



MASTER OF SCIENCE IN NURSING

Student Handbook 2026-2027

2026-2027

Transforming Lives Through Education

INTRODUCTION

The policies and procedures in the Master of Science in Nursing (MSN) *student handbook* are consistent with and an extension of the policies appearing in the Tiffin University Academic Bulletin, which contains information for both undergraduate and graduate programs. A student enrolled in an MSN course will have access to the *MSN Student Handbook* in their Moodle course. Each student is responsible for knowing and understanding the information in the *MSN student handbook*.

The *MSN student handbook* provides information and policies for each student in the MSN program. The material is intended to help the student understand the policies and procedures for the program.

MSN and graduate policies may be changed after a student has entered the program. A student is bound by the policies currently in force at any given time, even if the policies differ from those that were in place when the student entered the program. Because policies and procedures are continuously subject to change by external and internal sources, it is the intent of the MSN program to review and modify these policies and procedures, as necessary. Each student will be required to acknowledge receipt of the electronic copy of the *MSN Student Handbook*.

Academic Programs at Tiffin University are accredited by the Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: 312.263.0456
Website: <https://www.hlcommission.org/>

Academic programs at Tiffin University are authorized by the Ohio Department of Higher Education (ODHE)
25 South Front Street
Columbus, OH 43215-3414
Phone: 614.466.6000
Website: <https://highered.ohio.gov/>

The Master of Science in Nursing Program **will seek** specialized accreditation from the Commission on Collegiate Nursing Education (CCNE)
655 K Street NW
Suite 750
Washington, D.C. 20001
Phone: 202.887.6791
Website: <https://www.aacnnursing.org/ccne-accreditation>

History of the University

Tiffin University, established in 1888, offers nationally accredited graduate and undergraduate degrees in business administration, top-notch academic programs in criminal justice and social sciences, and distinctive degrees in the arts and sciences. All through its history, the University has nurtured a learning-centered setting and a sense of community for its students, faculty, and staff. The campus at Tiffin is a blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth at Tiffin, graduate and undergraduate programs of the University are offered online; master's degrees are offered in several foreign countries.

Nursing Philosophy

The Master of Science in Nursing program at Tiffin University is dedicated to advanced nursing practices which exemplifies excellence in patient care, leadership, and academic scholarship. Our philosophy is grounded in the ICARE values of Interdependence, Communication, Accountability, Respect, and Excellence (Entrepreneurship), and is integrated with the 2021 American Association of Colleges of Nursing (AACN) Essentials, which provide a comprehensive framework for nursing education.

1. Interdependence

- We believe that interdependence and integrity form the cornerstones of professional practice and personal behavior. Graduate nursing students at Tiffin University are expected to uphold the highest ethical standards, ensuring honesty and transparency in all interactions with patients, families, communities, and populations. This commitment to integrity fosters trust and cultivates a culture of accountability, responsibility, caring, and inclusiveness in healthcare settings.

2. Communication

- Communication and compassion are essential to nursing practice. The graduate nursing program emphasizes the importance of empathy and kindness in communicating with patients and providing patient care, understanding that these qualities enhance healing and provide comfort. Graduate nursing students listen actively, provide emotional support, and advocate for patients' needs, recognizing the inherent dignity of every individual.

3. Accountability

- Accountability is a fundamental aspect of professional nursing practice. Tiffin University instills in its graduate nursing students the importance of taking responsibility for their actions, decisions, and the outcomes of their care. This involves a commitment to continuous learning, evidence-based practice, and reflective practice to improve patient outcomes and advance the nursing profession.

4. Respect

- Respect for patients, colleagues, and the diverse communities are key tenets of our philosophy. We encourage our graduate nursing students to value and honor the unique backgrounds, perspectives, and experiences of others. This respect fosters a collaborative and inclusive healthcare environment that enhances patient care and professional relationships.

5. Entrepreneurship (Excellence in Nursing)

- Pursuing excellence is at the heart of the graduate nursing program. We strive to provide an education that promotes high standards of practice, encourages innovation, and prepares our graduates to be leaders in the nursing field. Our commitment to excellence drives us to continuously improve our curriculum, support professional development, and engage in cutting-edge research.

Alignment with the AACN Essentials

The 2021 AACN Essentials outline the competencies required for nursing education. Tiffin University's Graduate Nursing Philosophy integrates these essentials, ensuring students are well-prepared to meet the demands of modern healthcare. The following ten domains (AACN, 2021) create a competency framework for the practice of nursing.

1. Knowledge for Nursing Practice

- The integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social science distinguishes the practice of professional nursing and forms the basis for clinical judgement and innovation in nursing practice.

2. Person-Centered Care

- Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

3. Population Health

- Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes (Kindig & Stoddart, 2003; Kindig, 2007; Swartout & Bishop, 2017; CDC, 2002).

4. Scholarship for the Nursing Discipline

- The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care (AACN, 2018).

5. Quality and Safety

- Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

6. Interprofessional Partnerships

- Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

7. Systems-Based Practice

- Responding to and leading within complex systems of health care, nurses effectively and proactively coordinate resources to provide safe, quality, and equitable care to diverse populations.

8. Informatics and Healthcare Technologies

- Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

9. Professionalism

- Formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values.

10. Personal, Professional, and Leadership Development

- Participation in activities and self-reflection that fosters personal health, resilience, and well-being; contributed to lifelong learning; and support the acquisition of nursing expertise and the assertion of leadership.

The faculty and staff of the graduate nursing program will support the personal and professional growth of its students. Opportunities for leadership development, mentoring, and engagement in professional organizations are highly encouraged as part of the practicum experiences.

In summary, Tiffin University's graduate nursing program faculty and staff are dedicated to preparing graduates who are leaders in healthcare, embodying the ICARE values and meeting the competencies outlined in the AACN Essentials. Our graduates are equipped to provide compassionate, ethical, and high-quality care, while continuously advancing the profession of nursing through leadership, innovation, scholarship, and collaboration.

