

Graduate Program in Nursing Student Handbook
Indiana
Monroeville

Indiana University of Pennsylvania
Department of Nursing and Allied Health Professions

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Also available at
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for a virtual orientation experience

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Introduction

Welcome to the Master's Program in Nursing at IUP!

The faculty members are confident you will find this program both challenging and rewarding. We look forward to working with you throughout your studies and wish you every success in earning a Master of Science degree in Nursing.

IUP has an outstanding history of excellence. From 1871 when the Pennsylvania General Assembly legislated the establishment of a Normal School in the Ninth District at Indiana, Pennsylvania to the present, IUP has been committed to the preservation, expansion and transmission of knowledge in all its forms. As the largest state-owned university in Pennsylvania's State System of Higher Education, IUP has a primary responsibility to assess and respond to the higher educational needs of the Commonwealth and to include within its concern the needs of the nation as a whole and those of the international community at large.

Graduate work began at IUP in September 1957. Academic offerings include more than 70 graduate programs including 10 doctoral programs. In all graduate programs the objectives are to: (1) encourage excellence, and scholarship, (2) provide depth in the student's special field, and (3) stimulate enthusiasm for continued cultural and professional growth on the part of the student.

IUP's Nursing Department first opened the doors to undergraduate students in 1968, received initial accreditation from the National League for Nursing in 1977, and accreditation by the Commission on Collegiate Nursing Education in 1999. The undergraduate nursing program operates with full CCNE accreditation and Pennsylvania State Board of Nursing approval. The baccalaureate and master's programs maintain an excellent reputation among health care employers.

In response to a recognized need for increasing the accessibility to graduate nursing education, work began on the development of the Masters program in the late 1970's. The University Senate and Board of Trustees granted approval of the new Masters program in 1982 and IUP awarded the Master of Science Degrees in Nursing to the first graduates in the summer of 1983. The program received initial accreditation from the National League for Nursing in 1991, and 10-year accreditations by the Commission on Collegiate Nursing Education in 1999 and 2009.

Faculty are experts in the areas of nursing education, nursing administration and advanced nursing practice. The classroom courses are supplemented with clinical experiences which utilize a wide variety of health care and education sites. Students find their studies exciting, challenging and rewarding and appreciate the services and support provided by the department and the university.

Recognizing the national and regional demand for nurse educators, the department submitted a proposal for a PhD in Nursing program which was approved by the Pennsylvania State System Board of Governors in January 2008. The first cohort began with the Fall 2008 term.

The PhD in Nursing program is designed for nurses interested in pursuing a career in academia with a research focus on nursing education. Graduates are prepared to assume leadership roles in diverse teaching environments as professors and educators.

University Mission Statement

Indiana University of Pennsylvania is a leading public, doctoral/research university, strongly committed to undergraduate and graduate instruction, scholarship, and public service.

Indiana University of Pennsylvania engages students as learners and leaders in an intellectually challenging, culturally enriched, and contemporarily diverse environment.

Inspired by a dedicated faculty and staff, students become productive national and world citizens who exceed expectations personally and professionally.

College of Health and Human Services Mission Statement

The mission of the College of Health & Human Services serves the public interest by providing a quality education to prepare students for applied professional disciplines. Graduates will affirm high personal and professional standards, provide leadership, and be committed to creating and advancing knowledge in their disciplines.

Department of Nursing and Allied Health Professions Mission Statement

The Department of Nursing and Allied Health Professions is strongly committed to quality undergraduate and graduate education in the health professions.

- We strive to meet the diverse needs of students.
- Partnerships and teamwork are key elements in our education, scholarship and service.
- We prepare students for leadership in the health professions.

Department of Nursing and Allied Health Professions Philosophy

The philosophy of the programs of Nursing is consistent with the mission of Indiana University of Pennsylvania and the College of Health and Human Services. The philosophy is informed by Neuman's systems model from which the working definitions of the major nursing paradigms (person, environment, health, illness, and nursing) are drawn. The faculty is committed to providing a high quality professional education that builds on a base of liberal studies and promotes life-long learning.

The person is an open system that interacts with the environment and its stressors in an effort to seek and maintain health. The term "person" indicates the recipients of care by nurses: individuals, families, groups and communities. Each person is a synergistic blend of body, mind and spirit with unique beliefs, ideals and expectations. Each person has inherent worth and dignity, is entitled to personal beliefs, and has the right to make choices about health care. Many variables influence how life is experienced. Some of these variables include race, age, gender, religion, environment, genetic heritage, culture, and socioeconomic status. In addition the person is in a constant state of interaction with the internal and external forces that surround them. Stressors in these environments may enhance or diminish the person's health depending on the current state of the person's defenses.

Health is a dynamic balance towards which the person continually strives. It is viewed within the person's physical, psychological, sociocultural, developmental and spiritual parameters. The person's health is determined by the ability to adapt to changes in the environment and maintain dynamic equilibrium. Health is a fundamental right of each person who assumes responsibility for maintenance of health through choices. Health care resources are used by the person to achieve integrated function.

The nursing profession has evolved as an art and science over time. The primary aim of nursing is the stability of the person system. The essence of nursing is caring for and nurturing the person. As a profession, nursing is concerned with the internal and external variables that affect human responses to stressors. They base their practice on ethical and legal frameworks that guide relationships established with recipients of care and on their awareness of nursing's place in the global health system. As critical thinkers, nurses assess situations, define problems, identify goals and evaluate care provided by themselves and others. Mastery of communication skills and the ability to think critically are basic to professional nursing practice.

Graduates of the baccalaureate program are prepared as beginning practitioners of nursing who can integrate principles from the physical, behavioral and social sciences into their practice. These nurses are able to function interdependently within an established system, to recognize areas where change is needed, to initiate action to affect

change, and to act in a collaborative role with other health care providers and consumers. Graduates of the master's program are prepared as advanced practitioners of nursing, with specialized practice within communities. These graduates are prepared to function in leadership roles in a variety of health care settings, to contribute to the development of nursing knowledge and to advance the profession.

