Wilkes University

PASSAN SCHOOL OF NURSING

GRADUATE PROGRAM STUDENT HANDBOOK

2024-2025

Revised November 1, 2024

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STATEMENT OF GRADUATE NURSING POLICY OR PROGRAM REVISION

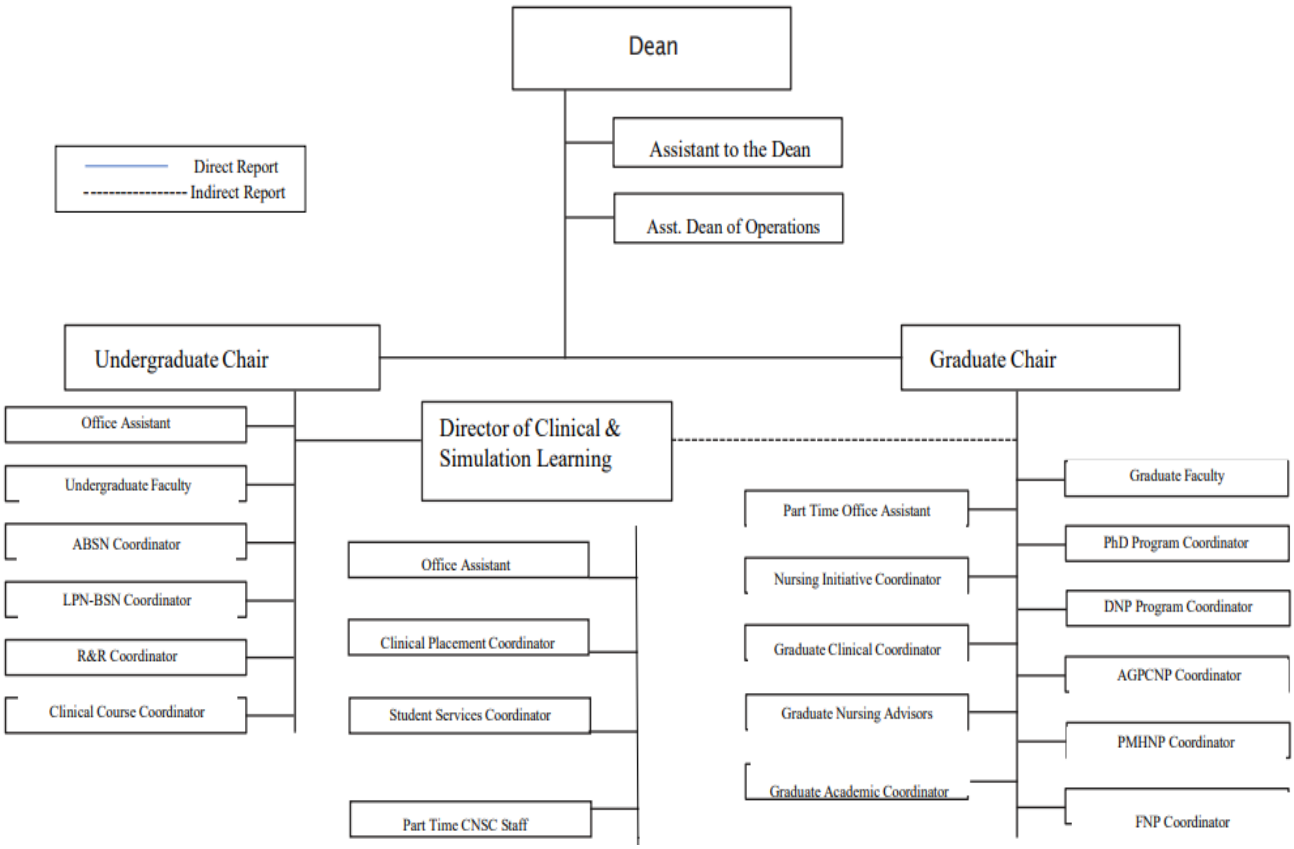
The graduate faculty in the Passan School of Nursing reserve the right to revise the requirements and policies, as deemed necessary at any time, to prepare students for new and emerging roles in nursing. If changes are necessary, students will be notified of such changes both by individual email communication and posting both notification and nature of change(s) in all graduate courses.

Policies of the Passan School of Nursing Graduate Nursing Program may be more stringent than other University graduate programs as outlined on the following pages.

Wilkes University

Passan School of Nursing

Organizational Chart



NOTICE OF NONDISCRIMINATION

The following link provides the nondiscrimination policy for Wilkes University.

https://www.wilkes.edu/about-wilkes/policies-and-procedures/nondiscrimination.aspx

WILKES UNIVERSITY

OUR MISSION:

To continue the Wilkes tradition of liberally educating our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, scholarship and academic excellence, while continuing the university's commitment to community engagement.

OUR VISION:

Wilkes University will provide exceptional educational experiences that transform students and develop innovations through scholarly activities that lead to national recognition and shape the world around us.

OUR VALUES:

Mentorship: Nurturing individuals to understand and act on their abilities while challenging them to achieve great things.
Scholarship: Advancing knowledge through discovery and research to better educate our constituents.
Diversity: Embracing differences and uniqueness through sincerity, awareness, inclusion and sensitivity.
Innovation: Promoting creative scholarly activities, programs, ideas and sustainable practices.
Community: Appreciating and collaborating with mutual respect to foster a sense of belonging.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Students will:

- Demonstrate a comprehensive understanding of appropriate theories, methods and standards specific to the field of study;
- Demonstrate appropriate application of the methods, skills and techniques specific to the field of study;
- Demonstrate the ability to engage in the process of systematic inquiry appropriate to the field of study;
- Demonstrate effective written communication skills in the field of study;
- Demonstrate effective oral communication skills in the field of study; and
- Demonstrate understanding of integrity and ethical practice.

ACCREDITATION

The following link provides the accreditation status for Wilkes University:

http://www.wilkes.edu/bulletin/current/graduate/introduction/accreditation.aspx

PASSAN SCHOOL OF NURSING

MISSION

The mission of the Passan School of Nursing is to develop professional nurses who will apply evidence-based practice in the promotion of quality patient- centered health care to a diverse population.

VISION

The vision of the Passan School of Nursing is to be a recognized leader in nursing education who develops professional nurses based upon essential concepts in the domains and competencies for entry –level professional nursing practice and advanced level nursing education.

ACCREDITATION

"The baccalaureate degree in nursing/master's degree in nursing/Doctor of Nursing Practice/, and post graduate APRN certificate programs at Wilkes University are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org)."

The graduate nursing program in the Passan School of Nursing builds upon *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) http://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf and incorporates the following professional nursing standards and guidelines, along with others identified, for meeting program outcomes:

- *The Essentials of Master's Education in Nursing* (AACN, 2011); http://www.aacnnursing.org/portals/42/publications/mastersessentials11.pdf
- The *Essentials of the Doctoral Education for Advanced Nursing Practice* (AACN, 2006); *https://www.aacnnursing.org/Portals/42/Publications/DNPEssentials.pdf* and
- *Criteria for Evaluation of Nurse Practitioner Programs* (5th ed.). (National Task Force in Quality Nurse Practitioner Education, 2016).

ALMA MATER

Words and Music by Eleanor C. Farley

Wilkes, our Alma Mater,
We pledge our hearts to thee,
Honor, faith, and courage,
Truth and loyalty.
In our work as in our pleasure
Guide us as a friend;
We shall always love thee,
Loyal to the end.
Thou shalt lead us onward
In search of finer things.
May we find the wisdom
That thy spirit brings.
May our deeds of love and service
Ever swell thy fame —
Wilkes, we stand to greet thee!
Glory to thy name!

DOCTOR OF PHILOSOPHY IN NURSING (PhD)

PROGRAM DESCRIPTION

The Wilkes University Ph.D. in Nursing program prepares nurses to investigate and develop the science that drives nursing practice, research and education. The program is designed for students interested in pursuing academic, and education roles, as well as research roles in healthcare settings. The program culminates in the student's defense of the dissertation, an original research study to advance knowledge in nursing science on a variety of topics. The dissertation is a requirement of the Ph.D. in nursing degree.

PhD PROGRAM LEARNING OUTCOMES

Graduates will be able to:

1. Synthesize empirical and theoretical literature from nursing and other disciplines regarding nursing education and clinical practice.
2. Design a nursing research study that examines, refines, and advances nursing science and theory to transform nursing education and clinical practice.
3. Critically evaluate research findings as applicable to nursing science.
4. Contribute to the field of nursing science through the dissemination of research findings.

ADMISSION REQUIREMENTS

Applicants will be evaluated for admission based on the following criteria. These admissions standards represent the minimum eligibility requirements for the program. Admission committee members reserve the right to request additional information from candidates as needed for a more in-depth review of qualifications. Admission is not guaranteed.

- A completed online application.
- Official transcripts showing a master's in nursing degree or completion from an institution with programmatic (ACEN, NLNAC, CCNE) and regional accreditation. Students who graduated from a non-programmatically accredited institution and meet all other admission requirements will be evaluated on a case-by-case basis. Admission is not guaranteed.
- A cumulative GPA of 3.0 or higher on a 4.0 scale.
- Unencumbered current RN license; APRN license if appropriate.
- Current curriculum vitae.
- Letter of intent describing your professional goals, research topic and the reason for pursuing the Ph.D. degree.
- Two recommendations from graduate-level nurses or faculty who can attest to your ability to be successful in a Ph.D. program.

*Applications presenting a history of disciplinary action on professional licenses will be subject to an additional review process by the Special Licensure Discrepancy Committee of the university.

Transfer Credits: All graduate programs will allow 9 total transfer credits. All transfer credits must be a 3.0 or higher.

POST MASTER'S Ph.D. CURRICULUM

Courses are 12 weeks fully online except for a 1-day virtual orientation (NSG 615: Introductory Seminar) and a 2-week competency exam course (NSG 628: PhD Competency).

Course Number	Title	Credits
NSG 615*	Introductory Seminar	1
NSG 616	Philosophy of Science	3
NSG 617	Theory in Nursing Education	3
NSG 618	Health Care Issues and Policies	3
NSG 619	Research Process	3
NSG 620	Seminar I	3
NSG 611	Statistics	3
NSG 622	Writing for Grants and Publication	3
NSG 623	Quantitative Research and Analysis I	3
NSG 624	Qualitative Research and Analysis	3
NSG 625	Quantitative Research and Analysis II	3
NSG 626	Measurement and Data Collection	3
NSG 627	Seminar II	3
NSG 628**	PhD Competency	1
NSG 629	Dissertation Seminar	3
NSG 630	Dissertation Implementation I	3
NSG 631	Dissertation Implementation II	3

Total Credits: 47; Students may be required to take up to 6 credits of additional coursework in preparation for the dissertation topic chosen. This decision will be determined, in collaboration with the student's dissertation chairperson. Students must complete these additional credits prior to enrollment in NSG 628.

*NSG 615 (1-day virtual orientation prior to the initial course start date)
**NSG 628 (2-week course, to include a scheduled comprehensive written examination)

Students who have not successfully completed data collection by the conclusion of NSG 630 will be required to enroll in an additional 3-credit "extension" course. More than one of these "extension" courses may be taken if needed to complete data collection. Students will receive an incomplete for NSG 630 until all course work is satisfied. Students who have not successfully defended their dissertation by the conclusion of NSG 631 will be required to enroll in an additional 3-credit "extension" course . More than one of these "extension" courses may be taken if needed to complete the dissertation. Students will receive an incomplete for NSG 631 until all course work is satisfied. Extension courses are Pass/Fail. Students must complete the program, including dissertation defense, within 7 years from the date of enrollment.