Mission

What we are about:

To prepare nurse leaders for advanced professional practice who are competent in providing holistic healthcare across the lifespan and in multiple settings and to lead transformational change.

Vision

What we want to be:

A premier graduate nursing program for challenging students to enhance their knowledge of healthcare in the global community while serving diverse populations using a holistic approach.

Conceptual Framework

The conceptual framework of the Tiffin University graduate nursing program is built on the Tiffin University I Care values of Interdependence, Communication, Accountability, Respect, and Excellence (Entrepreneurship) and their alignment and integration with the AACN Essentials' Domain and Concepts, which are broad areas where nurses must exhibit higher level competencies for advanced nursing practice.

Master of Science in Nursing Program Goals:

1. Demonstrate Integrity and Ethical Leadership in Advanced Nursing Practice.
2. Deliver compassionate, person-centered care across cultural boundaries.
3. Exhibit Accountability in Evidence-Based Clinical Decision-Making and Quality Improvement.
4. Promote Interprofessional Collaboration and Communication for Holistic Health Outcomes.
5. Commit to Lifelong Learning and Excellence in Nursing Leadership, Education, and Practice.

PROFESSIONAL STANDARDS

Any student in the Master of Science in Nursing Program is considered a nursing student and is expected to perform at a professional level as a graduate student and as a registered nurse.

Each student is expected to abide by the American Nurses Association (ANA) [Scope and Standards of Practice](#) and [Code of Ethics for Nurses](#).

All students in the MSN program are held accountable to the standards of their profession as well as standards identified by Tiffin University in the [Guiding Principles](#).

As healthcare professionals, we benefit from the high respect society accords our profession. This respect has been earned by the generations of healthcare professionals who exhibited the values of compassion, integrity, altruism, and discretion. Society's respect for healthcare professionals is based on high expectations. As professionals, we recognize our appearance, our conduct, and our language, which can send messages, both intentional and unintentional.

1. Maintain honesty and integrity in all settings.
2. Do not allow personal issues to interfere with your work as a professional and as a graduate student.
3. Arrive on time for meetings, precepted experiences, etc.
4. Be present and attentive in the online classroom and in precepted experiences.
5. Follow the policy for cell phone usage when in preceptor meetings and/or precepted experiences.
6. Ensure assignments are done and submitted on time. Follow the direction of your instructor/preceptor when assignments are due.
7. Provide specific, constructive, and timely feedback to peers and instructors. Complete end-of-course evaluations in a constructive manner to help improve the course.
8. For group assignments, take responsibility as a team member to ensure your share of the work is completed.
9. When addressing a problem, speak to the person most directly responsible. If the result does not meet your expectations, move up the chain of command one step at a time: from course faculty to MSN program coordinator, to Assistant Dean of Nursing, to Dean of Science, Technology, and Health.
10. Show professional communication by respecting peers, faculty, and anyone you contact.

COMPLIANCE STANDARDS

Notice of Privacy Rights (FERPA)

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

- The right to inspect and review educational records maintained by the institution that pertain to the student;
- The right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and

- The right to control disclosures from the educational records with certain exceptions.

Tiffin University, in accordance with FERPA, has designated the following categories of information about students as public or directory information: name, address, email address, telephone numbers (home and work), major, participation in officially recognized activities, dates of attendance, degrees and awards received (including honors), and most recent previous educational institution attended.

Any student has the right to have directory information withheld from the public by notifying the Office of Registrar in writing.

A written policy detailing how Tiffin University will comply with the provisions of the Act is on file in the Office of the Registrar. Students also have the right to file written complaints with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20212-4605, regarding alleged violations of the Act.

Title IX and Civil Rights

Tiffin University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, Tiffin University has developed internal policies and procedures that will provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status. To access the most up-to-date Title IX & Civil Rights Policy or to report an incident, visit: <https://www.tiffin.edu/about/title-ix-and-civil-rights/>

For questions or to relate to supportive measures, please contact the office using the following email: Office for TIXCR@tiffin.edu

Students, employees, faculty, vendors, visitors, or others may report specific information related to an alleged incident(s) of discrimination, harassment (including sexual misconduct), or retaliation by contacting one of the staff members within the Center for Compliance, Accessibility, Resources and Education (CARE) at the following:

<https://www.tiffin.edu/about/center-for-care/care-staff/>

Online Report Form: https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40

All incidents of crime must be reported to Campus Safety and Security by calling 419-934-0721 or visiting the Campus Safety and Security office located in the Gillmor Student Center.

Title IX & Civil Rights – Mandated Reporting

All employees of Tiffin University (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Title IX & Civil Rights – Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

Mercy Health – Tiffin University Health Clinic

419-448-3429

healthcenter@tiffin.edu

Friedley Hall

Counseling and Wellness

419-448-3578

counseling@tiffin.edu

Friedley Hall

Individuals working for the offices listed under confidential resources will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Accessibility Services

Tiffin University is committed in policy and practice to providing an educational experience and environment that is equally accessible for all, including those with a documented disability, so that individuals with disabilities have equal access and opportunity to learn and achieve based on their innate abilities and are not inhibited by barriers created by the interaction between their disability and the institutional environment and/or academic requirements.

TU's Office for Accessibility Services supports this institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990, as amended (ADAAA). In addition, the Office serves as a resource to the University community by providing consultation and advocacy services related to compliance.