Master's Program Overview

The Master of Science in Nursing is designed to prepare you and other registered nurses for leadership roles in advanced nursing practice as nurse administrators or nurse educators. It also serves as a foundation for doctoral study. The program is fully accredited by the Commission on Collegiate Nursing Education.

The outcomes of the graduate program are:

- ◆ Provide leadership that influences and contributes to the advancement of the nursing profession
- ◆ Synthesize advanced skills and scientific knowledge into advanced nursing practice roles
- ◆ Utilize new knowledge to provide high quality health care, initiate change, and improve the practice of nursing
- ◆ Evaluate the effectiveness of advanced nursing practice initiatives

Course work builds on the knowledge and skills gained in a basic nursing education program. It provides the theoretical and practical knowledge required for advanced nursing practice in diverse settings within a rapidly changing health care system.

The Master of Science in nursing program offers two 36-credit tracks, the Nursing Administration track and the Nursing Education track for baccalaureate prepared registered nurses. Nurse administrators assume leadership roles as health care leaders, and assume a critical role in health care decision making; in managing health care members, patients, and finances; and in evaluating outcomes in health care settings. Nurse educators assume roles as nurse educators, or as patient educators or nursing staff development in academic and health care settings.

The curriculum includes 24 credits in graduate nursing core courses which students in both tracks will complete. Students will also complete an additional 12 credits in specialty courses related to their specific track.

Administration Track – 36 credits

Required Core Courses -- 24 credits

| | |
|---|---|
| NURS 610 Health Promotion and Social Issues | 3 |
| NURS 614 Health Policy | 3 |
| NURS 619 Leadership Strategies for Nursing | 3 |
| NURS 622 The Practice of Nursing Research I | 3 |
| NURS 623 The Practice of Nursing Research II | 3 |
| NURS 628 Advanced Professional Role Development | 3 |
| *Electives | 6 |

Specialty Courses – Administration Track 12 credits

| | |
|--|---|
| NURS 729 Nursing Administration | 3 |
| NURS 730 Financial Management in Health Care | 3 |
| NURS 731 Nursing Administration Practicum I | 3 |
| NURS 732 Nursing Administration Practicum II | 3 |

Education Track -- 36 credits

Required Core Courses – 24 credits

| | |
|---|---|
| NURS 610 Health Promotion and Social Issues | 3 |
| NURS 614 Health Policy | 3 |
| NURS 619 Leadership Strategies for Nursing | 3 |
| NURS 622 The Practice of Nursing Research I | 3 |
| NURS 623 The Practice of Nursing Research II | 3 |
| NURS 628 Advanced Professional Role Development | 3 |
| *Electives | 6 |

Specialty Courses – Education Track 12 credits

| | |
|--|---|
| NURS 722 Measurement and Evaluation in Nursing Education | 3 |
| NURS 723 Program Development in Nursing Education | 3 |
| NURS 725 Teaching Strategies for Nursing Curricula | 3 |
| NURS 743 Nursing Education Practicum | 3 |

***Electives** - Students in both tracks may choose electives from IUP courses that are appropriate for their needs and interests as they work toward meeting the program objectives. Advisors will approve elective choices. Three credits of NURS 795 Thesis may be substituted for electives. Students who choose the thesis option may graduate with more than the required 36 credits.

Visit www.iup.edu/graduatestudies/catalog for course descriptions.

M. S. in Nursing
Course Offerings Plan for Education Track
Fall 2010 Part-time Cohort
IUP at Indiana, PA

The program leading to a Master of Science degree in Nursing is fully accredited by the Commission on Collegiate Nursing Education (CCNE). It is designed to prepare registered nurses for leadership roles in advanced nursing practice as a nurse administrator or nurse educator and may serve as a foundation for doctoral study.

The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

Fall 2010

| | |
|----------|--|
| NURS 620 | Theoretical Foundation for Nursing |
| NURS 628 | Advanced Professional Role Development |

Spring 2011

| | |
|----------|---|
| NURS 619 | Leadership Strategies in Nursing |
| NURS 725 | Teaching Strategies for Nursing Curricula |

Summer 2011

| | |
|----------|---------------|
| NURS 614 | Health Policy |
|----------|---------------|

Fall 2011

| | |
|----------|--|
| NURS 622 | The Practice of Nursing Research I |
| NURS 723 | Program Development in Nursing Education |

Spring 2012

| | |
|----------|---|
| NURS 623 | The Practice of Nursing Research II |
| NURS 722 | Measurement and Evaluation in Nursing Education |

Summer 2012

| | |
|----------|------------------------------------|
| NURS 610 | Health Promotion and Social Issues |
|----------|------------------------------------|

Fall 2012

| | |
|----------|-----------------------------|
| NURS 743 | Nursing Education Practicum |
| Elective | TBA |

We are transitioning to a more on-line format.
Therefore, several of the above courses could be offered on line.

For the Indiana campus:

- ❖ Two classes will be offered on **Monday** evenings for seven weeks each from 5:00 till 9:00 p.m.
- ❖ A one-hour per week electronic class session is also scheduled for each seven week course.

- ❖ Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- ❖ Course sequencing is subject to change and dependent upon adequate enrollment
- ❖ Elective can be taken at any time throughout the program

Information on course offerings for the graduate nursing program is available at www.iup.edu/ursa under "Academics"

M. S. in Nursing
Course Offerings Plan for Education Track
Summer 2011 Part-time Cohort
IUP at Monroeville

The program leading to a Master of Science degree in Nursing is fully accredited by the Commission on Collegiate Nursing Education (CCNE). It is designed to prepare the graduate for an advanced-practice nursing role as a nurse educator and serves as a foundation for doctoral study.

