



# Wilkes University

PASSAN SCHOOL OF NURSING

## **GRADUATE PROGRAM STUDENT HANDBOOK**

**2018-2019**

## TABLE OF CONTENTS

Statement of Graduate Nursing Program Revision.....	4
Passan School of Nursing Organizational Chart.....	5
Notice of Nondiscrimination.....	6
Wilkes University: Mission, Vision, Values, Student Outcomes, Accreditation .....	7
Passan School of Nursing: Mission, Vision, Philosophy, Accreditation.....	9
Alma Mater .....	11
Doctor of Philosophy in Nursing (Ph.D.).....	12
Doctor of Nursing Practice (D.N.P.).....	17
Master of Science in Nursing (M.S.N.) .....	20
RN to M.S.N. Program .....	25
Post Graduate/ APRN Certificate Programs .....	26
<b>Policies</b>	
Academic Advisement.....	29
Academic Honesty Statement .....	29
Academic Standing and Dismissal.....	31
Admission .....	32
Anti-Harassment (including sexual harassment) .....	32
Career Opportunities .....	32
Classroom Behavior.....	32
Clinical Clearance Requirements.....	32
Clinical Dress Code and ID Badges.....	38
Conduct of Students in Clinical/Practicum Settings .....	42
Course Attendance Clinical and Didactic/Late Policy.....	39
Course Technology Integration.....	40
Degree and Graduation Completion Requirements .....	40
D.N.P. Project .....	41
Expectations for Distance Education .....	45
Fees.....	44
Financial Aid.....	45
Governance .....	45
Grading Policy .....	45
Grievance Policy/Internal Complaint Procedure .....	46
HIPAA .....	46
Institutional Review Board (IRB) .....	46
Leave of Absence.....	46
National Certification Examinations.....	47
Ph.D. Program Dissertation Guide.....	47
Proctor Now .....	47
Professionalism .....	48
Program Change.....	48
Residency Requirements.....	48

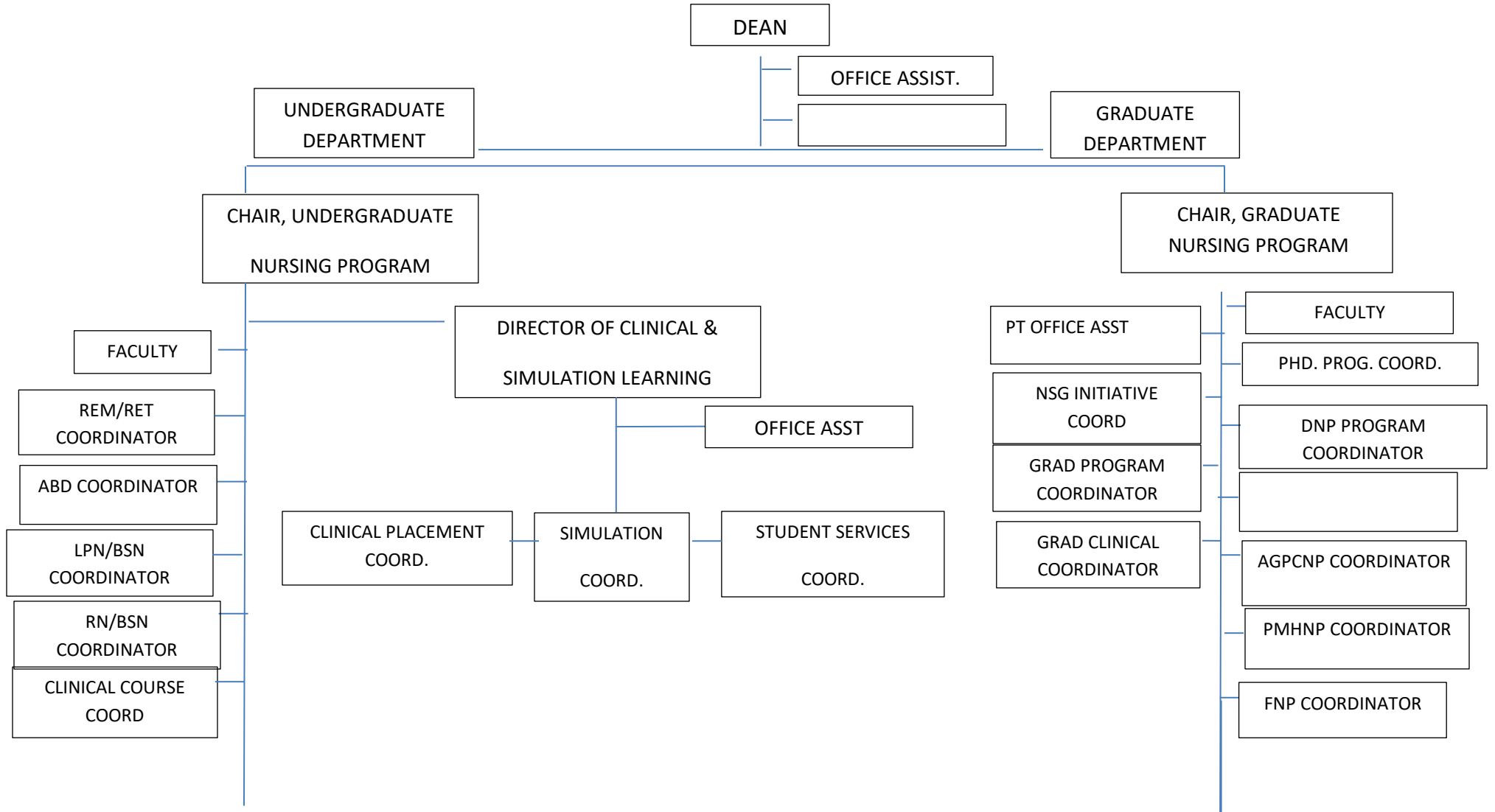
Scholarly Review .....	49
Sigma Theta Tau (STTI) .....	49
Social Networking .....	49
State Authorization and Registration Requirements .....	49
Student Conduct and Graduate Disciplinary Process Flowsheet .....	50
Student Enrollment Status .....	50
Textbooks .....	50
Transfer Credits .....	50
TurnItIn .....	51
Typhon .....	52
Withdrawal from Course .....	52
<b>Student Services</b>	
Disability/Disability Support Service .....	54
Financial Aid Services .....	54
IT Help Desk .....	54
Library .....	54
Graduate Library and Writing Resource Center-Graduate Nursing Program .....	54
Attestation Statement .....	55