Individuals with qualifying disabilities can start or renew the accommodation approval process by filling out the online Disability Services Registration Form to access more information, you may use the following options:

*In-person at the Accessibility Services, a division of the Center for Compliance, Accessibility, Resources, and Education located in Friedley Hall

*Call or Email the Coordinator for Accessibility Services at 419.448.3021 or

accessibilityservices@tiffin.edu

*Visit <https://www.tiffin.edu/about/center-for-care/disability-services/>

Non-Academic Student Complaints that do not fall under the purview of the offices above should be addressed to the Dean of Student Development and Transformation

<https://www.tiffin.edu/life-at-tu/office-of-student-development/meet-the-staff-student-affairs/>

Student Complaint Statement

Policy Statement

The Tiffin University Student Complaint Policy is available to students who wish to resolve a concern or concerns regarding services affecting their role as students and must be based on a claimed violation of a rule, policy, or established practice of the university. This Policy is also available for use by students who wish to resolve concerns or concerns regarding a process or person of the university community not covered by existing policies (such as grade appeals and academic grievance procedures). The objective of this Policy is to resolve concerns as quickly and efficiently as possible at the level closest to the student. This Policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure. Students may utilize one or both procedures.

Communication of Policy Changes

Procedure Changes to policies impacting students will be communicated to the students by the following method:

- An addendum will be distributed to students through the Learning Management System in the announcement section.

ADMISSION AND APPLICATION REQUIREMENTS

The admission policies of the MSN program adhere to the Tiffin University admission requirements with additional parameters for students entering and enrolling in the MSN program.

The MSN program at Tiffin University will be an online program and join several other programs that operate as online programs: (MBA, MEd, MH, MS, MSN, Ph.D., DCJ) The online programs offer students nationwide and around the world an opportunity to obtain accredited degrees from Tiffin University. Tiffin University offers (seven) graduate degrees: Master of Business Administration (MBA), Master of Education (MEd), Master of Humanities (MH), the Master of Science (MS), and Master of Science in Nursing (MSN), and a Doctor of Philosophy degree in Global Leadership and Change (Ph.D.), and the Doctor of Criminal Justice (DCJ).

Tiffin University seeks highly motivated students with a strong intellect and a desire to learn and apply knowledge from their graduate education to their personal, academic, and professional lives. Possession of such attributes is demonstrated by past academic performance, professional success and achievement, a written statement of interest, and other supporting materials that may be submitted as part of an application, including a professional résumé. Candidates are reviewed for admission by the Graduate Admissions Committee and the Assistant Dean of Nursing in accordance with established university policy.

Tiffin University offers the following options for the Master of Science in Nursing:

- A 36-credit hour program with a track in Health Systems Administration,
- A 48-credit hour dual degree program earning an MSN in Health Systems Administration and an MBA with a concentration in Healthcare Administration.
- A 57-credit hour dual degree program earning an MSN in Health Systems Administration and an MBA with a concentration in Data Analytics.

The Tiffin University Master of Science in Nursing (MSN) program uses a holistic admission process in alignment with its nursing philosophy and mission statement. Candidates seeking admission to the post-licensure MSN program must meet the following requirements:

1. A Bachelor of Science in nursing from a regional accreditor or an entry level master's degree from a regional accreditor.
2. For those holding an RN license and have a non-nursing baccalaureate degree, admission may be granted to the MSN program upon completing the following courses:
 - a. Nursing Research or evidence of a Healthcare Research course if the degree is in a health science related field. (A review of the course syllabus may be completed prior to course approval for entry into the MSN.
 - b. Nursing Leadership course or evidence of Healthcare Leadership course if the degree is in a health science related field. (A review of the course syllabus may be completed prior to course approval for entry into the MSN.
3. An undergraduate or entry level master's degree GPA of at least 2.75 undergraduate or 3.0 if entry level master's degree.
4. An undergraduate statistics course with a grade of C or higher.
5. At least six months of professional work experience in a nursing role.
6. An unencumbered RN license from one of the 50 US States.
7. **NO GRE IS REQUIRED FOR ADMISSION into the MSN program.**
8. A candidate may be admitted under **conditional admission** if one of the criteria for admission is not met. The missing admission item must be submitted by the end of the first semester of enrollment. Students admitted conditionally are not eligible to receive federal financial aid.
9. A candidate may be admitted under **provisional admission** if the GPA is below 2.75 on a 4.0 scale. The student must have a 3.0 on a 4.0 scale after completing 9 credit hours of graduate coursework.

The following materials are also required as part of the application process:

1. Complete the graduate application at <https://go.tiffin.edu/apply-now/> the application fee is waived if you complete your application online.
2. Official transcripts from all undergraduate/graduate colleges/universities must be sent from previously attended schools to Tiffin University, Office of the Registrar at 122 Miami Street, Tiffin, OH 44883.
3. Professional Resume
4. A TOEFL score or other English language indicator as instructed (if an international student).

5. Interview with MSN Program Director or Program Coordinator.

The MSN Program Director or Program Coordinator is available to assist you through this process and is available to meet with you at your convenience.

To graduate with a Master of Science in Nursing, the following must be successfully completed:

1. Overall, a cumulative GPA of 3.0 on a 4.0 scale. An overall B average is standard for graduate programs.
2. Completion of the graduate nursing program within 5 years of starting the program.
3. Earned at least 27 credit hours from the nursing program at Tiffin University. Nine credit hours of graduate coursework may be transferred into the nursing program at Tiffin University. The nine credit hours will be reviewed on a course-by-course basis. Syllabi may be requested for review.
4. Completion of at least 500 Practicum hours with a leader/mentor, and presentation and submission of the MSN master's integrative project.
5. Completion of the Tiffin University graduation application.

Tiffin University accepts applications for Fall Semester (late August - mid December) and Spring Semester (mid-January - early May)

Application Deadlines: Fall Semester: July 15 and Spring Semester: November 15

Initially, the program will only have a Fall Semester start.

Graduate Tuition and Fees

Tuition and fees are in effect as of the date of publication of this Bulletin. They are subject to change by the vote of the Board of Trustees.