The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

Summer 2011

| | |
|----------|--|
| NURS 628 | Advanced Professional Role Development |
| NURS 620 | Theoretical Foundation for Nursing |

Fall 2011

| | |
|----------|--|
| NURS 619 | Leadership Strategies in Nursing (may be offered as one week workshop) |
| NURS 622 | The Practice of Nursing Research I |

Spring 2012

| | |
|----------|---|
| NURS 623 | The Practice of Nursing Research II |
| NURS 725 | Teaching Strategies for Nursing Curricula |

Summer 2012

| | |
|----------|--|
| NURS 723 | Program Development in Nursing Education |
| NURS 610 | Health Promotion and Social Issues |

Fall 2012

| | |
|----------|---|
| NURS 614 | Health Promotion and Social Issues |
| NURS 722 | Measurement and Evaluation in Nursing Education |

Spring 2013

| | |
|----------|-----------------------------|
| NURS 743 | Nursing Education Practicum |
| Elective | TBA |

We are transitioning to a more on-line format.
Therefore, several of the above courses could be offered on line.

For the Monroeville Campus:

- ❖ Two classes will be offered on **Wednesday** evenings for seven weeks each from 5:00 to 9:00 p.m.
- ❖ A one-hour per week electronic class session is also scheduled for each seven week course.

- ❖ Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- ❖ Course sequencing is subject to change and dependent upon adequate enrollment

Information on course offerings for the graduate nursing program is available at www.iup.edu/ursa under "Academics".

M. S. in Nursing
Course Offerings Plan for Education Track
Spring 2012 Part-time Cohort
IUP at Indiana, PA

The program leading to a Master of Science degree in Nursing is fully accredited by the Commission on Collegiate Nursing Education (CCNE). It is designed to prepare registered nurses for leadership roles in advanced nursing practice as a nurse administrator or nurse educator and may serve as a foundation for doctoral study.

The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

Spring 2012

| | |
|----------|---|
| NURS 628 | Advanced Professional Role Development |
| NURS 725 | Teaching Strategies for Nursing Curricula |

Summer 2012

| | |
|----------|----------------------------------|
| NURS 619 | Leadership Strategies in Nursing |
| Elective | TBA |

Fall 2012

| | |
|----------|------------------------------------|
| NURS 610 | Health Promotion and Social Issues |
| NURS 622 | The Practice of Nursing Research I |

Spring 2013

| | |
|----------|---|
| NURS 623 | The Practice of Nursing Research II |
| NURS 722 | Measurement and Evaluation in Nursing Education |

Summer 2013

| | |
|----------|--|
| NURS 614 | Health Policy |
| NURS 723 | Program Development in Nursing Education |

Fall 2013

| | |
|----------|-----------------------------|
| NURS 743 | Nursing Education Practicum |
| Elective | TBA |

We are transitioning to a more on-line format.
Therefore, several of the above courses could be offered on line.

For the Indiana campus:

- ❖ Two classes will be offered on **Tuesday** evenings for seven weeks each from 5:00 till 9:00 p.m.
- ❖ A one-hour per week electronic class session is also scheduled for each seven week course.

- ❖ Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- ❖ Course sequencing is subject to change and dependent upon adequate enrollment
- ❖ Elective can be taken at any time throughout the program

Information on course offerings for the graduate nursing program is available at www.iup.edu/ursa under "Academics"

**M. S. in Nursing
Course Offerings Plan for Education Track
Fall 2012 Part-time Cohort
IUP at Monroeville**

The program leading to a Master of Science degree in Nursing is fully accredited by the Commission on Collegiate Nursing Education (CCNE). It is designed to prepare registered nurses for leadership roles in advanced nursing practice as a nurse administrator or nurse educator and may serve as a foundation for doctoral study.

The Master of Science in Nursing is a 36-credit program for baccalaureate prepared registered nurses.

Fall 2012

NURS 628 Advanced Professional Role Development

Winter 2012

NURS 619 Leadership Strategies in Nursing

Spring 2013

NURS 614 Health Policy

NURS 610 Health Promotion and Social Issues

Summer 2013

NURS 725 Teaching Strategies for Nursing Curricula

Elective TBA

Fall 2013

NURS 622 The Practice of Nursing Research I

NURS 723 Program Development in Nursing Education

Spring 2014

NURS 623 The Practice of Nursing Research II

NURS 722 Measurement and Evaluation in Nursing Education

Summer 2014

Elective TBA

Fall 2014

NURS 743 Nursing Education Practicum

**We are transitioning to a more on-line format.
Therefore, several of the above courses could be offered on line.**

For the Monroeville campus:

- ❖ Two classes will be offered on **Friday** evenings for seven weeks each from 5:00 till 9:00 p.m.
- ❖ A one-hour per week electronic class session is also scheduled for each seven week course.

- ❖ Summer schedule delivery subject may be offered in alternate format (i.e., one week workshop)
- ❖ Course sequencing is subject to change and dependent upon adequate enrollment
- ❖ Elective can be taken at any time throughout the program

Information on course offerings for the graduate nursing program is available at www.iup.edu/ursa under "Academics"

Progression Requirements

University and Departmental Degree Candidacy:

Students are reviewed for degree candidacy the semester following the completion of 12 hours of graduate credits. Students must be enrolled in course work to be considered for candidacy status. To be admitted to candidacy, students must:

1. Have achieved a cumulative grade point average of 3.0 or higher in all graduate course work
2. Have met all program requirements to the satisfaction of the department
3. Have completed a Departmental Program of Studies Plan

The student and advisor will design a program of studies plan that will direct the selection of courses throughout the program. A written copy will be given to the student and a copy incorporated into the student's nursing file.

Students who are not granted candidacy after completing 12 graduate credits **must** satisfy all candidacy requirements during the next semester. At the end of this additional term, students will be granted candidacy or may be asked to leave the master's degree program.

