

Program Requirements for the M.Ed. School Nurse Education Program

This form confirms your understanding of the program requirements and policies in the M.Ed. School Nurse Education program. Please read carefully, sign below, and return to the graduate admissions department with your completed application in order to enroll in classes.

Coursework Requirements:

- At the time of application, **it is the student's responsibility to request writing courses to be considered for transfer into the program.** Once a student begins the graduate program, courses cannot be transferred into the graduate program.
- Courses eligible to be transferred in may only be applied to elective credits.
- The student must earn a grade of B or better in all program courses. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or lower will result in automatic withdrawal from the program.

Asynchronous Attendance Policy:

- Although asynchronous, the M.Ed. in School Nurse Education program is carefully designed with dynamic learning experiences involving substantial student online class engagement in compliance with federal credit hour guidelines.
- Student participation is critical for all scheduled classes, regardless of modality. The Registrar's Office will monitor reports of online academic participation as attendance for all courses. In accordance with the federal and state financial aid requirements, the University will maintain accurate records of student attendance.
- Due to the accelerated nature of the 5-week courses, the following policy is strictly enforced: Students are required to actively demonstrate engagement in any courses for which they are registered by submitting an assignment and/or discussion board post by Wednesday at 11:59pm ET of Week 2.

Financial Aid

- It is the student's responsibility to monitor their financial aid. Grades, changes to programs, etc. could have financial aid implications that the student is required to monitor.
- Please know the federal financial aid guidelines limit the number of classes the student can complete within a program. For example, if the student is switching between program options and/or degrees, adding certificates to the program of study, or repeating a course, it is the student's responsibility if seeking financial aid to work with the Office of Student Services to make sure all coursework will be covered.
- To qualify for a Stafford loan, a student must take at least three credits every semester.

General Program Information:

- Each student must check their BPU Google mail account on a daily basis.
- The student needs to follow all university policies stated in the online graduate catalog. The student is responsible for making sure the correct audit is posted and for completing the required courses listed on the audit.
- To participate in commencement the student must complete all coursework and requirements by the end of the semester in which he or she will be graduating.

- Please see the graduate catalog for refund policy and all university/program policies.

Shared Google Docs:

- Online communication in academic life presents opportunities for academic dishonesty. The same instances of academic dishonesty that can occur with paper and pencil can also occur via the internet and online communications. One in particular is use of Private Shared Google Folders/Docs. **Therefore, the following is not allowed:**
 - Downloading assignments, papers or portions of papers and assignments from a colleague's Google drive sources and presenting the assignments/papers as the student's own work.
 - Sharing your work so others can copy all or part of it.

Academic Dishonesty as it relates to Shared Google Docs:

- **Students may not engage in the following:**
 - A student submitting work that is not original.
 - A student allowing someone else to submit the student's work, or a modification of that work.
 - A student submitting someone else's work, or a modification of that work, with or without that person's knowledge, regardless of the circumstances under which it was obtained, copied, or modified.
 - Students solving as a group a problem in which group work is prohibited, and submitting multiple copies, each as individual work.
 - A student using someone else's work, including segments without proper attribution.
 - A student using another student's work without the latter's consent or collaboration.
 - A student contracting coursework out to others.

Please sign and return to the Graduate Admissions Department

Student's Signature: _____ Date: _____

Student's Name (*Print*): _____