Ph.D. to D.N.P. CURRICULUM

This pathway is for students with a Ph.D. to attain a D.N.P. degree. The D.N.P. courses are 12 weeks fully online except for NSG 608a and NSG 608b which are 15 weeks in length for completion of the D.N.P. Project.

Course Number	Title	Credits
NSG 600	Nursing Informatics	3
NSG 602	Ethical Principles for Advanced Nursing Practice	3
NSG 604	Epidemiology and Environmental Health	3
NSG 605	Collaboration in Health Care Delivery	3
NSG 606	Diversity and Social Issues	3
NSG 607	Leadership in Advanced Nursing Practice	3
NSG 608a	D.N.P. Project (15 weeks)	3
NSG 608b	D.N.P. Project (15 weeks)	3

Total Credits: 24

An elective practicum course is available for students entering the M.S.-D.N.P. program with less than 400 hours from their master's degree and post graduate/APRN certificate programs. This course provides students with additional time to complete the required 1000 hours for the D.N.P. degree, prior to the start of the D.N.P. project.

NSG 609: D.N.P. Program Practicum; 250 clinical hours; 3 credits

D.N.P.to Ph.D. CURRICULUM

This pathway is for students with a D.N.P. degree to attain a Ph.D. degree. Courses are 12 weeks fully online except for a 1-day virtual orientation (NSG 615: Introductory Seminar) and a 2 week competency exam course (NSG 628: PhD Competency).

Course Number*	Title	Credits
NSG 615*	Introductory Seminar	1
NSG 616	Philosophy of Science	3
NSG 617	Theory in Nursing Education	3
NSG 619	Research Process	3
NSG 620	Seminar I	3
*NSG 611	Statistics	3

NSG 623	Quantitative Research and Analysis I	3

NSG 624	Qualitative Research and Analysis	3
NSG 625	Quantitative Research and Analysis II	3
NSG 626	Measurement and Data Collection	3
NSG 627	Seminar II	3
NSG 628**	PhD Competency	1
NSG 629	Dissertation Seminar	3
NSG 630	Dissertation Implementation I	3
NSG 631	Dissertation Implementation II	3

*Effective FA, 2024 NSG 611 replaces NSG 621

Total Credits: 41; Students may be required to take up to 6 credits of additional coursework in preparation for the dissertation topic chosen. This decision will be determined, in collaboration with the student's dissertation chairperson. Students must complete these additional credits prior to enrollment in NSG 628.

*NSG 615 (1-day virtual orientation prior to the initial course start date)
**NSG 628 (2-week course, to include a scheduled comprehensive written examination)

Students who have not successfully completed data collection by the conclusion of NSG 630 will be required to enroll in an additional 3-credit "extension" course. More than one of these "extension" courses may be taken if needed to complete data collection. Students will receive an incomplete for NSG 630 until all course work is satisfied. Students who have not successfully defended their dissertation by the conclusion of NSG 631 will be required to enroll in an additional 3-credit "extension" course. More than one of these "extension" courses may be taken if needed to complete the dissertation. Students will receive an incomplete for NSG 631 until all course work is satisfied. Extension courses are Pass/Fail. Students must complete the program, including dissertation defense, within 7 years from the date of enrollment.

NSG 615: Introductory Seminar
All students will be required to take this introductory seminar (NSG 615) prior to the start of the program and NSG 616. This course is a 1-day, Thursday or Friday virtual orientation prior to the initial course start date, providing students with the opportunity to begin building academic relationships and community, and ease the transition into doctoral level education. Students will be notified of the specific date by the PhD Coordinator.

Seminar Courses
All Ph.D. students who do not pass NSG 620: Seminar I or NSG 627: Seminar II with a grade of B (83-86) or greater, regardless of student GPA, must repeat the course.

Ph.D. Competency, Comprehensive Exam (NSG 628)
All Ph.D. students are required to successfully pass NSG 628: Ph.D. Competency (comprehensive examination) with a grade of B (83-86) or greater, regardless of student GPA, before proceeding to NSG 629: Dissertation Seminar. Students are provided a specific date and time period to complete the comprehensive examination during NSG 628. If a student is unsuccessful on the first attempt, they may retake the comprehensive exam one time only. If the comprehensive examination is failed a second time, the student will be dismissed from the program and ineligible to return. Students will incur a tuition charge of $50.00 per question for the retake examination.

Dissertation
Early engagement between faculty and students is key to successful dissertation development. Students will select a dissertation chair, and two dissertation members that support the student throughout the duration of the program. This facilitates ongoing dissertation development and guidance throughout the doctoral program, and aims to promote dissertation completion.

DOCTOR OF NURSING PRACTICE (D.N.P.)

PURPOSE
The distance education program leading to the Doctor of Nursing Practice degree (D.N.P.) at Wilkes University is linked to the mission statements of the University and the Passan School of Nursing. The *Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006) are applied to the curriculum. The doctoral program focuses on two primary elements: applied research and clinical practice. These elements are embedded in courses throughout the program leading to the final D.N.P. Project where students integrate acquired knowledge to clinical practice in their preferred specialty area.

D.N.P. PROGRAM OUTCOMES
The D.N.P. Program at Wilkes University prepares students to:

1. Apply scientific inquiry and information technology to become leaders in advancing nursing practice.
2. Demonstrate application of scholarship and research for solving the nation's complex health problems.
3. Translate evidence-based research into clinical practice.
4. Integrate and disseminate knowledge for improving patient and population health outcomes.
5. Engage in health care policy.

D.N.P. STUDENT LEARNING OUTCOMES
Students in the D.N.P. Program at Wilkes University will:

1. Synthesize nursing science to manage complex health problems and improve health outcomes in advanced nursing practice.
2. Develop knowledge and skills in healthcare organizational and systems leadership to improve evidence-based practice and policy.
3. Critically analyze information technology, research methodology, and quality improvement methodology to implement the best evidence-based practice.
4. Design patient care technology and information systems to enhance quality of health care delivery.
5. Evaluate health care policies to improve health care policy outcomes at the local, state, and national levels.

6. Employ specialized knowledge and leadership skills when collaborating and leading other inter-professional health care teams in complex health care delivery systems.
7. Analyze health disparities, cultural diversity, environmental and societal needs in the care of individuals, aggregates, and populations.
8. Demonstrate advanced levels of clinical judgment using systems thinking to implement and evaluate evidence based care.

ADMISSION CRITERIA

Applicants will be evaluated for admission based on the following criteria. These admissions standards represent the minimum eligibility requirements for the program. Admission committee members reserve the right to request additional information from candidates as needed for a more in-depth review of qualifications.

Admission Criteria

- Completed online application.
- Master of Science in Nursing degree.
- A minimum GPA of 3.0 or higher from a master's or doctoral degree granting institution which is regionally and programmatically (ACEN, NLNAC, or CCNE) accredited.
- Official transcripts from master's degree and post-graduate/APRN certificate granting institutions, as appropriate. Students who graduated from a non-programmatically accredited institution and meet all other admission requirements will be evaluated on a case-by-case basis. Admission is not guaranteed.
- *A current unencumbered RN license.
- A current advanced practice registered nurse (APRN) license* and national board certification, if appropriate.
- Curriculum vitae
- Validation of Clinical Hours Form: form completed documenting supervised clinical practice hours during master's and/or post-graduate/APRN certificate program. Verification must be provided by the nursing program where the clinical hours were completed.

*Applications presenting a history of disciplinary action on professional licenses will be subject to an additional review process by the Special Licensure Discrepancy Committee of the university.

Transfer Credits: All graduate programs will allow 9 total transfer credits. All transfer credits must be a 3.0 or higher.

M.S. to D.N.P. CORE

12 week courses except NSG 608a and NSG 608b are 15 weeks

NSG 600	Nursing Informatics	3 credits
*NSG 611	Statistics	3 credits
NSG 602	Ethical Principles for Advanced Nursing Practice	3 credits
NSG 603	Application of Nursing Research	3 credits
NSG 604	Epidemiology and Environmental Health	3 credits
NSG 605	Collaboration in Health Care Delivery	3 credits
NSG 606	Diversity and Social Issues	3 credits
NSG 607	Leadership in Advanced Nursing Practice	3 credits

NSG 608a**	D.N.P. Project	3 credits
NSG608b**	D.N.P. Project	3 credits

*Effective FA, 24 NSG 611 (Statistics) replaces NSG 601 Biostatistics
**NSG 608a and 608b are completed over the last 2 semesters in the program.
Total: 30 credits

An elective practicum course is available for students entering the M.S.-D.N.P. program with less than 400 hours from their master's degree and post graduate certificate programs. This course provides students with additional time to complete the required 1000 hours for the D.N.P. degree, prior to the start of the D.N.P. project.

NSG 609: D.N.P. Program Practicum; 250 clinical hours; 3 credits

Clinical Hours	**Elective Courses**
400 hours and more	No electives necessary
Less than 400 hours	NSG 609

MASTER OF SCIENCE IN NURSING (M.S.N.)

PURPOSE

The distance education Master of Science in Nursing (M.S.N.) program at Wilkes University is designed to prepare the Nurse Practitioner for advancing nursing practice and quality within healthcare. The program provides a foundation to further advancement of professional nursing education for a doctoral degree in nursing and post graduate/APRN certificate program. Graduates are eligible for national board certification upon program completion of the respective concentration.

MASTER OF SCIENCE IN NURSING PROGRAM OUTCOMES

The Master of Science in Nursing program at Wilkes University prepares students to:

1. Engage in lifelong learning in a constantly evolving and multicultural world.
2. Demonstrate competence in the development of scientific inquiry relevant to clinical practice, administration, or education.
3. Utilize leadership strategies that foster improvement of patient and population health.
4. Advance nursing practice by translating evidence in a variety of roles and areas of practice.
5. Improve healthcare outcomes through interprofessional collaboration.
6. Participate in lifelong learning as a part of advancing nursing practice.

MASTER OF SCIENCE IN NURSING STUDENT LEARNING OUTCOMES

Students in the Master of Science in Nursing program at Wilkes University will:

1. Synthesize advanced knowledge of nursing and related disciplines for the development of advanced nursing practice in the roles of the Nurse Practitioner, Nurse Executive, Nursing Educator, and Informatics Nurse Specialist.
2. Develop expertise in the Nurse Practitioner, Nurse Executive, Nurse Educator, and Informatics Nurse Specialist roles to advance nursing practice.
3. Develop skills and abilities to assume leadership roles in advanced nursing practice.
4. Evaluate nursing research for its applicability to advance nursing practice.
5. Evaluate applicable knowledge and concepts in nursing to deal with the complexities of a dynamic society.

ADMISSION REQUIREMENTS

Applicants will be evaluated for admission based on the following criteria. These admissions standards represent the minimum eligibility requirements for the program. Admission committee members reserve the right to request additional information from candidates as needed for a more in-depth review of qualifications.

- A completed online application.
- Official transcripts showing appropriate degree completion (Associate degree for RN-MSN, BS in Nursing for MSN) from an institution with programmatic (ACEN, NLNAC, CCNE) and regional accreditation. Students who graduated from a non-programmatically accredited institution and meet all other admission requirements will be evaluated on a case-by-case basis. Admission is not guaranteed.
- A minimum cumulative GPA of 3.0 or higher on a 4.0 scale.
- *A current, unencumbered RN license.
- Current resume or curriculum vitae
- One year of RN clinical experience (by the start of NP clinical courses).