Additional Requirements

1. The student must submit proof of the following documents through the time the student is registered for courses which involve a clinical component. These courses include:
 - ◆ NURS 731 Nursing Administration Practicum I
 - ◆ NURS 732 Nursing Administration Practicum II
 - ◆ NURS 743 Nursing Education Practicum
 - a. **Professional Liability Insurance** in the amount of \$1,000,000 Personal coverage/\$3,000,000 Aggregate coverage
 - b. **Documentation** of successful completion of a **CPR course**
 - c. **Current RN License**
 - d. **Health Records:** Students in the graduate nursing program must comply with health requirements of the Department. Before entering the first clinical setting students are required to have:
 - ◆ Health history and physical examination (within one year)
 - ◆ the following **immunizations:**
 - ◇ DTaP/Tdap
 - ◇ MMR
 - ◇ polio
 - ◇ HBV (or waiver)
 - ◆ the following **titers:**
 - ◇ *Rubella titer (within one year)
 - ◇ *Varicella titer
 - ◆ two-step baseline tuberculin skin test (this is required in accordance with CDC guidelines for health care providers):

All students in clinical courses are required to have an annual two step tuberculin skin test (this is required in accordance with CDC guidelines for health care providers).

 - ◇ If the skin test is positive during the current test, a negative chest X-ray is required. Negative TB skin test (or chest X-ray) must be in effect for the entire academic year.

- ◇ If the skin test and chest X-ray are positive, the student will be required to undergo medical treatment in accordance with the CDC guidelines before starting his/her practicum experience.
- ◆ However, students with a history of a positive TB skin test may not be required to repeat the testing. Contact Nursing Services at the IUP Center for Health and Well-Being or your personal physician/nurse practitioner for guidance.
- ◆ Students will meet all additional requirements of the clinical site. These requirements may include drug screening.
- ◆ Flu Shots (Excela Health only)

*Titers are required. Vaccinations or history of illness with the disease is not acceptable as proof of immunity. If not immune on first titer, student must receive Rubella and/or Varicella immunization and be re-titered to verify immunity.

Recent health records completed in the last year will be acceptable.

e. **FBI Criminal History Check and Background Check:**

FBI Fingerprinting Process:

All nursing students, regardless of whether permanent address is in-state, out-of-state or out-of-country, must complete the FBI Criminal History Check and Background check (**fingerprinting process**). This brings IUP-NAHP in compliance with the requirements for the Pennsylvania Department of Education (PDE) and the Department of Aging Act 169. Furthermore, for certain laws/acts that have been passed, nursing is under the Department of Education Regulations and for other laws nursing is under the Department of Aging. The Department of Aging accepts the Department of Education FBI Background checks so this is the one that is required.

The fingerprint-based background check is a multiple-step process:

1. The applicant must register with Cogent Systems PRIOR to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at <http://www.pa.cogentid.com> Telephone registration is also possible at 1-888-439-2486 Monday thru Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, etc.) so there is no data entry required at the fingerprint collection site. It is best to complete the online registration process to ensure that no errors are made in the registration process. When you enter the Cogent System Website, click on the Department of Education Icon.

This information is also available under the Registration Procedures Tab once you enter the Cogent System Website under Department of Education.

2. The applicant will pay the fee (\$34.25 in 2012) for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. It may also be possible to pay by money order or cashiers check payable to Cogent Systems on site for those applicants who do not have the means to pay electronically. **NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATION.**
3. The applicant proceeds to the fingerprint site of his/her choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the Cogent System's website under the "print site locations" tab once one clicks on the Pennsylvania Department of Education icon. The location of fingerprint sites may change over time so applicants are encouraged to confirm the nearest site location.
4. Please read the information on what to bring to the print site location as well.
5. At the fingerprint site, the Applicant Livescan Operators (ALO) will manage the fingerprint collection process.

The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website. Applicants will not be processed if they cannot produce acceptable identification.

6. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
7. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.
8. A receipt that indicates one has completed the background check is available at the Cogent Website. You will need your social security number and birth date to access your printable receipt.
9. PDE will receive the Federal Criminal History Record from the FBI. PDE will not return the Federal Criminal History Record to the applicant unless the applicant pays an additional \$2.00 at the time the applicant registers. This is the only paper copy that can be obtained by the student and it is an unofficial copy.
10. The applicant will receive a **Registration ID** number which must be provided to the Graduate Nursing Secretary, either via email (skelly@iup.edu) or paper form, to verify results of the FBI Criminal History Check and Background Check via her access to the Cogent Systems.

Do not contact Cogent Systems or the fingerprint site after one's fingerprints have been submitted. Cogent Systems does not have the means to give the applicant the status of his/her background check. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, he/she should call (717) 265-7887.

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.

Inquiries or Questions:

All information regarding process, policy and print locations may be found at www.pa.cogentid.com.

Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or dwolfgang@state.pa.us

For out-of-country students who DO NOT have a social security number, students should apply to the Social Security office to see if they are eligible for one. Recent changes to the homeland security act may prevent this for some students. If a student is NOT eligible for a social security number, it is advised that the student obtain a letter of refusal from the Social Security Office as evidence of this ineligibility.

The following is a list of pertinent convictions:

An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes includes:

- Chapter 25 (relating to criminal homicide).
- Section 2702 (relating to aggravated assault).
- Former section 2709(b) (relating to stalking).
- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3124.1 (relating to sexual assault).
Section 3125 (relating to aggravated indecent assault).
Section 3126 (relating to indecent assault).
Section 3127 (relating to indecent exposure).
Section 4302 (relating to incest).
Section 4303 (relating to concealing death of child).
Section 4304 (relating to endangering welfare of children).
Section 4305 (relating to dealing in infant children).
A felony offense under section 5902(b) (relating to prostitution and related offenses).
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Section 6301 (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).

- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An out-of-State or Federal offense similar in nature to those crimes listed in clauses (1) and (2).

The above information is **due** to the departmental graduate secretary by August 1 for fall courses and December 1 for spring courses. These requirements must be received by the dates indicated or the student will **not** be permitted to remain enrolled in the course.