MBA Tuition per credit hour \$755

MS Criminal Justice Tuition per credit hour \$755

MS Cyber Security per credit hour \$755

MSN Tuition per credit hour \$790 (Students pursuing the MSN/MBA will be charged \$790 per credit hour for all MSN/MBA coursework)

MS Clinical Exercise Physiology per credit hour \$755

MS Psychology Tuition per credit hour \$630

MH Tuition per credit hour \$635

MEd Tuition per credit hour \$635

Ph.D. Tuition per credit hour \$860

DCJ Tuition per credit hour \$860

Technology Fee (per semester) \$200

Supplemental Course Material Fee* Varies

*Some courses may include a supplemental course material fee, which will support and enhance the students' learning.

Health Insurance*

International students (required) Varies by year

Transcript Fee, Official \$8

Returned Check Fee \$40

*Information about insurance coverage is available to full-time Tiffin campus graduate students upon request.

Insurance is required for all full-time international students on the Tiffin campus.

Tiffin University provides tuition payment plan options to allow monthly payments. Refer to

<https://www.tiffin.edu/student-support/office-of-student-accounts/payment-options>

Contact the Office of Student Accounts at studentaccounts@tiffin.edu for more information.

Add or Withdraw from Classes: A student may add a class, or classes, prior to the first meeting of the course or with permission of the advisor after the course has begun online. The student is responsible for notifying the Office of Online and Graduate Enrollment Management of all withdrawals from classes. Students may withdraw from a class prior to the 60% point in the term for MBA, Med, MS, and MSN or the semester for MH & MS-FP. If, after 60% of a graduate course has been completed, the professor of the course agrees that the circumstances are such that withdrawal, and not an Incomplete, is the best course of action for the student, the professor may sign-off and the student will be withdrawn from the course. If the professor does not believe that the withdrawal is for sufficient reasons, the student may appeal to the Dean of the appropriate discipline school for reconsideration. If the Dean agrees with the student, after first consulting with the course professor, the Dean can approve the student's withdrawal, if so warranted. If a student drops out of school without notifying the University in writing, the Excessive Absence Withdrawal Policy will be implemented.

Graduate Readmission Procedures: Any student who falls into any of the following categories below must apply for readmission to Tiffin University.

- Was enrolled at Tiffin University but has not taken classes for one or more academic years.
- Was academically dismissed

A student seeking readmission to Tiffin University's Graduate Program must complete and submit an application. The application form is available online or from the Office of Online and Graduate Enrollment Management. The readmission application must also include a listing of, and transcripts from all schools attended during the absence from Tiffin University. Any student who has been academically dismissed must also submit an essay stating their intention to return to the graduate program. Students should contact the Office of Online and Graduate Enrollment Management for assistance in processing necessary paperwork.

Readmission status will be decided by the Dean of the appropriate discipline school, based on consultation with the Graduate Admissions Committee, the student's former graduate faculty instructors, and other necessary parties the School Dean deems helpful. Further, the student's readmission will only be valid for the semester for which the student applied. If the student does not begin courses during that semester, he or she will have to begin the readmit process again.

Graduate Student Responsibilities

Students are responsible for being familiar with all program requirements listed in the Academic Bulletin. The University reserves the right to change its course of offerings, academic policies, and requirements for graduate degrees. Information in the Academic Bulletin is subject to change. Check with the Office of Online and Graduate Enrollment Management for the latest Academic Bulletin and any changes.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their curriculum sheets to track progress. Students are encouraged to obtain up-to-date curriculum sheets from the Office of Online and Graduate Enrollment Management or online.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the Academic Bulletin for the year they entered Tiffin University or the year they officially changed their major. Regardless of the term of matriculation (entry), students are typically governed by the policies in the most current annual Academic Bulletin. First-time students are governed by the degree requirements in the annual Academic Bulletin in effect the year of their matriculation.

A university-assigned student email account shall be an official university means of communication with all students at Tiffin University. Students are responsible for all information sent to them via their university-assigned email account. If a student chooses to forward their university email account, he or she is responsible for all information, including attachments, sent to any other email account. To stay current with university information, students are responsible and are expected to check their official university email account and other electronic communications (MyTU portal, mobile app, etc.) on a frequent and consistent basis. Recognizing that some communications may be time-critical, the university recommends that each form of electronic communication be checked daily

Graduate Student Expectations

Tiffin University expects that graduate students will:

1. Keep pace with colleagues (both faculty and peers) and actively participate in their own learning experience. Students will approach the subject with curiosity and perform as colleagues by sharing what they know.
2. Act as life-long learners and knowledge-seekers, not simply degree-seekers, while demonstrating academic maturity beyond that of undergraduates.
3. They will participate as partners in their education by taking a major role in defining what learning takes place and assuming ownership of their learning process.
4. Employ reflective learning practices through retrospective deliberation and action-based research efforts. Capstone projects conceived and created in collaboration with peers serve as models for ongoing and future research and signify points on a learning lifestyle continuum.
5. Take personal responsibility for their learning and thus will act more like co-learners and co-investigators in the learning and research processes. Rather than act as passive recipients in

their own educational processes, students will initiate scholarly activity beyond that prescribed in the course.

GRADUATE ACADEMIC POLICIES

Transfer of Credit from other Universities

Graduate level credits earned at a regionally accredited college or university may be transferred and applied toward a student's degree requirements at Tiffin University. To transfer course credit, the student must have earned a grade of "B" or better, and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Nursing Programs Coordinator and Discipline School Dean along with the Assistant Dean of Nursing will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a degree can be transfer credits. Only nine hours of transfer credit will be accepted toward the MSN program. Transferred credits must not have been used to meet the requirements of any other completed graduate degree. Applicants can apply for advance approval of transfer credits by contacting the Office of Online and Graduate Enrollment Management. In admitting transfer or returning students, the University will allow, when possible, credit for courses taken up to ten years prior to the date of admission or readmission. However, individual schools may choose not to accept courses regardless of age for credit in the major. Courses of a technical nature or courses in a particularly dynamic field may not be accepted for credit. Final determination of the acceptability of such courses is the responsibility of academic units and occurs after the student has matriculated (entered) or been readmitted.