Applications presenting a history of disciplinary action on professional licenses will be subject to an additional review process by the Special Licensure Discrepancy Committee of the University. and advanced practice registered nurse (APRN) license and national board certification, as appropriate

Transfer Credits: All graduate programs will allow 9 total transfer credits. All transfer credits must be a 3.0 or higher.

CURRICULUM

Graduate Nursing Core (24 Credits)

Courses are 12 weeks.

NSG 500	Advanced Health Assessment	3 credits
NSG 501	Theoretical Foundations of Nursing Science	3 credits
NSG 502	Advanced Nursing Research	3 credits
NSG 504	Advanced Role Development in Nursing	3 credits
NSG 505	Health Policy and Politics for Advancing Nursing Practice	3 credits
NSG 530	Advanced Pathophysiology	3 credits
NSG 533	Advanced Pharmacology	3 credits
NSG 590	Scholarly Review	3 credits

CONCENTRATIONS

NURSE PRACTITIONER STUDENT LEARNING OUTCOMES

Students in the Nurse Practitioner program at Wilkes University will:

1. Synthesize theoretical, scientific, and clinical knowledge in providing comprehensive, evidence-based care.
2. Perform a comprehensive health history and physical examination to diagnose health conditions involving critical analysis, differential diagnosis, and data interpretation.
3. Assume leadership roles in collaboration with other health professionals to achieve optimum patient health.
4. Integrate health care policy as it impacts the decision-making ability to provide quality patient care.
5. Negotiate healthcare delivery systems to promote quality health outcomes for individuals, communities, and organizational systems.
6. Coordinate care for patients with complex conditions through referrals and collaboration.
7. Participate in life-long learning through higher education, continuing education, certification and evaluation.

Adult-Gerontology Primary Care Nurse Practitioner (16 Credits)
Courses are 12 weeks.

NSG506	Advanced Practice in Adult-Gerontology Clinical I	3 credits
NSG515	Advanced Practice in Adult-Gerontology Clinical II	3 credits
NSG550	Diagnostic Reasoning for Nurse Practitioners	2 credits
NSG554	Nurse Practitioners in Primary Care I	3 credits
NSG555	Nurse Practitioners in Primary Care II	3 credits
NSG556	Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	2 credits

Psychiatric/Mental Health Nurse Practitioner (18 Credits)
Courses are 12 weeks.

NSG526	Clinical Modalities in Advanced Psychiatric/Mental Health Nursing Practice	3 credits
NSG527	Psychopathology, Theories, and Advanced Clinical Modalities	3 credits
NSG535	Advanced Practice in Psychiatric/Mental Health Nursing I	3 credits
NSG536	Advanced Practice in Psychiatric/Mental Health Nursing II	3 credits
NSG550	Diagnostic Reasoning for Nurse Practitioners	2 credits
NSG552	Psychopharmacology	2 credits
NSG556	Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	2 credits

Family/Individual Across the Lifespan Nurse Practitioner (19 Credits)
Courses are 12 weeks.

NSG 546	Family Nurse Practitioner Clinical I	3 credits
NSG 547	Family Nurse Practitioner Clinical II	3 credits
NSG 548	Family Nurse Practitioner Role with Children and Families	2 credits
NSG 549	Family Nurse Practitioner Clinical with Children and Families	1 credit
NSG 550	Diagnostic Reasoning for Nurse Practitioners	2 credits
NSG 554	Nurse Practitioners in Primary Care I	3 credits
NSG 555	Nurse Practitioners in Primary Care II	3 credits
NSG 556	Health Perspective of Culturally Diverse, Rural, and Underserved Populations	2 credits

RN to M.S.N. PROGRAM

PURPOSE

This distance education RN to M.S.N. graduate nursing program is designed for the registered nurse with an associate's degree in nursing (AAN or ASN) who plans to earn a career-enhancing nursing degree to the master's level. Students enter this program as graduate students of the university. The curriculum starts with two bridge courses totaling 10 credit hours, which bring the student to the baccalaureate level of study. **** A pass-through bachelor's degree in nursing is not granted as part of this program.*** After completing the bridge courses, students continue in completing a concentration of their choice for the Master of Science in Nursing degree (see Master of Science in Nursing section of the handbook). Graduates are eligible for national certification upon program completion of the respective concentration. **RN to M.S.N. students follow the policies of the Passan School of Nursing graduate nursing program.**

ADMISSION REQUIREMENTS

- See the Master of Science in Nursing admission requirements.

CURRICULUM

Successful completion of the following 3 bridge courses is required for the MSN degree conferral. All bridge courses must be taken as part of the RN to MSN degree completion through the university. Transfer credits for these courses will not be approved.

- NSG 410: Transition to Baccalaureate Nursing for the Graduate Nursing Student 7 credits (15-week course)
- NSG 411: Leadership and Management Practicum for the Graduate Nursing Student 3 credits (clinical- 45 hours) (12-week course)
- NSG 412: Graduate Level Academic Writing for Nursing Professionals 1 credit (12-week course)

The total number of credits and degree requirements for completion of the RN to M.S.N. program and conferring an M.S.N. degree is based upon the concentration chosen (see the Master of Science in Nursing section of this handbook). The range is 51-54 total credits.

POST-GRADUATE/APRN CERTIFICATE PROGRAM

PURPOSE

This distance education Post-Graduate/APRN Certificate program is designed for registered nurses who have earned a master's or doctoral degree in Nursing and seek to expand their education in a new specialty area. Certificate programs are offered in all NP concentrations available in the Master of Science in Nursing degree program. Graduates of our accredited online certificate programs are eligible to sit for national board certification examination upon program completion of the respective concentration. A review of official transcripts for the gap analysis will determine a student's course of study. A certificate of program completion is awarded, not a degree.

Students admitted to the nurse practitioner program who have previously taken an Advanced Pharmacology course are advised to contact their State Board of Nursing to determine if their Pharmacology course meets the criteria set for length of time allowed from taking the course to the date of applying for prescriptive privileges.

ADMISSION REQUIREMENTS

Applicants will be evaluated for admission based on the following criteria. These admissions standards represent the minimum eligibility requirements for programs. Admission committee members reserve the right to request additional information from candidates as needed for a more in-depth review of qualifications. Admission is not guaranteed.

- A completed online application.
- Official transcripts showing master's or doctoral degree in nursing from an institution with programmatic (ACEN, NLNAC, CCNE) and regional accreditation. Students who graduated from a non-programmatically accredited institution and meet all other admission requirements will be evaluated on a case-by-case basis. Admission is not guaranteed.
- A minimum cumulative GPA of 3.0 on a 4.0 scale.
- A minimum grade of 3.0 on a 4.0 scale
- *A current unencumbered RN license and APRN license for nurse practitioners.
- Current resume or curriculum vitae.

*Applications presenting a history of disciplinary action on professional licenses will be subject to an additional review process by the Special Licensure Discrepancy Committee of the University.

Adult –Gerontology Primary Care Nurse Practitioner (27 credits or less pending review of previous coursework)

***All courses are 12 weeks**.

NSG500	Advanced Health Assessment	3 credits
NSG530	Advanced Pathophysiology	3 credits
NSG533	Advanced Pharmacology	3 credits
NSG506	Advanced Practice in Adult-Gerontology Clinical I	3 credits
NSG515	Advanced Practice in Adult-Gerontology Clinical II	3 credits

NSG550	Diagnostic Reasoning for Nurse Practitioners	2 credits
NSG554	Nurse Practitioners in Primary Care I	3 credits
NSG555	Nurse Practitioners in Primary Care II	3 credits
NSG556	Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	2 credits
NSG 591	Scholarly Preparation for NP Boards	2 credits

Psychiatric/Mental Health Nurse Practitioner (29 credits or less pending review of previous coursework)
***All courses are 12 weeks**.

NSG500	Advanced Health Assessment	3 credits
NSG530	Advanced Pathophysiology	3 credits
NSG533	Advanced Pharmacology	3 credits
NSG526	Clinical Modalities in Advanced Psychiatric/ Mental Health Nursing Practice	3 credits
NSG527	Psychopathology, Theories, and Advanced Clinical Modalities	3 credits
NSG535	Advanced Practice in Psychiatric/ Mental Health Nursing I	3 credits
NSG536	Advanced Practice in Psychiatric/ Mental Health Nursing II	3 credits
NSG550	Diagnostic Reasoning for Nurse Practitioners	2 credits
NSG552	Psychopharmacology	2 credits
NSG556	Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	2 credits
NSG 591	Scholarly Preparation for NP Boards	2 credits

Family/Individual Across the Lifespan Nurse Practitioner (30 credits or less pending review of previous coursework)
***All courses are 12 weeks.**

NSG 500	Advanced Health Assessment	3 credits
NSG 530	Advanced Pathophysiology	3 credits
NSG 533	Advanced Pharmacology	3 credits
NSG 546	Family Nurse Practitioner Clinical I	3 credits
NSG 547	Family Nurse Practitioner Clinical II	3 credits
NSG 548	Family Nurse Practitioner Role with Children and Families	2 credits
NSG 549	Nurse Practitioner Clinical with Children and Families	1 credit
NSG 550	Diagnostic Reasoning for Nurse Practitioners	2 credits
NSG 554	Nurse Practitioners in Primary Care I	3 credits
NSG 555	Nurse Practitioners in Primary Care II	3 credits
NSG 556	Health Perspective of Culturally Diverse, Rural, and Underserved Populations	2 credits

NSG 591 Scholarly Preparation for NP Boards 2 credits

POLICIES

ADVISEMENT

There are two advisors available to students to assist with programs of study and individual learning needs of students. On admission, each student is assigned an academic advisor (AA) and a student advisor (SA).

The following is information related to the role of the AA and SA advisor:

Academic Advisor: Each graduate nursing student is assigned an academic advisor and provided with a Plan of Study at the time of program enrollment, each shown in **Degree Works, the University system for advising.
Academic Advisors will communicate regularly with students via their Wilkes University email (wilkes.edu) as primary means of communication related to the academic program, developing plans of study and updating plans with changes as needed, referring students to University resources as needed, and collaboration with University departments as needed related to student concerns and issues. Academic advisors will review student progress at the end of each semester and will notify students as appropriate for course retakes or academic dismissals. Academic Advisors also monitor student leaves of absence and will notify students if they are in violation of the Leave of Absence Policy.

The Academic Advisor is responsible for timely response to the student and for providing guidance with meeting program requirements.

**To access Degree Works: Log into the Wilkes Portal (https://portal.wilkes.edu/group/mycampus/home). On the left side, there will be a menu. Click on "Degree Works Dashboard" and it will take students Degree Works. In Degree Works, there will be a tab "Plans" under your name at the top on the left side. Click on "Plans" to open and view the.

****Student Responsibilities Related to Advising:** The student is responsible for communicating regularly with their Academic Advisor each semester, following the Plan of Study, and working with the academic advisor to make changes when needed. **Failure to follow the Plan of Study may result in a delay in program completion.** Students are responsible for contacting the academic advisor with academic and program issues encountered, when requiring a leave of absence, or if withdrawing from courses or the University.