2. **Electronic Portfolio Project**

Definition: An e-portfolio is a collection of items which represent the student's assessment of her/his progress toward achieving the objectives for the master's degree in nursing program.

Purpose: The e-portfolio project will enable the student to

- ◆ become fully aware of program objectives
- ◆ focus course work and other professional activities on topics and projects that will facilitate achievement of program outcomes and personal, professional goals
- ◆ track progress in meeting program outcomes and personal goals
- ◆ reflect on projects and activities in a manner that will support synthesis of knowledge, values and skills essential for an advanced practice nurse
- ◆ support the development of communication skills

The portfolios also assist the faculty in program evaluation and accreditation activities.

Requirements: As one of the program requirements, each graduate student is required to develop an e-portfolio according to the stated guidelines. An orientation to the portfolio project is part of the initial graduate student orientation session. Additional guidance is available from the student's academic advisor, graduate coordinator and from faculty teaching graduate level courses.

Building an e-portfolio is an ongoing process and each student is required to submit the e-portfolio for presentation and faculty review by April 15th of each academic year in which the student is enrolled in course work. The final e-portfolio is due in the semester in which the student graduates. (April 1st for May and August graduates, November 1st for December graduates.)

At the end of each academic year, the student is required to attend the departmental "**Annual Outcomes Activity**" in May. This session, scheduled outside of class time, is designed to bring all graduate students and faculty together for a series of activities. These activities may include small group interviews pertaining to program satisfaction, professional activity updates, reports on various department activities, and small group sessions in which students present and discuss their e-portfolios with others.

Students may also be asked to participate in focus group discussions. The purpose of the focus group discussions is to collect data on graduate program satisfaction and the portfolio project. Broad topics that focus on university, faculty and curriculum are explored and discussed.

Student Advisement and Program Planning

Student Advisement

Students are assigned an academic advisor within the Nursing and Allied Health Professions Department at the time of admission. The advisor is responsible for assisting the student with the development, and implementation of the Program of Studies Plan. All students follow the cohort model for scheduled classes. However, in the event that a student must digress from the Program of Studies Plan, changes must be approved by the advisor BEFORE the student registers for classes. The student maintains the responsibility for fulfilling program requirements, meeting deadlines, etc.

Students must meet with their advisor each semester prior to registering for course work. The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests in a timely fashion. The advisor also plays an integral role in assisting the student with completion of the e-portfolio project which is a graduation requirement. The Master's Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements. Students may also refer to the School of Graduate Studies and Research catalog for additional policy information.

Transfer of Credits

There are several requirements that must be met in order to receive transfer credit from other institutions for graduate courses at IUP. There are two procedures for transferring graduate credits to IUP. The first procedure, pre-approval, is recommended. The second procedure is for those students wishing to receive transfer credit for courses already completed. **The official guidelines regarding graduate transfer credit are available in the School of Graduate Studies and Research Catalog**, or at www.iup.edu/graduatestudies/students/creditreview/default.aspx. Further information may also be obtained from the Associate Dean for Administration in the Graduate School (724-357-2222).

Course Registration – Banner/URSA Account

Banner is the computing system used for administrative record keeping at the university. The portion of Banner used for scheduling classes, accessing grades, and finding out your computer account information is called URSA (University Records and Scheduling Assistant). URSA is accessed using the 8 digit permanent identification number (Banner ID) which begins with the @symbol that is assigned to a student upon acceptance to the university. URSA can be accessed at www.iup.edu/ursa any time of the day from any location with your Banner ID and PIN.

Registration for all classes is the responsibility of the student. Students must complete the registration process before the start of IUP's semester to avoid paying a late fee. The start of the second 7-week class may be after the IUP semester begins so it is important to register before the semester officially begins. IUP's official calendar for the current and future academic years is available at www.iup.edu/academiccalendar.

It is very important that students meet with their faculty advisor each semester prior to registration in order to confirm their semester schedule and receive their four digit **Alternate PIN** which is needed **every time** you access the web registration system. The Alternate PIN changes each semester.

Identification Number Recap

| | |
|------------------|---|
| Banner ID | 8 digit identification number beginning with @symbol (i.e., @12345678) |
| PIN | Personal Identification Number—this is randomly set with a six digit number (i.e., 246810). You are asked to change it to a 6 digit number that you will remember (suggestion—reverse the numbers in your birth date) |

| | |
|--------------------------------------|---|
| Alternate PIN | Alternate Personal Identification Number – this is a four digit number that is needed to access the web registration system. The Alternate PIN changes each semester and is provided every semester from your academic advisor. |
| Forgotten your Alternate PIN? | <p>If you have forgotten your alternate PIN</p> <ol style="list-style-type: none"> 1. Login to the Secure Area of URSA 2. Select “Student Services and Financial Aid” 3. Select “Registration” 4. Select “View your Alternate PIN” |

General Policies and Procedures

Academic Credits and Student Status

Although many graduate students work part- or full-time, such work must not interfere with academic achievement or progress. Graduate education at IUP is offered only to students in a position to benefit from it, and students are expected to maintain a sensible balance between their graduate program and outside commitments.

Students may schedule full-time academic loads in most graduate programs. Full-time graduate student status is defined as nine to fifteen hours of graduate credits per semester, while part-time status is defined as eight or fewer semester hours per semester.

Academic Good Standing

IUP master’s students must maintain a minimum of 3.0 (B) cumulative graduate quality point average to be in good standing academically. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dropped from their degree program as well as from the School of Graduate Studies and Research and will not be permitted to register for further courses. A student must be in good standing to be admitted to degree candidacy and to graduate.

A student repeating a core course for the second time (following an F grade), who fails to earn a passing grade is dismissed.