Class Load

Full-time class load is eight credits (8) per semester for the MH program, 10 for the MED program, 8 - 10 for the MBA program, and 10 - 12 for the MS programs and 9 credits for the MSN and 8 - 10 credits for the MSN/MBA dual degree program. (In the initial launch of the program, only six credit hours will be offered per 7-week term). Students who wish to enroll beyond full-time student class load in their program must receive permission from the Office of Online and Graduate Enrollment Management with confirmation from the Nursing Program Coordinator and the Assistant Dean of Nursing before enrolling. Financial aid regulations require that a student be enrolled in and take four (4) credits per semester to be considered a half-time student.

Course Levels

Course numbers

500-699 master's level

700-999 Doctoral level

Grading System

Tiffin University awards credit based on semester hours.

Grade Quality Points Remarks

A	4	
B	3	
C	2	
F	0	Failure
I	-	Incomplete Work
WD	-	Withdrew before deadline
WF	-	Withdrew failing - withdrew after deadline

Grades of A, B, or C may be indicated with a '+' or '-' on the student's transcript. However, the '+' or '-' is not used in the computation of the quality point average.

Grade Change

When an instructor has released a grade, it should not be changed unless there has been a mistake in computing or in transcribing it. Any change of grade must be requested by the instructor of record within 2 weeks of the end of the term.

Incomplete Course Work – University Policy for Undergraduate, Graduate and Ph.D. Programs

Students must complete all work for any course by the end of the term in which they are registered. If there is an adequate reason why the work is not completed by the end of the term, the student may petition the instructor of the course by completing an Incomplete Grade Contract form, in order to finish the semester with an incomplete grade in that course. To qualify for the incomplete grade, the student must have completed 75% of the course assignments, as determined by the course instructor. The student must complete the coursework within 30 days of the final day of the course. This time-limit may be extended by the course instructor on a case-by-case basis; however, the exact time limit for course completion will be noted on the Incomplete Grade Contract and agreed to by the instructor and student. An incomplete grade will be changed by the instructor if the student completes the required coursework before the deadline stipulated in the Incomplete Grade Contract. If a student does not complete the necessary coursework by this deadline, the incomplete grade will be changed to a grade as determined by the course instructor based on the overall grade earned.

Graduate Academic Probation and Dismissal Policy

Any graduate student whose cumulative grade point (GPA) average falls below a 3.00 will be placed on Academic Probation (semester end) and given one semester to achieve the required 3.00. Any course in which a graduate student receives an "F" must be taken again at its next offering. Failure to achieve the minimum semester 3.0 GPA in the immediate subsequent semester will result in the student's dismissal from the graduate program.

Time Limit to Complete the Degree

All coursework for graduate degrees must be completed within six (6) years from the semester when the student first enrolls in a graduate level class at Tiffin University. If a student needs more time to complete the program, the student must petition the Office of Online & Graduate Admissions and Advising for an extension. A request for such an extension of time must be for

good cause and must contain a plan of study and a firm degree completion date. The extension may be granted by the Dean of the appropriate discipline school.

Graduation Requirements

To be eligible for graduation, a candidate for the master's degree must complete the number of semester hours required for each program with a cumulative grade point average of at least 3.00. Tiffin University holds commencement once each academic year, at the end of the spring semester. Most students will follow the normal graduation procedure of finishing their studies and be approved to receive their degrees by the Tiffin University faculty at the last faculty meeting before graduation. Students who have achieved sufficient progress and appropriate status will be allowed to participate in the graduation ceremony. However, such attendance does not constitute meeting graduation requirements. To qualify for the graduation ceremony, the student must successfully complete the coursework required and the number of semester hours specified by the school in which the degree is housed.

Graduation Application

Each student must declare his or her intention to graduate by completing and submitting an application for graduation by the given semester deadline to be approved as a degree candidate. The application for graduation must be submitted to the Registrar by the deadline posted for his or her expected graduation date to receive a graduation audit, be approved by the faculty, and presented to Tiffin University's Board of Trustees for conferral of degrees.

Graduate Academic Support Services

Academic Advising

Academic advising is a connecting point for all students at Tiffin University. We believe in the importance of academic advising, so every student has been assigned an Advisor in his or her academic area. Academic Advising for graduate students is done through the Office of Online and Graduate Enrollment Management. The student is responsible for his or her progress toward completion of a degree. The Office of Online and Graduate Enrollment Management will monitor students' progress through their chosen curriculum and provide guidance as needed. Individual schools and programs may provide additional academic support and advising for the purpose of research and/or credential preparation. **MSN students should also confer with the MSN Program Coordinator regarding course selection.**

Online Tutoring

Online tutoring for graduate students is available through the Murphy Academic Support Center. This service is offered free to Tiffin University graduate students. For information on how to set up an appointment, contact the Office of Online and Graduate Enrollment Management.

Orientation for Online Students

Each semester, students entering online programs in the graduate school are required to complete an orientation with their Graduate Admissions Counselor. The session, conducted through an interactive, online format, is designed to orient students to Tiffin University's online environment, including Moodle, Self-Service, and MyTU.

The orientation covers:

- How to log into Moodle, using the student's assigned username and password and the services available on MyTU.
- How to interact with online courses, demonstrated by utilizing the Orientation Course posted on Moodle and Self Service.
- An overview of the location of relevant documents and policies, including the current Academic Bulletin, curriculum sheets, and semester schedules and the MSN Program Student Handbook.
- How to utilize services from the bookstore and Career Development.
- Information about the Financial Aid Office, Office of Graduate Admissions and Student Services, Information Technology Services (ITS), and the library.
- Discussion of online expectations including time management, online participation in collaborations, submitting documents, etc.
- Review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Online and Graduate Enrollment Management (academic advising, scheduling, referrals, etc.).