Student Advisor: The Student Advisor and team will meet with new students prior to the start of class to introduce themselves, orient students to their program, review Wilkes's email account, provide support and resources, and register students for courses based on the plan of study during their first year. Program policies will also be reviewed. The Student Success advisor will offer the student resources and refer the student to the Academic Advisor for course or academic issues. The general email for student success is: studentsuccess@onlinenursingdegrees.wilkes.edu

ACADEMIC HONESTY STATEMENT ON ACADEMIC HONESTY, INTELLECTUAL RESPONSIBILITY AND PLAGIARISM

The Graduate Program in the Passan School of Nursing reserves the right to dismiss a student from the program for violation of this policy statement, if deemed appropriate.

At Wilkes, the faculty and the entire University community share a deep commitment to academic honesty and integrity. Students assume the responsibility for providing original work in their courses without plagiarizing.

The following are considered to be serious violations and will not be tolerated. These are meant to be examples and are not an exhaustive list.

Academic Misconduct: any behavior that attempts to garner an unfair advantage or give another student an unfair advantage

- submitting work purchased from another (including another student, commercial paper writing services, or website)
- completing an assignment for another student
- use of unauthorized electronics during an exam (i.e. cell phone, calculator, wireless two-way communicators)
- leaving a room during an exam, with the exam
- possession of unauthorized copies of an exam (either current or past exams)
- submitting false information or documentation that requests special accommodations from a professor

Cheating: giving improper aid to another, or receiving such aid from another, or from some other source

- to copy from another student
- to allow another student to copy from you
- to use unauthorized notes or formula sheets during an exam
- to use of artificial intelligence (AI) is not considered original work
- to use *Course Hero.* Students may not add or use information from Course Hero.

Collusion: improper collaboration with another in preparing assignments, computer programs, or in taking examinations

- to discuss an exam with a student who is scheduled to take the same exam at another later section
- to take an extra copy of an exam to share with another outside of your own section
- unless an instructor indicates that collaboration is allowed, students are expected to work individually on assignments
- a clear notation should be made if you have collaborated with someone on an assignment

Falsifying: the fabrication, misrepresentation, or alteration of citations, experimental data, laboratory data, or data derived from other empirical methods or giving false information

- to create false data for lab reports or other research

- to cite materials not used in your assignment
- to misrepresent work done outside the classroom (i.e. as it relates to field work or internship hours)
- to ask for special consideration under false pretenses

Plagiarism: the use of another's ideas, programs, or words without proper acknowledgment including **self-plagiarism**—reusing your own work for another assignment in another class (see below).

- to use an idea, illustration, diagram or other detail from a source without making a reference in the bibliography
- to submit another person's paper, program or other assignment as one's own
- to paraphrase without citing a source
- to use a partial phrase from a source without putting it in quotations, or otherwise citing it
- to use information found on the internet without citing the source
- to use information generated from artificial intelligence

Use of Artificial Intelligence (AI)

Students may not use AI to complete discussions or assignments. It is considered plagiarism.

Students who use Grammarly should be aware that Grammarly includes Grammarly Editor and Grammarly Generative AI. The Editor version may be used. To disable AI in Grammarly, go into Grammarly Account/Settings/Feature Customization/Generative AI (all four Generative AI features must be disabled).

The University considers the following as three separate forms of plagiarism:

Deliberate plagiarism centers on the issue of intent. If students deliberately claim another's language, ideas, or other intellectual or creative work as their own, they are engaged in a form of intellectual theft. This is not tolerated in academic, business, and professional communities, and confirmed instances of plagiarism usually result in serious consequences. Similarly, submitting the work of another person or submitting a paper purchased from another person or agency is a clear case of intentional plagiarism for which students will be subject to the severest penalties.

Unintentional plagiarism often results from misunderstanding conventional documentation, oversight, or inattentive scholarship. Unintentional plagiarism can include forgetting to give authors credit for their ideas, transcribing from poor notes, and even omitting relevant punctuation marks.

Self-plagiarism occurs when students submit assignments presented for another course at the university or another university attended. Students may resubmit sections of papers from their D.N.P. and Ph.D. program assignments of the university as they apply towards developing their research. Students should clarify all terms with the faculty member.

Students should follow these general principles when incorporating the ideas and words of others into their writing:

- The exact language of another person (whether a single distinctive word, phrase, sentence, or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgment of the source of the quoted matter.
- Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author's own words, not those of the original source, and must be provided with a specific acknowledgment of the source of the paraphrased or summarized matter.
- All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgment of the source.
- Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.
- As a general rule, when in doubt, provide acknowledgment for all borrowed material. Different disciplines use different documentation methods; therefore, students should consult instructors about the correct use of the appropriate documentation style. Style manuals detailing correct forms for acknowledging sources are available in the Farley Library, at the Writing Center, and at the college bookstore. Additional resources and guidance in the correct use of sources can be obtained at the Graduate Nursing Academic Resource Center and from individual instructors.

The University enforces the Federal Copyright Law as per below. Students violating this University policy are subject to all terms of this academic honesty policy up to and including University dismissal.

Federal Copyright Law

Violations of federal copyright law are also a component of intellectual responsibility and plagiarism.

Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies.
Use of copyrighted information.

Use of copyrighted information.

- All course materials including but not limited to exams, sample papers, sample SOAP notes, and study guides are all considered copyrighted material. Placing these materials onto any website (including but limited to websites advertised to help students, such as Course Hero) for others to view is considered a violation of federal copyright law.
- The University is monitoring content on such websites and requiring copyrighted materials to be removed.

Procedures for Reporting Cases of Plagiarism/Academic Dishonesty

Faculty are expected to notify the student in writing of the plagiarism/academic honesty concern and arrange to meet with the student to discuss the concern. Course faculty will review the concerns directly with the student, consult with the Graduate Chair as needed, and determine the type of plagiarism and outcome.

All cases of suspected academic dishonesty are reported violations to the Chair of Graduate Nursing for review. Penalties for violations range from failure in the particular assignment or test, to failure for the course and/or removal from the university.

ACADEMIC STANDING AND DISMISSAL

Individual programs/departments may have more stringent academic progression requirements than those prescribed by the general policies.

Individual programs/departments may have more stringent academic progression requirements than those prescribed by the general policies. The following requirements are specific to the Graduate Program in Nursing.

The following are the requirements to progress and complete the Graduate Nursing Programs:

- Earn a 3.0 or higher in all graduate nursing courses. Students can only receive a grade below a 3.0 one time in the lifetime of their program enrollment. If a student receives a second course grade less than a 3.0 they will be dismissed from the University. Students who are academically dismissed do not qualify for readmission to the Graduate Nursing Program.

- A student who earns less than a 3.0 in a graduate nursing course MUST repeat only that course the following semester for grade replacement. The repeated course must be taken alone. A student can only repeat a course once to achieve a grade of 3.0 or higher. Students who do not achieve a 3.0 or higher in the repeated course will be dismissed from the University. Students can only replace one course grade in the lifetime of the program.

- Students with unsatisfactory clinical performance, supported by clinical evaluations of faculty and preceptors, may be terminated from the program.

ADMISSION

Individual graduate programs retain the right to impose more rigorous conditions on students admitted. Such conditions, if imposed, will be detailed in the letter of admission sent to the student. Students can only be enrolled in one program at a time.

Regular admission is granted to students who have completed all requirements of the application process and who have demonstrated an acceptable level of academic work in their undergraduate degree program or previous graduate level coursework, including meeting program-specific, minimum GPA requirements and demonstrating preparedness for work at the graduate level in their field of specialization.

Rejection will be used in cases when a student fails to meet the general or academic admissions requirements of the individual program of study.

Cancellation. Applicants who have not fully completed the admissions process, and who have not yet started taking academic classes, will have one year to complete their application file. Should the process not be completed within that time frame, the application will be canceled one year after the date of application.

ANTI-HARASSMENT (INCLUDING SEXUAL HARASSMENT)
The policy can be accessed at https://www.wilkes.edu/about-wilkes/offices-and-administration/title-ix/index.aspx

APA REQUIREMENTS
Graduate nursing students are expected to follow the most current APA guidelines. The required manuals are listed in the current course syllabus under Required Textbook(s)/Course References. Students not adhering to the APA guidelines, as outlined, are at risk for violating academic integrity. The graduate Library and Graduate Nursing Academic Resource Center (See Student Services below) provides resources for graduate nursing students in support of academic honesty.

CAREER OPPORTUNITIES
Career opportunities are provided to graduate nursing students on a continuous basis. The following information can guide a career search
http://www.liquidcompass.com/institutions/wilkes

CLINICAL CLEARANCE REQUIREMENTS
Students are active partners in arranging clinical experiences, selecting preceptors or mentors/Chairs (D.N.P. program/Ph.D. program), submitting all appropriate paperwork to the Clinical Placement Team by the deadlines each semester, and completing the required clinical clearance process. Due to the ever-changing nature of environments and factors out of control of the PSON, the effectiveness of support services is determined by student participation and cooperation throughout the placement process. Students are expected to meet placement requirements prior to clinical course enrollment, leverage their professional networks to provide preceptor referrals, and meet all required deadlines.

Students may **not** choose family members for preceptors or mentors. All clinical hours logged by students for course requirements must be completed on unpaid work time. This pertains to all degree programs and concentrations.

CastleBranch® Clearances with Positive Findings on Background Checks
Students are notified of CastleBranch® clearance deadlines by the Clinical Placement Team via the wilkes.edu email system. **Failure to meet the deadlines will result in a delay and disqalitification for clinical placement in the upcoming semester.**

Graduate nursing students preparing for clinical courses and clearances through CastleBranch® who have felony or criminal records on file less than 5 years, positive urine drug screens, or new disciplinary action on licenses from the time of enrollment will be fully responsible for locating their clinical placements. The clinical clearance process is transparent as healthcare agencies may conduct independent reviews of student backgrounds prior to acceptance for clinical/practicum and deny the clinical experience.

Clinical Requirements
Clinical Requirements for RN to M.S.N (NSG 411)
Student requirements:

- Students will receive an email from the Student Success Team approximately 4-6 months prior to the start of NSG 411. The Placement Coordinator will guide the student through the process.
- A student will not be enrolled in the clinical course if the clinical clearance and background check and any additional agency requirements related to the practicum experience that

exceed those required by the PSON (OSHA, HIPAA, training) are not met within7 days before the start of the clinical course.
- Students are responsible for maintaining current documents ongoing while in clinical. Student may be disenrolled from the course if information expires during the semester, after the student begins clinical, and the student does not update the information.

Preceptor requirements:
- Holds a minimum of a bachelor degree in nursing.
- Educated in the area which he/she is teaching or providing supervision or be extensively experienced in those areas.
- Licensed in his/ her State as an RN.
- Provide a copy of current State licensure and/or verification statement and curriculum vitae.

Graduate nursing clinical faculty requirements:
- Available to preceptors the duration of the practicum course.
- Provide oversight of clinical preceptors during each practicum course.
- Communicate with preceptors via telecommunication, a minimum of two times per semester.
- Provide final student grades.

Clinical Requirements for Nurse Practitioner Students (M.S.N., RN to M.S.N., and Post Graduate/ APRN Certificate programs)

Students in the Adult-Gerontology Primary Care, Psychiatric/ /Mental Health, and Family Nurse Practitioner concentrations are required to complete direct care hours with a clinical preceptor for all clinical courses. Nurse practitioner preceptors are preferred, but preceptors can also be physicians.