Thesis Option

In accordance with the School of Graduate Studies and Research policy, a thesis is an option in the Department of Nursing and Allied Health Professions. If the **thesis** option is elected, the student is required to complete six credits of NURS 795 Thesis. The student selects a research problem for investigation and works with the master’s program coordinator, the thesis committee chairperson, and the thesis committee. Students who choose the thesis option may graduate with more than the required 36 credits. *Thesis/Dissertation Manual* is available in the School of Graduate Studies and Research, 120 Stright Hall, or at www.iup.edu/graduatestudies/thesis to all graduate students and is free of charge. It includes guidelines, deadlines, and forms for students preparing theses or dissertations.

Graduate Assistantships

IUP offers both half-time and quarter-time assistantships to graduate students. Half-time assistantships provide a stipend for two semesters plus a tuition waiver (up to twelve credits) for graduate classes during the year and up to 12 credits in the following summer. Quarter-time assistantships provide a stipend for two semesters and a 50 percent tuition waiver and up to 6 credits taken during the summer school sessions immediately following the termination date of the agreement. In all cases, if the contract does not cover a full academic year, tuition will be waived only for the semester of the assistantship award, and the summer tuition waiver is not offered. Half-time graduate assistants are expected to work 20 hours per week and quarter-time assistants 10 hours per week helping with teaching, research or administrative activities under the direction of a faculty member or administrator.

Graduate students who have been admitted to degree programs and are enrolled part time (six credits minimum fall; six credits minimum spring) for the academic year are eligible for 10 hour graduate assistant support. Part-time graduate students work a minimum of 10 hours weekly, receive half the usual stipend, a half tuition waiver in the academic year (3 credits fall, 3 credits spring) and will be entitled to a 3 credit waiver of tuition during the summer. Assistantships for part-time students are awarded on the basis of academic merit rather than financial need.

Complete and return the graduate assistantship application to the School of Graduate Studies and Research before March 15 of each academic year. The School of Graduate Studies and Research will then forward the completed application to the appropriate department. Successful candidates will be notified as soon after April 15 as possible. Interested students should discuss their interest with the Master's Program Coordinator or any graduate faculty member. Additional information and an on-line application are available at www.iup.edu/graduatestudies, click *Graduate Admissions*, then *Financial Information*, then *Assistantships*.

Graduate Student Research Grants

The School of Graduate Studies and Research provides support (up to \$1,000 per year) to graduate students in support of their research project, creative project, thesis, or dissertation. Applications for support must reflect excellent academic scholarship and must carefully follow the proposal guidelines which are available at www.iup.edu/graduatestudies; click "*students*" under the "*Research Tab*" on the right hand of the page. The deadline for submission of an application is the first Monday in November and the first Monday in February.

Graduate Student Outstanding Research Awards

The School of Graduate Studies and Research recognizes graduate students who have completed what their academic departments believe to be outstanding research projects during the academic year. Three to five \$100 awards are made, on a competitive basis, to graduate students each spring, following a review of a faculty nomination letter and a completed proposal. Guidelines are available at www.iup.edu/graduatestudies; click "*students*" under the "*Research Tab*" on the right hand of the page.

Graduate Student Professional Development Fund

Graduate students can apply for up to \$300 to support their participation in scholarly and creative activities that add to professional development in a significant way. The graduate student must provide a clear description of the proposed activity and explain how it adds to his or her scholarly development. As part of the application, a faculty member must describe the importance of the activity as it relates to the student's scholarly goals and educational progress. Examples of eligible activities include: serving as a moderator, discussant or session chair at a disciplinary conference; presenting research methodology for feedback at a roundtable discussion at a conference; or leadership activities related to professional or disciplinary associations. Simply attending a conference, while a valuable learning experience, is not eligible for support. Guidelines and applications are available at www.iup.edu/graduatestudies; click "*students*" under the "*Research Tab*" on the right hand of the page.

Funding for Graduate Student Travel to Present Papers

This fund supports graduate students currently enrolled in a doctoral or master's program who are presenting papers at professional meetings. Doctoral and master's students may apply for up to a total of \$750 in funding for the fiscal year (with \$500 maximum per conference). Application and instructions for the student travel are available at www.iup.edu/graduatestudies; click "*students*" under the "*Research Tab*" on the right hand of the page.

Graduate Student Assembly

The Graduate Student Assembly is the student governing body for graduate students at IUP. This assembly is independent of undergraduate governing bodies and is the main channel through which student opinions and needs can be voiced to a representative of the School of Graduate Studies and Research and the Graduate Council. You are encouraged to become active participants in the Graduate Student Assembly by being elected or appointed to participate as a representative for graduate nursing students through the Master's Program Coordinator. The selection of students for this assembly needs to be completed in September of each academic year. Visit the Graduate Student Assembly webpage at <http://www.iup.edu/graduatestudies/gsa>.

Stapleton Library – Indiana Campus

The Stapleton Library contains hundreds of books, electronic resources, nursing journals and other related course materials. As an IUP student, you can order books from other libraries, access course materials for your class on

E-reserve and search electronic data bases. For more information on these resources, visit the library on-line at www.iup.edu/library or contact 724-357-2340.

Librarians are available to help with becoming familiar with resources and to assist with research. Stapleton Library regular session hours are 7:45 a.m. to 12:45 a.m. Monday through Thursday, 7:45 a.m. to 7:00 p.m. on Friday, 11:00 a.m. to 5:00 p.m. on Saturday and 1:00 p.m. to 12:45 a.m. on Sunday. The Libraries provide a toll-free telephone number to talk directly with a reference librarian. The number is 866-836-8815. Reference service is provided during regular hours.

If IUP does not own the books or other material needed for research, a variety of access points are available for obtaining these at no cost to users.

- Books can be requested through PALCI EZ-Borrow. U-Borrow allows users to request books from any of the Pennsylvania State System libraries.
- Users may also initiate a request through ILLIAD, the library's interlibrary loan service. Journal articles not available at IUP may be requested through ILLIAD as well.
- Students can also check NetLibrary for nursing books available electronically.