MASTER OF SCIENCE IN NURSING (MSN) PROGRAM CURRICULUM

Each graduate nursing course will embrace these nine programs learning outcomes as well as the course outcomes identified for each course in alignment with the 2024 AACN Essentials' Domain and Concepts, which are broad areas where nurses must exhibit higher level competencies for advanced nursing practice.

Program Learning Outcomes

Upon completion of the Master of Science in Nursing Program, graduates will be able to:

1. Integrate advanced nursing knowledge, evidence-based practice, and clinical reasoning to deliver comprehensive and culturally sensitive care across diverse populations and within multiple healthcare settings.
2. Implement patient-centered care strategies that promote health, enhance quality of life, and respect the diverse needs and preferences of individuals, families, and communities across the healthcare continuum.
3. Implement evidence-based strategies to enhance population health, reduce health disparities, and promote wellness in diverse communities through collaborative and culturally competent approaches.
4. Engage in scholarly inquiry to advance nursing knowledge, improve practice, and contribute to the evidence base of the nursing profession through research, dissemination, and application of findings.
5. Implement and evaluate quality improvement and safety initiatives across the healthcare continuum to enhance patient outcomes and foster a culture of continuous improvement.

6. Develop effective interprofessional partnerships to enhance collaborative practice and improve health outcomes across diverse healthcare settings.
7. Apply systems thinking and leadership skills to improve healthcare delivery, optimize patient outcomes, and influence healthcare policy across the continuum of care.
8. Integrate informatics and healthcare technologies effectively to enhance patient care delivery, optimize healthcare outcomes, and promote innovation for data driven decisions across the healthcare continuum.
9. Demonstrate personal and professional growth, embodying principles of professionalism and leadership to excel in nursing practice, shape healthcare policy, and drive positive change within healthcare systems.

In the tables that follow the standalone MSN with the track in Health Systems Administration, the information is described in Table 1.

The MSN with the track in Health Systems Administration with an MBA and a concentration in Healthcare Administration is described in Table 2.

The MSN with the track in Health Systems Administration with an MBA and a concentration in Data Analytics is described in Table 3.

TABLE 1	
Program Requirements (NEW)	Credit Hour Requirement
Core Courses	
NUR 520 Biostatistics for Evidence-Based Practice	3 credit hours
NUR 530 Healthcare Informatics and Advancing Technologies	3 credit hours
NUR 540 Health Policy, Advocacy, and Patient Safety	3 credit hours
NUR 552 Ethical, Philosophical, and Theoretical Bases of Advanced Nursing Practice	3 credit hours
NUR 601 Nursing Research and Evidence-Based Practice	3 credit hours
MSN Administration Track Courses	
NUR 625 Leadership and Organizational Culture in Contemporary Healthcare	3 credit hours
NUR 640 Financial Management and the Economics of Healthcare for the Nurse Leader	3 credit hours
NUR 662 Human Resource Management and Talent Development in healthcare	3 credit hours

NUR 670 Health Systems Administration Practicum I	2 credit hours
NUR 673 Health Systems Administration Practicum II	3 credit hours
NUR 685 Health Systems and Strategy Development for the Nurse Leader	3 credit hours
NUR 690 Health Systems Administration Practicum III	4 credit hours
Total Credit Hours	36
TABLE 2 MSN/MBA Dual Degree with a concentration in Healthcare Administration (MSN/MBA course equivalencies noted with an * or to state another way the MSN course replaces equivalent MBA course)	
ECO 524 Managerial Economics	2 credit hours
FIN 612 Managerial Finance	2 credit hours
MGT 515 Managerial Business Foundations	2 credit hours
MGT 526 Quantitative Business Analysis and Research	2 credit hours
MGT 614 Global and Translational Management	2 credit hours
MKT 523 Marketing Management	2 credit hours
NUR 520 Biostatistics for Evidence-Based Practice	3 credit hours
NUR 530 Healthcare Informatics and Advancing Technologies	3 credit hours
NUR 540 Health Policy, Advocacy, and Patient Safety	3 credit hours
NUR 552 Ethical, Philosophical and Theoretical Bases of Advanced Nursing Practice	3 credit hours
MBA equivalent Core Course MGT 623 Legal and Ethical Issues in Management	2 credit hours*
NUR 601 Nursing Research and Evidence-Based Practice	3 credit hours
NUR 625 Leadership and Organizational Culture in Contemporary Healthcare	3 credit hours
MBA equivalent Core Course MGT 621 Organization Analysis and Design	2 credit hours*
NUR 640 Financial Management and the Economics of Healthcare for the Nurse Leader	3 credit hours
	3 credit hours*

MBA equivalent Healthcare Administration Course HCA 634 Healthcare Finance and Process Management	
NUR 662 Human Resource Management and Talent Development in Healthcare MBA equivalent Core Course MGT 522 Management of Human Resources	3 credit hours 2 credit hours*
NUR 670 Health Systems Administration Practicum I MBA equivalent Healthcare Administration Course HCA 553 Current Issues in Healthcare Administration	3 credit hours 3 credit hours*
NUR 673 Health Systems Administration Practicum II MBA equivalent Healthcare Administration Course HCA 541 Managing Healthcare Systems	3 credit hours 3 credit hours*
NUR 685 Healthcare Systems and Strategy Development for the Nurse Leader MBA equivalent Core Course MGT 622 Strategic Management	3 credit hours 2 credit hours*
NUR 690 Health Systems Administration Practicum III and Integrative Project MBA equivalent Core Course MGT 630 Innovative Decision Making	3 credit hours 2 credit hours*
Total Credit Hours	48 *Hours not counted in the total – MBA equivalency with MSN courses
TABLE 3 MSN/MBA Dual Degree with concentration in Data Analytics (MSN/MBA course equivalencies noted with an * or to state another way the MSN course replaces equivalent MBA course)	
ECO 524 Managerial Economics	2 credit hours
MGT 526 Quantitative Business Analysis and Research	2 credit hours
MGT 614 Global and Transnational Management	2 credit hours
MKT 523 Marketing Management	2 credit hours
NUR 520 Biostatistics for Evidence-Based Practice MBA equivalent Core Course MGT 516 Fundamentals of Quantitative Business	3 credit hours 2 credit hours*