Student Requirements:
- Students will receive an email from the graduate Clinical Placement Coordinator or Placement Team approximately 4-6 months prior to the start of the clinical course. The graduate clinical placement coordinator will guide the student through the process.
- A student will not be enrolled in the clinical course if the clinical clearance and background check and any additional agency requirements related to the practicum experience that exceed those required by the PSON (OSHA, HIPAA, training) are not met within 7 days before the start of the clinical course.
- Students are responsible for maintaining current documents ongoing while in clinical. Students may be disenrolled from the course if information expires during the semester, after the student begins clinical, and the student does not update the information.

Preceptor requirements:
- Holds a graduate degree
- Educated in a clinical area which he/she is teaching or providing supervision or be extensively clinically experienced in those areas. A preceptor must have a minimum of one year of clinical experience.
- Licensed in his/ her State and nationally board certified (advanced practice nurses) or board eligible (as appropriate, physicians) to practice in his/her population- focused area or specialty area of practice.
- Provide a copy of current State licensure and/or verification statement, national board certification (advanced practice nurses), board eligible (as appropriate, physicians), and curriculum vitae.

Graduate nursing clinical faculty requirements:

- Available to preceptors the duration of the clinical course.
- Provide oversight of clinical preceptors during each clinical course.
- Communicate with preceptors a minimum of two times per semester; this can be done face to face or via telecommunication.
- Provide final student grades.

Clinical Requirements for D.N.P. Program Students

Students in the D.N.P. program need to secure a clinical mentor prior to entering NSG 608a: D.N.P. Project. The D.N.P. program requires completion of 1000 hours of practice experience beyond the bachelor's level of nursing education. Students who have completed practicum hours to satisfy past curriculum requirements may be credited with hours from their master's program and/or post graduate/ APRN certificate in nursing program. Validation of those hours is required by a letter from the degree granting academic institution verifying the number of practicum hours as part of the enrollment process. Student must complete additional clinical hours to satisfy the *DNP Essentials.* The hours will be conducted in the D.N.P. project courses. Students completing hours in NSG 609 will be credited with hours of completion towards the 1000 hours of practice experience.

Student requirements:

- Students will receive an email from the graduate clinical coordinator approximately 4-6 months prior to the start of the clinical course. The graduate clinical coordinator will guide the student through the process.
- Students are assigned a D.N.P. Project Chair. Once the project is approved by the Chair the student will complete the Graduate Nursing Clinical Initiation Form (received from the Chair) and return to the Chair for signature. The D.N.P. Project Chair will submit the form to the appropriate Passan School of Nursing designee to finalize the approval process of the affiliation agreement for the D.N.P. Project.

Clinical mentor requirements:

- Holds a graduate degree with expertise in the D.N.P. Project area of scholarly inquiry-doctoral degree preferred.
- Is licensed in his/her State (if required for area of expertise), nationally board certified (as appropriate), or board eligible (as appropriate) to practice in his/her population-focused area or specialty area of practice, provides documentation.
- Provides a copy of current State licensure and/or verification statement (if licensure applies), national board certification (as appropriate), or board eligible (as appropriate, physicians)
- Supports the student with content expertise on their chosen D.N.P. project in NSG 608a, NGS 608b, and in NSG 609, as appropriate.

DNP Chairperson requirements:

- Discuss and approve the student project during the pre -course period of approval.
- Submit the completed Graduate Nursing Clinical Initiation Form to the appropriate Passan School of Nursing designee.
- Be available to clinical mentors, as needed.
- Provide academic support to the student during the entire D.N.P. Project.
- Provide student grades.

Ph.D. Program and the Dissertation Clearance Process

Students in the Ph.D. program should refer to the *Ph.D. in Nursing Dissertation Guide* for

advisement on the appropriate clearances for the dissertation process.

CLINICAL DRESS CODE AND ID BADGES

Students are required to wear appropriate professional business attire, including a white lab coat (not required for PMHNP program clinical) and name tag for all clinical. Professional attire includes dress pants or skirt and conservative top (no shorts, jeans, open-toed shoes, or low cut shirts). The lab coat must be clean and pressed. The student university ID badge is to be worn at all times in the clinical setting. Non-compliance with the dress code policy will result in clinical failure. In addition, students are required to adhere to all health care organizational policies where clinical is being conducted.

CONDUCT IN DISTANCE EDUCATION CLASSROOMS

The primary responsibility for managing the distance education classroom environment rests with the course faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the virtual class may face suspensions or dismissal on disciplinary grounds from the course and/or program. Faculty will report incidents to the appropriate individual in the graduate nursing program.

Expectations of Students in the Classroom:

Students are expected to:

- Know the requirements of each course.
- Understand all policies in the Graduate Nursing Handbook.
- Conduct themselves in a professional manner at all times.
- Communicate verbally and in writing in a respectful and professional tone.
- Follow the policies on ethics and professionalism
- Follow the chain of command in all communications
    - The course faculty is always the first point of contact for all questions.
    - The academic advisor should be contacted for any further questions if a course issue is not resolved.

Failure of students to meet the course expectations may be subject to sanctions, course failure, or program dismissal.

CONDUCT OF STUDENTS IN CLINICAL/PRACTICUM SETTINGS

Students are required to:

- Wear a clean, pressed, white lab coat (not required for PMHNP clinical) over professional business attire in clinical settings, as per the Clinical Dress Code policy in this handbook, when representing Wilkes University.
- Wear a Wilkes University ID badge in clinical settings, when representing Wilkes University.
- Practice personal hygiene and grooming of a standard that ensures the safety and comfort of clients; this includes minimal jewelry and makeup; no perfumes or scented lotion; hair neatly secured away from face; and neat short fingernails.
- Arrive in clinical areas with all the required equipment (e.g., stethoscope, watch, mobile devices for reference etc.) necessary for providing patient care.
- Arrive in clinical areas on the negotiated dates and times.
- Limit cell phone and mobile devices to professional use only for accessing evidence based

practice applications. Texting and answering personal calls is unacceptable during the negotiated clinical hours.
- Adhere to all HIPAA guidelines of patient confidentiality, including discussion of patient encounters on social media networks. **Students violating patient confidentiality on social networks are at risk for immediate dismissal from the graduate nursing program.**
- Conduct themselves in a professional manner at all times as described in the Student Expectation and Professionalism Policy.
- Failure to meet the conduct requirements may result in dismissal from a clinical site and a course failure.

Faculty members have the right to remove a student from a clinical area if, in the faculty member's judgment, the student demonstrates unprofessional appearance or behavior or in any way is a threat to patient safety or comfort.

COURSE ATTENDANCE CLINICAL AND DIDACTIC; LATE POLICY

Students are expected to participate in online classes from the first day of each course, including clinical courses and starting clinical hours at approved clinical sites. Each course assignment including discussion posts contributes towards meeting student learning and course outcomes.

Course Discussions: Students must post in each course during week 1 prior to 11:59 pm EST of the first Sunday of the semester to demonstrate participation. Failure of students to post in week 1 will result in being administratively dropped from the course. An administrative withdrawal will not result in any notation on a student's transcript, and the student will not incur fees for the course.

Weekly course discussions are an integral component of the learning process. Students not participating in weekly discussions are subject to failing the course.

- Students are expected to participate weekly in the course discussion. Failure to post will result in a grade of zero for the week.
- A student unable to meet course requirements as outlined is expected to notify the instructor in advance or as soon as they are aware of the potential conflict. Faculty are not obligated to give credit or make concessions for student missed assignments or time.
- Assignments turned in late without previous approval will receive a five-point deduction for every day late. No assignments will be accepted after 7 days of the due date and a grade of zero will be assigned.
- Students must submit all work to the course discussion forum or assignment dropbox as indicated. Work submitted to the instructor via email will not be accepted

RP Now® examination times are 7:00 am ET Friday to 11:59 pm ET Monday during the module the examination is scheduled. Students should refer to the syllabus and course calendar in D2L the dates for tests in each classroom. **All tests not taken during the assigned period of time will receive a zero**. Students are oriented to RP Now® prior to the start of the program. Students who do not complete orientation and the practice exam will not be allowed to take an exam that is missed due to timing or technical errors.

Student webinars are mandatory. Students who miss a clinical **webinar** will be required to notify their course faculty to identify a plan to make up the course content. Failure to complete the required make-up material may result in a course failure.

Students in clinical/practicum courses are required to complete clinical practice hours and assignments as per the syllabus. Clinical hours should be completed weekly and at a minimum of

50% by the mid semester point. Course faculty track student progression every 2 weeks in the learning management system and a pass/fail grade is provided.

Application of classroom didactic theory in the clinical setting is the expectation with learning. Failure to meet the time frames of the course will result in failing grades for the appropriate assignments. For example, mid semester assignments/evaluations for clinical courses are to be completed at the mid semester point which is between 6-8 weeks of the 12 week semester. No more than 15 weeks (or the end of the summer semester) will be granted for clinical hour completion. Incomplete clinical hours by that point in the semester will lead to receiving a failing grade on the clinical log and concomitantly failing the course. Incompletes are not granted for clinical course grades. Students having difficulty meeting the required hours are to notify the clinical course faculty as soon as the possibility is recognized. Failure of these assignments/evaluations and/or clinical log will result in a course failure.

COURSE TECHNOLOGY INTEGRATION

Students are responsible for the compatibility of their computer systems with Wilkes University technology requirements and all course related technology. Please see the following link for further required technical information: https://www.wilkes.edu/academics/technology-teaching-learning/techreq.aspx

DEGREE AND GRADUATION COMPLETION REQUIREMENTS

Students will be awarded the master's or doctoral degree upon satisfactory completion of all graduate degree requirements and the following specific requirements:

1. A completed application file;
2. Full admission into a graduate program;
3. Satisfactory completion of all requirements for the degree from the date of matriculation; MS to D.N.P., M.S.N., and Post Graduate/APRN Certificate program.
4. Students have 6 years to complete program requirements; Ph.D. students have 7 years; and
5. A minimum GPA of 3.0 for graduate work.

The expectation is that students will maintain continuous enrollment in the graduate nursing program. Any registration changes (course drops, course withdrawals, LOAs, etc.) will affect the course sequence. This handbook contains the specific course and credit requirements for each graduate nursing program and concentration. Students should review their Plan of Study on a regular basis and communicate with their Academic Advisor to ensure timely program completion.

It is the responsibility of master’s and doctoral graduate students to ensure they are registered for a graduation audit no later than ninety days prior to the date of the Commencement Exercise at which the student expects to be graduated. This is done by registering for GRD-000-B (0 credits/ see graduation fee) during the beginning of the final term before graduation. Students should consult with their advisor if they have any questions regarding the process. Transfer credits (approval forms and official transcripts) must be received before each semester's graduation clearance deadline. Students changing their status from non-degree seeking to degree-seeking must do so at least a year prior to graduation.

All post graduate/APRN certificate students will be required to undergo the formal certificate audit process when the student completes the program. Students should register for GRCT-000-N (0 credits/see Certificate Completion fee) at the beginning of the final term of certificate completion.

Academic Advisors may guide the students on this process of registration.

Graduating and certificate completion students may participate in commencement exercises held during the calendar year. Students will receive an email from the Registrar's Office with information on registering for the regalia and diploma or certificate for each commencement ceremony. Students are responsible for completing this electronic submission. These exercises occur in May and September of each year. Diplomas and certificates given during September ceremonies will always be dated as the fourth Saturday in August.