Writing Center

The IUP Writing Center is available to all IUP students and offers one-on-one help at any stage of the writing process. Students can get help with research papers, analytical and persuasive writing, organizing and developing ideas, editing and proofreading, and using MS word. The Writing Center is located at 218 Eicher Hall and can be accessed at www.iup.edu/writingcenter or at 724-357-3029.

Buying Your Books

Textbooks may be purchased in person at the Coop Store on the lower level of the Hadley Union Building (HUB) or by calling 1-800-537-7916. The Coop Store sells both new and used textbooks. Be sure to have a copy of your class schedule with you when buying your books. Important information printed on the schedule, such as the course number, section number, and instructor, will help you buy the correct textbooks.

Advantext is The Coop Store's textbook reservation system. Orders may be placed by filling out an Advantext form available at www.iupstore.com and mailing or faxing it to The Coop Store. The required textbooks for your classes will be pulled and ready for pick up before the semester begins.

Textbooks can also be ordered "to be shipped". Information on this process is available at www.iupstore.com; then select the "Textbooks to be Shipped" link.

University Computer Facilities

The Applied Research Lab (ARL) is open to students and can provide assistance with research instrument design and statistical analyses of many kinds. The ARL is an excellent resource to support graduate student research activities. The ARL is located in the Donna D. Putt Hall, Suite G10, 1000 Grant Street. Additional information about the services of the ARL can be found at www.iup.edu/arl.

Information on the public university computing facilities is available at www.iup.edu/ITSupportCenter, then *Facilities*.

The I-Card

The I-Card – your key to convenience on campus. Every IUP student is issued an I-Card at the HUB I-Card Office. As an IUP student, you can use your I-Card for free bus pass, library access, HUB Rec Center, Coop store purchases, snack and soda machines, photo copying, computer lab printouts, entrance to campus events. Money can be placed on your I-card for the above purchases at any of the twenty cash-to-card machines on campus. One is located on the first floor of Johnson Hall. Additional information on the I-card is available at 724-357-1314.

Inclement Weather Policy

Indiana University of Pennsylvania is committed to the safety and security of its students, faculty, staff and visitors. Therefore, the decision as to whether the university should close or remain open during periods of adverse weather

conditions is based on the overall concern for the university community. In general, however, IUP's practice will be to remain open and to conduct classes as usual during periods of inclement weather.

Closure of the university: Should adverse weather conditions arise or be anticipated that would make it inadvisable to conduct classes or events on a given day, the president may, at his or her discretion, cancel classes or events. In the event of cancellation of classes or events, notification will be provided to the following radio and television stations: WDAD Radio-1450 (Indiana), WCCS Radio-1160 (Homer City), U-92 FM-92.5 (Indiana, Punxsutawney, Greensburg), WJAC-TV (Johnstown), KDKA-TV and KDKA Radio-1020 AM (Pittsburgh), WPXI-TV, and WTAE-TV and WTAE Radio-1250 AM (Pittsburgh). In addition, inclement weather information will be posted on the IUP website, www.iup.edu and on the IUP information line 724-357-7538.

Students are also encouraged to check their e-mail, and voice mail messages both at home and work prior to traveling to IUP for class for messages relating to the status of that particular evening's class.

IUP EMail

IUP has a communication policy regarding email. The purpose of this policy is to define IUP email as an official means of communication for the University. "Indiana University of Pennsylvania provides email services to all students and employees as an official method of communication. Students have a responsibility to read their IUP e-mail accounts and, if responding to or sending email about IUP business, use their IUP e-mail accounts to do so".

For details on how to access your IUP email, go to www.iup.edu/ITSupportCenter and follow the links to email@iup. Other useful information pertaining to IUP's computing services can also be found at this website.

IT Support Center located at the Delaney Hall, Suite G35, 950 Grant St., is available to assist students with technology problems. Contact the IT Support Center at 724-357-4000, email IT-Support-Center@iup.edu or visit www.iup.edu/ITSupportCenter for assistance with your student account.

IUP Parking Permit Decal

To secure an IUP commuter parking permit, go to www.iup.edu/ursa; login to secure area; select *Student Services & Financial Aid*; scroll down to and click *Parking Permit Application* for additional instructions. Visit www.iup.edu/police and follow appropriate links for parking lot designations and specific guidelines/restrictions on parking.

Graduation Application Process

Graduate students are required to apply for graduation by the established deadlines. The graduation application process is an online function at www.iup.edu/ursa. It is the student's responsibility to submit the application by the appropriate deadline date.

Students will be invited to participate in the University's commencement ceremony scheduled in May and December of their graduation year. Students graduating in August participate in the December ceremony but have the option to attend the University's May commencement ceremony. Details about commencement may be found at www.iup.edu/commencement.

Graduation Date

May Graduation
August Graduation
December Graduation

On-line Application Deadline Date

May 1st
August 1st
December 1st

Professional Organizations

Sigma Theta Tau International

Sigma Theta Tau International is a prestigious organization of nurse leaders, scholars, and researchers, founded in 1922. Membership in the society is awarded to bachelor's, master's and doctoral nursing candidates who achieve high scholastic averages, and graduates of nursing programs who have made outstanding contributions to nursing.

IUP has its own chapter of Sigma Theta Tau – Zeta Lambda.

An applicant must have completed a minimum of 9 credits of the required 36-credit graduate curriculum, have demonstrated ability in nursing, and have a grade point average of at least a 3.5 on a 4.0 scale (or the equivalent) based on existing grades at the time of application.

The Honor Society of Phi Kappa Phi

Phi Kappa Phi is the oldest and most selective honor society in the United States that recognizes excellence in all academic disciplines. Founded in 1987, Phi Kappa Phi, along with Phi Beta Kappa, is a charter member of the Association of College Honor Societies. Today, Phi Kappa Phi has more than one million members around the world with more than 280 chapters on college and university campuses throughout the United States, Puerto Rico and the Philippines. The IUP Chapter was founded in 1993. Admission to the Honor Society of Phi Kappa Phi is by invitation only and requires nomination and approval by a chapter in accordance with the bylaws of both the chapter and the national organization. Both require superior scholarship and good character as criteria for membership. Graduate students are eligible for election to Phi Kappa Phi. The number elected must not exceed ten percent of the number of candidates for graduate degrees during the year.