NUR 530 Healthcare Informatics and Advancing Technologies	3 credit hours
NUR 540 Health Policy, Advocacy, and Patient Safety	3 credit hours
NUR 552 Ethical, Philosophical and Theoretical Bases of Advanced Nursing Practice	3 credit hours
MBA equivalent Core Course MGT 623 Legal and Ethical Issues in Management	2 credit hours*
NUR 601 Nursing Research and Evidence-Based Practice	3 credit hours
NUR 625 Leadership and Organizational Culture in Contemporary Healthcare	3 credit hours
MBA equivalent Core Course MGT 621 Organization Analysis and Design	2 credit hours*
NUR 640 Financial Management and the Economics of Healthcare for the Nurse Leader	3 credit hours
MBA equivalent Core Course FIN 612 Managerial Finance	2 credit hours*
NUR 662 Human Resource Management and Talent Development in Healthcare	3 credit hours
MBA equivalent Core Course MGT 522 Management of Human Resources	2 credit hours*
NUR 670 Health Systems Administration Practicum I	2 credit hours
MBA equivalent Core Course MGT 515 Managerial Business Foundations	2 credit hours*
NUR 673 Health Systems Administration Practicum II	3 credit hours
MBA equivalent Healthcare Administration Course HCA 541 Managing Healthcare Systems	3 credit hours*
NUR 685 Healthcare Systems and Strategy Development for the Nurse Leader	3 credit hours
MBA equivalent Core Course MGT 622 Strategic Management	2 credit hours*
NUR 690 Health Systems Administration Practicum III and Integrative Project	4 credit hours
MBA equivalent Core Course MGT 630 Innovative Decision Making	2 credit hours*
DAX 511 Database Design and Data Modeling	3 credit hours

DAX 521 Applied Statistics for Data Analytics	3 credit hours
DAX 631 Advanced Data Analysis Techniques	3 credit hours
DAX 641 Data Visualization, Design, and Presentation	3 credit hours
Total Credit Hours	56 *Hours not counted in the total – MBA equivalency courses

OTHER POLICIES

Maintaining Patient Confidentiality

All MSN students must follow the **Health Insurance Portability and Accountability Act (HIPAA)**, which regulates how, when, and to whom patients' health care information can be shared to ensure that patients' health care information remains confidential. Protected health information includes any information that is oral, written, electronic, magnetic, or recorded in any form and pertains to a patient's past, present, or future physical or mental health condition, health care treatment, payment for health care services that identifies a patient by identity such as address, telephone number, birth date, e-mail address, and names of relatives or employer. All students and faculty are ethically and legally bound to protect the patient's health care information and other information about the patient under all state and federal laws.

Guidelines for Protection of Health Information in the Academic Setting

1. Oral, Written, Electronic Communication
 - a. Discussion of practicum experiences is an essential tool for learning. Communication related to a patient should not take place in halls or any public areas. Discussion regarding a specific patient or patient care should take place in a classroom or a place where public traffic is controlled, such as a preceptor or faculty office. To maintain the privacy of the patient, the door should be closed during these discussions.
 - b. Any discussion of patient and patient care should only be for the purpose of education and with those that need to know to also be engaged in the discussion. A student is not permitted to disclose Protected Health Information (PHI) or patient identifiers in these academic discussions, other than essential information that may be added to the discussion. For PHI to be considered de-identified, all the following identifiers of the patient, relatives, employers, or household members of the patient must be removed:
 - Name

- Geographic subdivisions smaller than a state (i.e., county, town or city, street address, and zip code)
 - All elements of dates (except year) for dates directly related to an individual (including birth date, admission date, discharge date, date of death, all ages over 89, and dates indicative of age over 89)
 - Telephone number
 - Fax number
 - E-mail address
 - Social security number
 - Medical record number
 - Health plan beneficiary number
 - Account number
 - Certificate/license number
 - Vehicle identifiers and serial numbers
 - URLs
 - Internet protocol address
 - Biometric identifiers (fingerprints)
 - Full photographic and any comparable images
 - Any other unique identifying number, characteristic, or code
 - Any other information that could be used alone or in combination with other information to identify the individual, such as picture of a face (HIPAA Privacy Rule [45 CFR 164.514])
- c. A student is not permitted to disclose Protected Health Information (PHI) at any time to family, friends, or via social media.
2. Social Media
- Any mention or discussion of practicum experience should not be placed on social media. Social media includes but is not limited to Facebook, X, Tic Toc, YouTube, Instagram and any other forms of social media and other social media forms not yet developed. Practicum students must follow the social media guidelines of the organization(s) in which they select to complete their practicum experiences. A short video on social media guidelines (2011) can be found on the National Council of State Boards of Nursing at the following link: <https://www.ncsbn.org/video/social-media-guidelines-for-nurses>.
3. Journaling
- Journaling is an essential educational tool. Patient confidentiality must be kept in the journaling process.
4. At the clinical agency, a student may only access confidential information (patient) that is necessary for their practicum experience as permitted by the agency.
5. A student violating policy protecting confidentiality may be subject to removal from the agency and dismissal from the Tiffin University MSN program.