DISCIPLINARY ACTION ON LICENSES AFTER PROGRAM ENROLLMENT

Students are required to report to their advisor as soon as they are aware of any impending or new disciplinary action on their licenses, after the time of student enrollment. The advisor will then report to the Chair of Graduate Nursing. Students with encumbered licenses will be removed from the program since the enrollment requirement for the program is unencumbered licenses. Students with unencumbered licenses will be advised according to the policy under Clinical Clearance. Failure to report these impending or new disciplinary occurrences will result in immediate dismissal from the university.

DISSERTATION PROCESS

Students preparing for the dissertation process should access the Ph.D. Dissertation Guide located in the D2L classroom or at See https://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/_assets/PhD-Dissertation-Guide.pdf

D.N.P. PROJECT

MS to D.N.P. and Ph.D. to D.N.P. Students

Students are required to complete a D.N.P. Project that demonstrates mastery of theoretical content through analysis and synthesis. Students should have a topic prior to entering the program and will research the topic throughout their D.N.P. degree coursework. The expectation is that students will commit to this topic during their coursework. Students changing topics and not prepared for the start of the D.N.P. Project (NSG 608a) may be asked to take a leave of absence to prepare for a new topic. D.N.P. Project oversight is provided by an assigned D.N.P. Project Chairperson. One other committee member is chosen by the student and can include graduate faculty members or community members, who are serving as D.N. P. Project mentors. The D.N.P. Project provides outcomes for validation that candidates have achieved competency in *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021 through the application of research and clinical implementation. The D.N.P. Project is 6 credits and completion is over the last 2 courses of the D.N.P. program. D.N.P. Project clearance requirements are per the policy in this handbook. Students may be required by graduate faculty to seek an editor, if their strength is not in writing.

The D.N.P. project is a pilot study directed at generating knowledge through practice or policy changes. All students are expected to model their project in this fashion. The D.N.P. project 1) is clinically focused, 2) has NO control group, and 3) uses outcome data to support quality improvement for a practice or policy change.

Students must complete 1000 clinical hours for the D.N.P. degree. Included in these hours are the clinically supervised hours conducted in attaining a master's degree in nursing and/or a post graduate/APRN certificate. Validation of those hours is required by a letter from the degree granting academic institution verifying the number of practicum hours which is part of the admission process. The remaining hours will be conducted by the student, in collaboration with the D.N.P. Project Chair and the clinical mentor, while completing the D.N.P. Project. Elective practicum courses for

obtaining these hours outside the D.N.P. Project courses are available.

D.N.P. Project Chairs will validate the official hours required by students on the clinical log for completion of the 1000 hours to complete the D.N.P. program. Students are expected to complete the required clinical log during the D.N.P. Project documenting all hours and details of their experience. Students entering the program with 1000 documented clinical hours will complete a clinical log to demonstrate achievement of D.N.P. program and course outcomes as guided by the "Doctoral Essentials". These clinical hours can include: activities related to implementing the D.N.P. project, for example, developing the clinical intervention, recruiting potential participants, meeting with potential participants, obtaining informed consent from participants, collecting data, entering data into a database, storing the data, analyzing data, conferring with a statistician, and conferring with members of the organization regarding your inquiry. Hours are not granted for activities related to course assignments such as writing the D.N.P. project paper, conducting the review of literature, writing the IRB application, editing your paper, and discussion posts. Students are encouraged to discuss with their D.N.P. Project Chair any activities in question.

The final project is presented to the D.N.P. Project committee via webinar. The expectation is that students will complete the project over the last 2 courses of the D.N.P. program. The final project presentation will be scheduled with the DNP Project Chair, then conducted during business hours, Monday - Friday; 9-5 EST. An incomplete grade cannot be provided for NSG 608a unless all course requirements are met and the student is between semesters and wanting to continue plans for the DNP Project. Students having difficulty in meeting course requirements and timelines due to challenges with the research setting are expected to inform their Chair as soon as the issue is self-identified. Students will need to take a withdrawal backdated to the last time the student participated in the classroom, go on a leave of absence, and retake NSG 608a when able to complete. Students who are unable to complete their Project over the allocated time frame of 2 courses may be eligible to register for a billable 3-credit hour course in an additional term, one time only, to meet the requirements of the project upon approval of the D.N.P. Project Chair and D.N.P. Program Coordinator.

EXPECTATIONS FOR DISTANCE EDUCATION

Distance education is designed as an interactive and collaborative learning environment that requires students to actively and effectively participate in class discussions with respect and understanding for various points of view. Students are expected to participate in distance education classes from the first day of each course. A student unable to meet course requirements for a specific distance education course is expected to notify the instructor as soon as the student is aware of the potential conflict. The student's grade will reflect incomplete work for the week if communication was not initiated with the faculty member. It is the discretion of the faculty member in each course to determine what concessions would be provided to the students for each unit.

Students are expected to:

- Participate in all online activities including discussion forum questions, and open and read all course content.
- Meet course deadlines and place all assignments into the associated folders, etc.
- Follow the Professionalism and Student Conduct policies as outlined in this handbook.
- Utilize the Wilkes University email system (wilkes.edu) as the primary means of communication for university issues between the student, faculty, staff and university and the live email in D2L as the primary source for course related communication between the student and faculty (live.wilkes.edu). To ensure a quality classroom experience students are expected to check their emails every 24-48 hours and respond to faculty within 72 hours of the initial email. One reminder

email will be sent to the student. If the student remains unresponsive, the Chair of the graduate nursing program will be notified due to a violation of the Student Conduct policy outlined in this handbook.

- Maintain high ethical standards in the preparation and submission of assignments see the policy in this handbook on academic honesty.
- Practices good Netiquette (http://www.albion.com/netiquette/corerules.html) throughout each course by demonstrating respect for the personal and professional growth of oneself and others through verbal and written interactions with peers, faculty, and university staff.
- Demonstrate respect for faculty, peers, and staff regardless of gender, ethnicity, sexual orientation, religious, moral, or political beliefs.
- Assure that computer hardware is setup and required software is installed.
- Complete the Wilkes University orientation program for online students.
- Notify their advisor and course instructor of any disabilities, or specialized learning needs as soon as identified.
- Assume a self-motivated, independent, and engaged learning role.
- Actively participate in the course.
- Access the online syllabus and reference throughout the course.
- Respect copyrighted course materials and use them within accepted guidelines.
- Maintain confidentiality regarding information communicated as it relates to patients, employers, and other students.
- Complete course work missed due to interruption in internet service or technology failure. Extension of assignment deadlines will be considered at the discretion of faculty.

Any action, verbal statement, or written statement that threatens or violates the personal safety of any faculty, staff, or student, or any conduct which interferes with the online educational process will be referred to the Chair, Graduate Nursing.

Faculty is expected to:

- Be prepared with all online course materials prior to the first day of class.
- Log into and show an active presence in the online classroom a minimum of three times per week.
- Be actively engaged in each online discussion facilitating a scholarly dialogue that promotes interaction and critical thinking f
- Provide timely grades and constructive feedback for all discussions and written assignments, a maximum of 2 weeks for 12 or 15 week courses, via the learning management system classroom (Grade and Assignment folders).
- Respond to student emails within 24-48 hours Monday through Friday. Weekend hours are at the individual discretion of the course faculty member.

FEES*

Additional fees exist for graduate nursing programs, which promote student achievement of course outcomes in the distance education environment

Category	Course(s) Required	Approximate Fee
Shadow Health®	NSG 500, NSG 526, NSG 527	Fees vary based upon the number of courses using the software. There is a separate fee for each course; separate Shadow Health programs.
CastleBranch®	All clinical/practicum and research courses for RN to M.S.N., M.S.N., posts graduate/APRN certificate, D.N.P., and Ph.D. program students. Ph.D. program students, if deemed necessary based upon dissertation focus	Varies by state of residence due to criminal background checks; range $100.00-$300.00; one-time fee Students may be required to pay a CastleBranch® Bridge fee based upon requirements of the health care agency.
RP Now® **Respondus Lockdown Browser**	NSG 500, 530, 533, 552, 550, and most NP theory courses. NSG 590, NSG 591	$15.00/test $15 per test review $11
Typhon®	Nurse practitioner clinical courses	$90.00 one-time fee
SPSS®	NSG 601 and PhD program	Price varies based upon source of package chosen; minimum $50.00

Professional Liability Insurance for Students in Clinical/Practicum Courses	Clinical/practicum and research courses when completion of clinical hours and/or research are a course requirement.	This fee is collected by the university for each research, clinical or practicum course; $30.00/clinical, research, or practicum course
D.N.P. Project and PhD Dissertation Binding	NSG: 608b and NSG 631	$ 55.00 when enrolled in these courses. Ph.D. program students will use the Proquest platform at this fee.
Graduation Degree or Certificate Audit	Completed the last semester of each program to validate all terms are met for program completion, the graduation ceremony, and degree/certification conferral	$170.00

***Fees are subject to change during the academic year**

FINANCIAL AID

Students are encouraged to collaborate with the financial aid office each award year to ensure their academic needs are met timely and accurately. It is not always possible to schedule each semester according to financial aid requirements for reasons such as availability of courses and sequencing from transfer credits and LOAs; lesser summer course loads; and decreasing number of courses/semester due to personal reasons. Due to these reasons, students may experience times in which financial aid eligibility requirements are not able to be met. Therefore, students are encouraged to contact the financial aid office with these circumstances to discuss how to best meet their needs with financial aid utilization throughout each academic year and award year. The following link provides pertinent information https://www.wilkes.edu/admissions/financial-aid/financial-aid-graduate/index.aspx .

FORM COMPLETION

Information on form completion for licensure and national board certification is provided in final coursework prior to program completion**. Two weeks is the required timeframe for completion of all forms received by the graduate nursing program.**

GOVERNANCE

The organizational structure of the Passan School of Nursing includes an undergraduate and graduate program. Committees in the Graduate Nursing Program include Graduate Nursing, Graduate Curriculum, and Graduate Student Affairs. Student representation is granted for committees. Representation is based upon interest and availability. Students are provided other

opportunities during each academic year to participate in program feedback for governance purposes.

GRADE APPEAL

The information is consistent with the Appeals Policy as listed in the Graduate Bulletin https://catalog.wilkes.edu/index.php?catoid=10 under Academic Procedures.

"Grades themselves are not generally grievable. More often students challenge grades based on a deviation from course policy or grading practices outlined in the course syllabus. Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and subsequently with the Department Chairperson/Director. It is expected that they will consult with the faculty member in an effort to resolve the dispute. The Chairperson/Director may also exercise the option to involve others in the discussions with the faculty member."

Graduate Nursing Specific Appeal Information

The following are not generally appealable: Test grades, Discussion Grades, Grades on Paper. Students have the right to submit an appeal related to violations of course, PSON, or University policies.

The first point of contact for any student with a justifiable grievance with reference to a grade is the course instructor in an attempt to resolve the grievance. If a resolution is not reached, the student should communicate directly with their Academic Advisor to request the appeal. The following information is specific to Graduate Nursing.

In Graduate Nursing the following is the information for appeals:

1. Grades are not generally appealable unless the grading deviates from a course policy or grading as outlined in grading rubrics.
2. Students should first contact the course instructor in an effort to resolve any dispute.
3. If satisfaction is not achieved with the course faculty, the student should notify their Academic Advisor to discuss the appeal process. Students must submit evidence of the appeal claim, along with any appeal request.
4. The Academic Advisor will notify the Chair of the Appeals Committee of the appeal request.
5. Appeals will be reviewed by the Graduate Nursing Appeals Committee
6. Appeals must be made by the end of the 4th week following the end of the course being appealed.
7. An Appeals Committee will convene to review appeals.
8. Students will be notified of the appeals decision within 2 weeks after the appeal has been received.