INDIANA Campus Compass: Finding the Services You Need

Applied Research Lab **724-357-4530**

Donna D. Putt Hall, Suite G10

1000 Grant

www.iup.edu/ar1/

- Research instrument design
- Statistical analysis assistance

Campus Police **724-357-2141**

850 Maple Street, University Towers

www.iup.edu/police/

- Safety education and crime prevention program
- Campus safety
- Parking permits and auto services
- Operation ID
- Police services

Coop Book Store **724-357-3145**

Textbook Supervisor **724-357-3067**

www.iupstore.com/

Hadley Union Building (HUB)

Pratt Drive

- Purchase textbooks
- Purchase office supplies

Financial Aid Office **724-357-2218**

Clark Hall

www.iup.edu/financialaid/

- Financial aid counseling
- Financial aid applications
- Student loan information

Graduate Studies & Research **724-357-2222**

101 Stright Hall

www.iup.edu/graduatestudies/

e-mail:graduate_admissions@iup.edu

I-Card Office **724-357-1314**

Hadley Union Building (HUB)

Lost or replacement I-cards

- Questions or suggestions about I-cards and vending services

Office of the Bursar **724-357-2207**

Clark Hall

www.iup.edu/bursar/

- Questions regarding billing, fees, charges and payments
- Refund questions

Registrar **724-357-2217**

Clark Hall

www.iup.edu/registrar/

- Academic records and transcripts
- Student enrollment verification
- Change name on permanent record (maiden to married)

Scheduling Center **724-357-2217**

(at the extension prompt enter 2652)

Clark Hall

www.iup.edu/registrar/

- Scheduling of academic courses
- Contact to have Banner PIN reset

Writing Center **724-357-3029**

218 Eicher Hall

www.iup.edu/writingcenter/

- Open to all students as a walk-in or by appointment
- No charge to students
- Assistance with research papers, analytical and persuasive writing
- Organizing and developing ideas, editing and proofreading
- Computers with MS Word available

Department of Nursing and Allied Health Professions

www.iup.edu/rn-alliedhealth/

Department Chairperson **724-357-2558**

Master's Program Coordinator **724-357-2408**

Master's Program Secretary **724-357-7647**

Tenure/Tenure Track Nursing Faculty with Graduate Eligibility

| <i>Faculty Member</i> | <i>Office Location</i> | <i>Phone Number</i> | <i>E-mail Address</i> |
|--------------------------|------------------------|---------------------|--|
| Dr. Terri Calderone | 225 Johnson Hall | 724-357-3251 | Theresa.Calderone@iup.edu |
| Dr. Kristy Chunta | 233 Johnson Hall | 724-357-2408 | KChunta@iup.edu |
| Dr. Michele Gerwick | 217 Johnson Hall | 724-357-3090 | mgerwick@iup.edu |
| Dr. Theresa Gropelli | 232 Johnson Hall | 724-357-3264 | Theresa.Gropelli@iup.edu |
| Dr. Lora Ott | 229 Johnson Hall | 724-357-3261 | L.K.Ott@iup.edu |
| Dr. Lisa Palmer | 211 Johnson Hall | 724-357-2558 | LPalmer@iup.edu |
| Dr. Susan Poorman | 216 Johnson Hall | 724-357-3258 | SPoorman@iup.edu |
| Dr. Diana Rupert | 256 Johnson Hall | 724-357-3424 | D.L.Rupert@iup.edu |
| Dr. Joyce Shanty | 235 Johnson Hall | 724-357-3266 | Joyce.Shanty@iup.edu |
| Dr. Teresa Shellenbarger | 246 Johnson Hall | 724-357-2559 | TShell@iup.edu |
| Dr. Edith West | 231 Johnson Hall | 724-357-3263 | Edith.West@iup.edu |
| Dr. Mary Williams | 214 Johnson Hall | 724-357-3092 | Mary.E.Williams@iup.edu |
| Dr. Nashat Zuraikat | 236 Johnson Hall | 724-357-3262 | Zuraikat@iup.edu |

Dr. Lisa Palmer, **Chair**

Department of Nursing/Allied Health Professions
210 Johnson Hall
Indiana University of Pennsylvania
Indiana, PA 15705
724-357-2558
lpalmer@iup.edu

Dr. Kristy Chunta, **Master's Program Coordinator**

Department of Nursing/Allied Health Professions
230 Johnson Hall
Indiana University of Pennsylvania
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724-357-2408
kchunta@iup.edu

Ms. Sherry Kelly

Secretary, Master's Program
244 Johnson Hall, 1010 Oakland Avenue
Indiana University of Pennsylvania
Indiana, PA 15705-1063
Telephone: 724-357-7647
Fax: 724-357-3267
skelly@iup.edu

IUP at **Monroeville**

Ninth Floor, Building #4, Penn Center East, Pittsburgh, PA 15235
Phone: 412-824-1999; Fax: 412-824-3320

Student Accountability Policy

Master's nursing students must verify that they have read, comprehend, and acknowledge their responsibility to comply with all existing, new, and revised graduate nursing policies as evidenced by completion and submission of a signed original copy of this Student Accountability statement.

The Student Accountability Form states:

I, the undersigned, have read, comprehend, and acknowledge my responsibility to comply with all existing graduate nursing policies as written in the Student Information Handbook of the IUP Master's Nursing Program. I also understand that this Student Information Handbook and the policies as stated are both subject to revision at any time during my academic program. I further acknowledge that it is my responsibility to read and adhere to these revisions when they occur.

Name _____ **Date** _____