that in certain emergency situations this may not be possible.
3. The source of the exposure should be identified if possible, without causing further injury to anyone else. This could simply mean identifying the patient from whom the specimen came.
4. Contact DOHS (831-1433 or 831-8475) with information regarding the incident AS SOON AS POSSIBLE. An injured student may be referred to Student Health or to the medical provider approved by DOHS; contact DOHS to determine the appropriate healthcare provider for the exposure. Timely evaluation by a healthcare provider may minimize the complications from an exposure.
5. If an exposure occurs at a clinical location, follow their procedures for reporting the exposure at the facility if indicated. The facility may test the source patient and/or the exposed individual. The exposure must still be reported to the DOHS as soon as possible.
6. As soon as feasible fill out the Exposure Report Form. Forms are available at DOHS. If possible, the employee or student will take a copy of it to the medical provider when they are referred. Otherwise, it will be sent as soon as possible. DOHS will send the other necessary information, as required by the OSHA BBP Standard, regarding the exposure to the medical provider.
7. Following the exposure, appropriate paperwork must be filed. An injured student must complete a "First Report of Injury." The employee, supervisor, or safety committee for the injured subject must complete an "Accident/Loss Investigation Report."
8. The source individual's blood, or material the individual was exposed to, may be tested to determine HBV and HIV status. This shall be done in accordance with the Delaware Annotated Code, title 16, Sections 1202 and 1203.

9. The exposed individual will be evaluated by the medical provider, including testing for HBV and HIV serological status if the individual consents.
10. Post-exposure prophylaxis, when medically indicated, counseling, and evaluation of reported illnesses will be performed by the medical provider. The medical provider shall inform the exposed individual of any test results, including those performed on the source individual, if such tests were run.

If you have any questions regarding these procedures, or about bloodborne pathogens or other biosafety issues, please contact Krista Murray, Biosafety Officer, via e-mail at klmurray@udel.edu, or by phone at 831-1433.

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University of Delaware
College of Health Sciences
Distance Learning Information

Technical Support:

The UD Online office provides technical support to students and has extended hours for a period before and after semesters begin (302-831-1053 or 1-800-597-1444). At times you may be referred to the University technology help line for additional help (302-831-6000).

Course Support:

Academic questions should be referred to your instructor. All other course support questions or concerns can be directed to the Distance Learning Secretary Monday-Friday, 8AM-4:30PM. (1-800-UOD-NURS or 302-831-3012).

Accessing the Library:

The UD web proxy server is a resource that provides access to materials previously available only through a direct connection to the campus network.

On-campus users and off-campus users who dial in directly to the University of Delaware do **not** need to use a proxy server with their web browser.

University of Delaware users who access the Internet by first connecting to an Internet Service Provider (ISP) other than the University can use the web proxy to gain access to materials which are restricted, by license, to University students and staff. If you use an ISP to reach the University's network, you will need to use UD's web proxy server to access restricted UD Library databases, the UDeploy software site, and some other resources on our campus network. Go to <http://www.udel.edu/topics/connect/webproxy/index.html> for detailed instructions.

Course Delivery Formats:

Most courses are offered in a web-classroom delivery formats. Web-classroom UD Online distance learning courses have online course materials (instructor information, syllabus, handouts, assignments) that must be accessed through WebCT. Faculty lectures are available in a modular format within WebCT.

Registration:

After receiving departmental approval, distance learning students can register for courses in three ways: as residents, non-residents or as non-resident site participants. Site participants register using an official UD work site or participating community college; each participation option has different payment methods and some variation in students' responsibilities. If you live in Delaware it is best to register as a resident and take your exams at the University. If you live outside Delaware it is best to register through an official UD worksite or participating community college. A complete list can be found at: <http://www.pcs.udel.edu/udonline>

The registration process for online courses is different from that of campus-based courses. Registration is completed by phone through Professional and Continuing Studies during specific timeframes as noted in the UD Online registration booklet (302-831-1053 or 1-800-597-1444) or by fax (302-831-3292), U.S. mail, or in-person.

Ordering Books and Supplies:

Textbooks and popular reference books are available at the University Bookstore located in the Perkins Student Center on Academy Street. Visit the University bookstore's website to purchase textbooks online or check store hours at www.udel.edu/bookstore. The University Bookstore accepts all major credit cards (Visa, MasterCard, American Express and Discover), Personal Checks, Financial Aid, Debit Cards, Flex and Cash.

The University Bookstore supplies the following items and can special order other items as needed: nursing pins, name tags, patches, stethoscopes, sphygmomanometers, lab coats, penlights, scissors, latex examination gloves, laboratory supplies, and the most current reference books and medical dictionaries.

Web Sites of Interest

University of Delaware – www.udel.edu

Access to many UD links such as academic calendar, bookstore, computing sites, forms, library, student organizations.

College of Health and Nursing Sciences - www.udel.edu/health

School of Nursing - www.udel.edu/nursing

Office of Graduate Studies - www.udel.edu/gradoffice

The central location for graduate admissions and enrollment information

Professional and Continuing Studies – www.pcs.udel.edu/udonline

This office handles all online course registrations

Graduate Catalog Online - www.udel.edu/provost/gradcat/gradcat98/contents.html

Get official listings of program descriptions, degree options, faculty, and courses

Office of the Registrar - www.udel.edu/Registrar

This office maintains official calendars and some information on policies and procedures

Foreign Student & Scholar Services - www.udel.edu/ofs

FSSS, part of International Programs & Special Sessions, is the most know office for foreign graduate students. Visa information, IAP-66 policies, advice for apartment searching, and more.

Student Health Services - www.udel.edu/shs

Continuing Education – www.pcs.udel.edu

Continuing Education – UD Online – www.pcs.udel.edu/udonline/

Information Technologies – Help Center – www.udel.edu/help