To submit an appeal, students should contact their academic advisor (AA). Students will receive instructions and an "Appeals Form" that is completed and sent to the academic advisor. The information must include: student name, WIN number, course and section, reason for the request with details of support, supporting information and documents (emails or other communication that support the appeal).

The Chair of the Appeals Committee will receive the information from the AA.

The Chair of the Appeals Committee will establish a Committee of three (3) graduate faculty

members who will conduct a full review of the appeal and all evidence.

The following information will be reviewed by the Appeals Committee:

- A review of the complaint/appeal
- Evidence presented by the student
- A review of course information
- The Committee may also interview the faculty member and student if warranted

The Appeals Committee will provide a decision. The Chair of Appeals will notify the student in writing via the wilkes.edu email. The Chair of the Graduate Program will receive all appeal reports.

GRADING POLICY

Structure

The following grading structure is applied to grading for graduate nursing work within the Passan School of Nursing:
4.0/94-100=A Academic achievement of superior quality
3.5/87-93= B+ Academic achievement of good quality
3.0/83-86= B Academic achievement of acceptable quality in meeting graduation requirements
2.5/78-82= C+ Academic achievement of adequate quality but below the average required for graduation
2.0/73-77 =C Academic achievement below the average required for graduation
0.0/72 below=F Failure. No graduate course credit.

A grade of "X" indicates assigned work yet to be completed in a given course. Except in the DNP Project grades of "X" will be given only in exceptional circumstances. Grades of "X" must be removed through satisfactory completion of all course work no later than 4 weeks after the end of the final examination period of the semester in which the "X" grade was recorded. Failure to complete required work within this time period will result in the conversion of the grade to
1.1. An extension of the time allowed for the completion of work should be endorsed by the instructor in the form of a written statement and submitted to the program Coordinators or Chair for final approval. Faculty will continue to follow students until the requirements of an incomplete are met.

GRADUATION/DEGREE PLANS

Graduation plans are provided to all students prior to enrollment in their first class located in Degree Works. The graduation plan must be followed as per the exact order presented. Changes to plans must be approved by the Academic Advisor listed on the plan or students risk not graduating at the expected time period and Financial Aid being affected.

GRIEVANCE POLICY/ INTERNAL COMPLAINT PROCEDURE

This policy is to be implemented only when dealing with circumstances not covered by existing academic or student conduct procedures. Students initiate this process through the Academic advisor who will contact the Chair of graduate nursing. The policy can be located at https://catalog.wilkes.edu/index.php?catoid=10 under Academic Procedures.

HIPAA

Students are expected to adhere to the HIPAA guidelines of their clinical healthcare organization /setting for protecting the confidentiality and security of healthcare patient information. Students requiring further information on this topic can contact their clinical faculty or access http://www.hhs.gov/ocr/privacy/

INSTITUTIONAL REVIEW BOARD (IRB)

The graduate nursing program in the Passan School of Nursing requires that all students follow the policies of research as outlined in the course. All research projects of the Passan School of Nursing require vetting of an Institutional Review Board (IRB). Any student who conducts any part of a research project without an approved IRB of the healthcare organization and/or Wilkes University is in violation of the laws and ethics of research which are federal guidelines of protection for human subjects. This is in violation of policy of the university and the Passan School of Nursing as well. Following this process is critical to the integrity of the research process. If a health care organization requires that you start a project before the required approvals are met you need to remind them that you are a student at Wilkes University and you have policy to follow asa student. A Ph.D. student who begins any part of the dissertation's data collection before the proposal is defended and finalized and before IRB approval is given will be in violation of the policies of the program and may result in dismissal from the program. A student in the D.N.P. program who begins D.N.P. Project data collection before IRB approval will be in violation of the policies of the program and may result in dismissal from the program.

LEAVE OF ABSENCE (LOA)

Students unable to continue courses due to medical or personal reasons are eligible for an approved graduate nursing program leave of absence. Two leaves of absence* are allowed during the completion of a graduate nursing program. Students should notify and consult with their Academic Advisor. Once a decision has been reached, the *Leave of Absence Form* should be completed by the student. This is available at: https://www.wilkes.edu/academics/registrar/forms/index.aspx, under *Miscellaneous,* locate the *Graduate Nursing Leave of Absence Request*

This leave of absence form will be received and processed by the Academic Advisor. The expectation is that a student will notify the advisor prior to the anticipated leave. Students should notify the Academic Advisor prior to the planned return to the University in order for the academic plan of study to be updated.

The total LOA periods are based upon summer, fall, and spring semesters. Students will be removed from the University if they do not return after 2 LOAs. At that time, students will be notified by their Academic Advisor and removed from the University. Students who exceed 2 LOAs or the limit on degree completion (See Degree and graduation Completion Requirements) will receive written notification via Wilkes email of their removal from the University.

*****LOAs that DO NOT count toward the 2 allowed include those for one semester of maternity leave, active military, inability to identify clinical placement. These students will remain listed as active at the University.

NATIONAL BOARD CERTIFICATION EXAMINATIONS

National board certification is offered through several professional organizations for nurses who have met requirements for clinical or functional practice in a specialized field. Further information on specific certification is available to students in clinical/practicum courses of each graduate nursing program concentration and during the scholarly review courses (NSG 590, NSG 591). Information on form completion is provided in the final course prior to program completion. Two weeks is the required timeframe for completion of forms from the time received in the graduate nursing division. Students are prepared for the following national board certification examinations in the graduate nursing concentration programs **with the expectation of exams being taken within 1 year of program completion:**

Program/Concentration	National Board Certification Exam
Adult Gerontology Primary Care	ANCC AANP Adult Gerontology Primary Care Certification
Family/Individual Across the Lifespan (FNP)	ANCC AANP Family/Individual Across the Lifespan (FNP) Certification
Psychiatric/Mental Health NP	ANCC Psychiatric-Mental Health Nurse Practitioner (Across the Lifespan) Certification

ORIENTATION

Students are required to complete the orientation course upon admission. Students are automatically enrolled in the orientation course. Students who do not complete orientation with an 83% or higher will be unable to be registered for their 2nd term.

Ph.D. PROGRAM DISSERTATION GUIDE

Students, once enrolled in the appropriate class, will receive a comprehensive dissertation guide outlining the requirements of the dissertation process. Each course section has a link to the current dissertation guide.

RP NOW® (Proctored Exams)

Students enrolled in courses with examinations are required to complete exams as online proctored exams and reviews using a webcam and a high-speed internet connection. Information is provided in orientation and in the first section of every online course. Course faculty will provide further direction on these requirements.

RP Now® examination times are 7am ET Friday to 11:59 pm ET Monday during the module the examination is scheduled. Students should verify with faculty these test days and times in each classroom. All tests not taken during this period of time will receive a zero.

Test reviews are also conducted through RP Now®*

*****Effective FA, 2024 all test reviews will be done through RP Now®

PROFESSIONALISM; ETHICS AND STUDENT CONDUCT

Code of Ethics

Graduate nursing students are expected to adhere to the American Nurses Association *Code of Ethics for Nurses* (2015) at: https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

Students found to have violated any provision of the *Code of Ethics* will be subject to academic disciplinary action. In the event that a violation constitutes a breach of the Student Code of Conduct (as outlined in the graduate nursing handbook), sanctions may (depending on the circumstances) result in a failing grade on an assignment or course, or dismissal from the graduate nursing program. Final decisions on disciplinary action shall be made by the Dean of the Passan

School of Nursing. Students shall have a right of appeal to the University Provost, whose decision shall be final and not subject to further appeal.

PROGRAM CHANGE

Students requesting a program change should notify their Academic Advisor for information and discuss the change. Requests to change programs are based upon a thorough review of present and past academic outcomes and program openings; no grades of less than 3.0 and an overall GPA of greater than 3.0. A change in program is not guaranteed.

Ph.D. Program

NSG 615-Introductory Seminar

All students are required to take this introductory course prior to the start of the program and NSG 616. This course is a 1-day Friday virtual orientation prior to the initial course start date.

SCHOLARLY REVIEW

The M.S.N. and all Certificate programs scholarly review validates that candidates have achieved competency in *The Essentials of Master's Education in Nursing* (AACN, 2011). The scholarly review is 2 (NSG 591, for Certificate students) or 3 (NSG 590, for MSN students) credits and completion is the last semester/term of the program. Students will synthesize and review issues relevant to their chosen specialty for clinical practice. An overview of the graduate core courses and specialty focused review prepares students for national board certification and transition into advanced nursing practice.

SOCIAL NETWORKING

Students are responsible for reviewing *A Nurse's Guide to the use of Social Media* and a *Nurse's Guide to Professional Boundaries by the National Council of State Boards of Nursing* (NCSBN) at www.ncsbn.org.

The social media policy enforced at the university can be found at http://www.wilkes.edu/about-wilkes/offices-and-administration/marketing-communications/web-services/social-media-policy.aspx

STATE AUTHORIZATION AND REGISTRATION REQUIREMENTS

Only students who reside in authorized states may be admitted into the nurse practitioner programs. Students who move to an unauthorized state during their enrollment will not be qualified to continue in their NP program.

State authorization is the legal mandate that requires higher education institutions to be in compliance with the laws and regulations of each state where it conducts business. Each state has the authority to regulate educational activities delivered within and across its borders, including distance/online education. Additionally, states have the right to determine the process by which out-of-state colleges and universities can obtain approval. The need for higher education institutions to seek such approval depends on the requirements of each state's licensure and/or department of education regulations and the types of activities an institution is conducting in the state. There can be significant consequences to institutions that are not in compliance with state authorization regulations, so Wilkes University takes this requirement very seriously.

Wilkes University continually evaluates programs against the education and licensure requirements of other states, so that we can best serve our students. Please note that students who change their residency to a state which Wilkes University is not approved to operate may be unable to remain enrolled at Wilkes University or may have their academic progression delayed until proper approvals may be obtained. As such, students are required to contact their advisor with any anticipated address changes as soon as possible.

As part of that process, we periodically contact the departments of education and professional licensure boards or agencies and review their websites to obtain approval requirements and determine program alignment. In many cases, Wilkes' programs meet these requirements; however, we cannot guarantee that all programs that meet the Pennsylvania's board of education and licensure requirements will also satisfy the education and licensure requirements of other states and territories. Some professions, such as nursing education, vary dramatically between states. Any questions related to the University's approval to offer graduate nursing programs in a specific state should be forwarded to graduate admissions prior to program enrollment and a graduate nursing program advisor once enrolled in a program.

Further information can be located at https://www.wilkes.edu/about-wilkes/accreditation-and-rankings/state-authorization-and-registration.aspx

STUDENT CONDUCT AND GRADUATE DISCIPLINARY PROCESS FLOWCHART
Graduate students are obligated to observe the regulations governing all Wilkes University students relative to:

- Academic honesty and integrity;
- Respect for the rights of others relative to their safety, welfare and educational commitments;
- The safety and security of the entire community.

Students are required to follow the Expectations for Distance Education and Professionalism policy as outlined in this *Passan School of Nursing Graduate Program Student Handbook*.

See the following for further information at https://catalog.wilkes.edu/index.php?catoid=10 under Academic Procedures.