An MSN student who requires access to student information, in the pursuit of their preparation as leaders, must adhere to the Family Educational Rights and Privacy Act (FERPA) of 1974. See FERPA guidelines in the College Academic Bulletin and earlier in this document.

Student Representation on Nursing Faculty Committees and MSN/MBA Advisory Board

A student enrolled in the MSN and/or MSN/MBA program at Tiffin University can be a student representative on program committees. Students will be notified at the beginning of each academic year when student representation is being solicited. Meetings will be held in an electronic format to allow participation of online students who may live a distance from Tiffin University.

Graduation

Graduation requirements for each graduate program at Tiffin University can be found in the specific program section. Please refer to the Academic Bulletin for policy/procedure concerning graduation. Also, please pay attention to any e-mails concerning graduation.

Other Costs Associated with the MSN Program

In the MSN program, there are costs associated with the program that are the responsibility of the student. The additional costs may include:

- Drug and Alcohol Screen (based on practicum site)
- Background checks (based on practicum site)
- Health Requirements (based on practicum site)
- Practicum costs (if applicable)
- Educational materials
- CPR
- Graduation

Practicum sites may have different policies/procedures that govern the above. Students will have to abide by the policies/procedures of their respective agency(ies) selected to complete their practicum experience.

Practicum Information

All MSN students will practice within the boundaries and standards of their respective program, (MSN, MSN/MBA with a concentration in health care administration, or MSN/MBA with a concentration in data analytics). All MSN students assigned to a practicum experience must adhere to the policies and procedures of the respective agency. A student will be removed from the practicum at any time the faculty or preceptor think there is a 'standard of care' issue as established by the course outcomes and the policies/procedures of the agency.

Student Safety

Since practicum experiences may require students to participate in a different location (agency) than their current practice setting, we encourage students to use simple precautions to avoid a

threat to their personal safety or belongings. Steps to personal safety begin with common sense and awareness. These include:

- Be alert to your surroundings
- Park and walk in well-lit areas
- Walk with someone else whenever possible
- Take advantage of security services and be aware of safety policies at each individual agency
- Carry phone and other personal safety equipment as appropriate
- Be prepared for changing weather conditions
- Park in assigned parking area

Transportation

Students are responsible for providing their own transportation to and from their practicum experiences. In case of inclement weather, please use your own judgement to participate in your practicum experience. Please notify your agency if you will not be in attendance and discuss arrangements with your preceptor to make up the time missed.

Weather Policy

Since the MSN program is conducted in the online format, classes will be held as scheduled.

University Statement on Artificial Intelligence

Tiffin University recognizes the growing role of artificial intelligence (AI) in education and encourages you to explore these tools as part of your learning journey. When used ethically and transparently, AI can support creativity, organization, research, and skill development across many disciplines. Building AI literacy is a valuable part of your education, and using these tools responsibly can help you prepare for success in an increasingly AI-integrated world.

You are expected to engage actively with course material and use AI to supplement—not replace—your own thinking and academic effort. All AI use should align with course expectations and demonstrate academic honesty. Academic honesty means producing your own original work, giving proper credit to the ideas and words of others, and completing all assignments, tests, and projects with integrity. Misuses, such as submitting AI-generated work as entirely your own without acknowledgment, may be treated as a violation of the University's academic integrity policy.

Please refer to your instructor's guidelines for specific expectations and acceptable AI use in this course.

RESOURCES

Information Technology Services

Tiffin University has a state-of-the-art IT network with networked and multimedia classrooms, computer laboratories, a media lab, and internet and intranet sites. All faculty, staff, and

students have network, email, and portal accounts. The College uses the Moodle as the Learning Management System for online programs and courses.

Pfeiffer Library

As members of Ohio LINK, Pfeiffer Library provides all students with 24/7 access to millions of electronic journals and eBooks to support research and scholarship. Ohio-based students may choose from thousands of print books held at any Ohio LINK institution for pickup. The campus library collection contains thousands of print titles for research or leisure reading, including special collections focused on diversity, student success, and career readiness. Campus students may utilize the equipment in the print center, including a poster printer, a Cricut machine and a 3D printer, for class projects. Private and group study rooms and laptops are also available.

Students are encouraged to visit the library's website at <https://library.tiffin.edu> to view our contact information, hours of operation, programming schedule, and a robust collection of tutorials to support research, citation, and writing resources.

University Academic Support

The University Academic Support Office (UAS), located in the Murphy Academic Support Center, assists both undergraduate and graduate students with comprehensive academic support. The center provides peer-to-peer tutoring (online and in-person), group tutoring, student assisted review (Dragon Star) for selected courses, writing assistance, study skills development, and additional support free of charge to all currently enrolled students. The UAS also provides quiet study areas for students and monitors study tables for teams and organizations with mandatory study table hours. Students may contact the UAS Office at any time for assistance by calling 419.448.3324 or by emailing tutor@tiffin.edu.

Career Services

The Career Services Office, located on the first floor of Murphy Academic Support Center, offers a variety of services and resources for on-campus students, online students, and alumni. Email careerservices@tiffin.edu for assistance in choosing a major or career; improving resume and interviewing skills; job and internship search resources; preparing for graduate and professional school; and connecting with employers. Participation in Career Service in-person and virtual events can provide students and alumni with a competitive advantage in achieving their career goals.

Health Services

TU Health Center, a partnership with Mercy Health

TU's Health Center, a partnership with Mercy Health, understands the unique healthcare requirements of students. Our dedicated staff is committed to ensuring students' well-being, enabling them to achieve their educational goals and fully embrace campus life.

The Health Center takes walk-ins and schedules appointments. There is paperwork to complete if you have never been seen by Mercy Health. **Please be sure to bring your Student ID with you to your appointment.** Additional information about TU's health services may be found at the following link: <https://www.tiffin.edu/student-support/health-services/>