STUDENT ENROLLMENT STATUS
A graduate student's status as full or half-time is determined by the number of graduate credits the student carries in a semester. Nine (9) graduate credits per semester is the minimum number of credits a graduate student may carry to be considered a full-time graduate student. A graduate student registered for at least six (6) credits is considered a half-time student.

TEXTBOOKS
Course textbook information is available at
https://www.wilkes.edu/campus-life/colonel-corner/index.aspx

TRANSFER CREDITS
A maximum of 9 graduate level credits toward a master’s degree or doctoral degree completed at another U.S. regionally and programmatically accredited university or college may be applied toward the requirements for the degrees. Transfer credits must be a B (3.0) or higher to qualify for transfer.

Transfer credits are not approved for the 3 bridge courses in the RN to M.S.N. program and NSG 603 in the D.N.P. program. There is no exception to this policy. Students seeking to transfer courses from another institution may be requested to produce a course syllabus and coursework so that a final determination can be made. Academic officers who are agents of Wilkes University may review the syllabus to determine if the course contains graduate level learning objectives, a sufficient number of contact hours (40-45 for a three-credit course), and an appropriate content outline containing assessments and assignments that clearly delineate student performance.

Based upon the number of transfer credits and the exact courses it is not always possible to schedule course sequencing each semester according to financial aid requirements, Students may experience times in which financial aid eligibility requirements are not able to be met.

Wilkes University does not transfer credits for 1) courses titled as workshops; 2) other courses that are determined not to meet academically rigorous standards; 3) courses that do not align with the goals and objectives of existing Wilkes University courses; or 4) courses taken as Pass-Fail, unless the "Pass" can be substantiated by the former institution as being equivalent to a grade of B (3.0) or better.

A request to transfer credits is completed by submitting the transfer credit form electronically. The form is available on the Wilkes's Registrar's web page. Students must also provide an official transcript at the time of the request for transfer credits. Approval for any transferred credits toward a degree program must be granted by the Chair, Graduate Nursing or the Ph.D. Program Coordinator for Ph.D. program students. Transferred academic work must have been completed within six years prior to the date of admission to the graduate program at Wilkes University with a grade of B (3.0) or better. Grades earned in transferred courses are not included in the computation of the cumulative grade point average at the University.

Current Wilkes graduate students who seek to take a graduate course at another accredited university or college in order to transfer the credits into their respective program at the University must complete a "Pre-Approval Form" prior to registering for the course. All completed forms for transfer of credits should be submitted to the respective department. An official transcript must be requested from the other institution as soon as it is available and should be sent to the Student Services Office.

A student cannot be approved for graduation until all transfer credits are approved by the respective program designee, an official transcript has been received at Wilkes University from the institution granting the credit, and the approved transfer credits are posted to the Wilkes University transcript. All paperwork must be received prior to each semester's Wilkes graduation clearance deadline.

Transfer Credits for Post Graduate/APRN Certificate (PGC) Programs and Gap Analysis

Students who are applying to the PGC/ APRN Certificate programs must submit requests for transfer credits. All transfer requests must meet the requirements of the graduate program, with a grade of 3.0 or higher to be considered for acceptance. The gap analysis for nurse PGC/APRN Certificate programs is completed based on acceptance of transfer credits as required for the program.

TURNITIN®

The Passan School of Nursing uses Turnitin® software as a formative process to help students develop and improve scholarly writing skills, while promoting academic honesty. TurnItIn is required for all course discussions and written assignments, prior to submitting work.

The Turnitin® service which identifies matching text with online databases of written works is available for use in selected LIVE nursing courses of the learning management system. The software produces an Originality Report which contains a similarity index. This guides instructors and students to identify matching text that could lead to violation of academic honesty in the form of plagiarism. The software cannot identify or interpret plagiarized material – it can only report on similarity of matches in text. Sources for matching in the Originality Report as noted in the similarity index include internet (current and archived web pages), publications (journals, chapters of books, and other specific reports) and student papers. The reports become formative feedback and can aid in the development of scholarly writing skills.

Appropriate references to the use of Turnitin® appear in the course syllabus. Students are required to check the Assignment folders of each course to see if Turnitin® is integrated into the LIVE Assignment folder tool and required in that class. An icon will appear in the Assignment folder area next to each assignment as appropriate. Once the student submits the assignment and Turnitin® is integrated into the LIVE Assignment folder tool similarity reports are automatically produced for any submissions. This option provides students the ability to improve the level of original scholarly writing.

Multiple submissions are allowed in the Assignment folder to produce new Originality Reports on each assignment. Students must allow additional time for processing the reports before assignment due dates. Extensions on assignments and excusal from the Academic Honesty policy will not be awarded based upon late submissions to the Assignment folder and Originality Reports not being received for review. The time frame for receiving a report can be 15 mins to 24 hours.

The Originality Report contains a similarity index. Assignments should be scored at 24% and less and have a green or blue score attached. A similarity score of less than 24% is satisfactory and required for the final submission. It is at the discretion of the faculty to accept any score higher than 24% based upon the review of the similarity report. The similarity index is according to the following:

Blue - no matching text
Green - one word to 24% matching text
Yellow - 25-49% matching text
Orange - 50-74% matching text
Red -75-100% matching text

Students are expected to use the Originality Report to correct deficiencies and lower their percentage scores from the similarity index with their subsequent submissions of assignments to the Assignment folder and Turnitin®, until a similarity index of 24% or less is received. An algorithm to guide this process is available from the Passan School of Nursing and is located in the Course Resource Section of the learning management system. Once the deficiencies are corrected and the similarity index is 24% or less, nothing further needs to be done with the assignment. The faculty member will correct the last assignment submission and Originality Report as attached.

Exceptions to the 24% similarity match include discussions that are based on case studies, and/or use a template (e.g., SOAP note). Assignments that are iterative and build upon prior assignments are also exceptions.

Students need to be knowledgeable of the **Academic Honesty, Intellectual Responsibility and Plagiarism** Policy in this handbook. Faculty will apply this policy upon independent interpretation of matching text as outlined in the Originality Report and similarity index to determine the degree of originality in the text.

Various resources are available to students and faculty for Turnitin® in each Course Resource section of D2L under and in the Writing Resource Center for graduate nursing students.

TYPHON AND INPLACE (NP Clinical Courses)

Typhon and InPlace software systems are used in the NP program for documentation and tracking of required NP clinical hours and patient encounter details for each clinical course. This information is used by students and faculty to ensure that required clinical hours for each course are met, students are seeing an appropriate patient mix related to age and NP specialty, and total clinical hour requirements to sit for national board certification and state certification or licensure are met. Additionally, students can use the information as a portfolio for an employment application after graduation. Further information is available in each clinical course of the learning management system.

The required clinical and patient information should be placed into the software systems no longer than 10 days from each clinical day. **Faculty will monitor the logs every 2 weeks and document completion as pass/fail** in the learning management system to validate progression and appropriate clinical experiences. All clinical hours MUST be documented in Typhon/InPlace and a summary submitted to the Assignment Folder by the time the course ends. Failure to submit and complete clinical hours may result in course failure.

At the end of each semester, students are required to keep a copy of the summary hours. These hours are needed for validation with national board certification and also for any future plans for pursuing a doctoral degree or post graduate /APRN certificate.

WITHDRAWAL FROM COURSE

Students can only withdraw once from a course. Students will be denied the withdrawal at any time of the semester if the request is a second time for a same course.

A student may withdraw from a course during the first week of the course without any penalty or effect on financial aid by informing the instructor and completing the Etrieve form (**Drop** a course during the first week of the semester) located at:
https://www.wilkes.edu/academics/registrar/forms/index.aspx

A student may withdraw from a course the **second week through the eighth week (for 12 week courses); and the second week through the tenth week (for 15 week courses)** only with the approval of both the instructor and the student's academic advisor. To withdraw from a course at this time, consult with the course faculty member and complete the Etrieve form (**Withdraw** from a course during the 2nd through 8th or 10th weeks of the semester) located at:
https://www.wilkes.edu/academics/registrar/forms/index.aspx This W" granted after the first week of the semester reflects a decision on the part of the student, after consultation with the instructor and advisor, not to be enrolled in a course.

A "W" will not be granted after the time frames listed unless there are extraordinary circumstances, those beyond the student's control for which enrollment in that course is not possible or feasible. **Poor academic performance and concern for receiving a low grade does not constitute an extraordinary circumstance and will be denied.**

NP students who withdraw from a theory course, while concurrently taking a clinical course, must also withdraw from the clinical course at the same time. Completed clinical hours taken in the clinical course from which a student withdraws will not apply to the total required clinical hours for graduation from the NP program. If the clinical course is retaken, and the preceptor requires payment, students are responsible for the preceptor payment.

Once a student consents to a course withdrawal they are not to access the course in D2L. Students

who access courses after being withdrawn face potential withdrawal from the university.

A mark of "W" indicates an authorized withdrawal from the course. A grade of "0" is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student. "W" is not a grade; it does not constitute a reflection of academic performance within a course. The appropriate grade for academic performance below the minimum standard for course credit is "0."

Students are advised that withdrawing from a course(s) may have financial implications. Refunds are based upon the percentage of course completion.

12 and 15 Week Courses

Percentage of Course Completion	**12-Week Course Days Completed**	**15-Week Course Days Completed**	**Percentage of Reimbursement**
0-13%	Days 1-11	Days 1-14	100%
14-20%	Days 12-17	Days 15-21	75%
21-27%	Days 18-23	Days 22-28	50%
28% end of course	Days 24-84	Days 29-105	0%

STUDENT SERVICES

University 24/7 Crisis Support Line:
The University has a 24/7 crisis support line (570-408-CHAT (2428) that is available to all students.

Disability/Disability Support Services:
For more information on Disability Support Services, see the following link:
http://wilkes.edu/academics/colleges/university-college/disability-support-services-dss

Financial Aid Services:
For more information on graduate Financial Aid Services, see the following link:
https://www.wilkes.edu/admissions/financial-aid/financial-aid-graduate/index.aspx .

Graduate Nursing Academic Resource Center:
This center provides resources for library, writing, and statistical services in promoting academic success in the classroom. For more information see the following link at
http://wilkes.libguides.com/gradnursing

Graduate Student Mental Health Services:
Wilkes University partners with Uwill for graduate student mental health services which can be accessed at: https://www.wilkes.edu/campus-life/counseling-center/graduate-mental-health.aspx

The University Counseling Center is available for support/consultation for any student in a crisis or urgent situation. The university has a 24/7 crisis support line [570-408-CHAT(2428)] that is available to both undergraduate and graduate students and the services can be reached as well at: https://www.wilkes.edu/campus-life/counseling-center/index.aspx

IT Help Desk:
Wilkes University IT Help Desk offers 24/7 live and computer/email support to students on- and off-campus. In addition, support from D2L End-User Support Services (EUSS) is available to students during Wilkes' Help Desk off-hours including weekends. Passwords cannot be reset by the EUSS service. For more information on the Help Desk, see the following link: https://www.wilkes.edu/about-wilkes/offices-and-administration/information-technology-services/index.aspx

Library:
For more information on the Library, see the following link:
http://www.wilkes.edu/library
The Library is a student service for support in the virtual classroom. It is the expectation of the Passan School of Nursing faculty that graduate nursing students master the skills for scholarly research. Tutorials on accessing Library resources are available in the student orientation session and on the Library web site.