## **STATEMENT OF GRADUATE NURSING 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.

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.

# PASSAN SCHOOL OF NURSING ORGANIZATIONAL CHART



## **NOTICE OF NONDISCRIMINATION**

The following link provides the nondiscrimination policy for Wilkes University.

<http://www.wilkes.edu/bulletin/current/graduate/wilkes-university/statement-of-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 promote interprofessional practitioners of nursing, who provide quality health care in a constantly evolving multicultural world, engage in lifelong learning, and expand nursing science through scholarship, technology, and academic excellence, while engaging in community service.

### **VISION**

The vision of the Passan School of Nursing is to be a recognized nursing education leader who prepares professional nurses for advancing nursing practice and scholarship with meaningful contributions to clinical prevention, population health, and healthcare policy development.

- Baccalaureate nursing students are prepared to meet the challenges of clinical practice in an increasingly complex healthcare environment through the application of evidenced-based practice, technology, and scholarship.
- Graduate students are prepared to assume diverse health care and leadership roles for the advancement of nursing science as expert scholars, practitioners, educators, executives, and informatics specialists.

### **PHILOSOPHY**

The Wilkes University Passan School of Nursing, consistent with the mission of the University, is committed to educating our students for success in a constantly evolving and multicultural world, through a commitment to individualized attention, exceptional teaching, academic excellence, and to upholding the Wilkes' tradition of community service. Faculty in the nursing programs are dedicated to demonstrating and educating students in the importance of self-directed and lifelong learning within a technologically advanced, complex, and dynamic profession and society.

Consistent with the metaparadigm of nursing, person is viewed as a unique individual interconnected with families, communities and other groups or aggregates who are participants in nursing, and are in constant interaction within a dynamic environment. Humans have culturally derived values and beliefs that give meaning to life and health. Environment is the setting in which the human experience of health occurs. It encompasses the biological, physical, psychological, sociocultural, political, and economical experiences of humans. Health is a state having individual dynamic responses based on fluctuating interactions with the environment. Nursing is both an art and science with intentional focus on providing care of individuals among interprofessional environments while supporting the promotion of health and the prevention of disease, illness and disability, contributing to population health outcomes.

## 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* (5<sup>th</sup> ed.). (National Task Force in Quality Nurse Practitioner Education, 2016). [http://www.acenursing.net/resources/NTF\\_EvalCriteria2016Final.pdf](http://www.acenursing.net/resources/NTF_EvalCriteria2016Final.pdf)

## 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 (Ph.D.)**

### **PROGRAM DESCRIPTION**

The Wilkes University Ph.D. in Nursing program prepares nurses to investigate and develop the science that drives nursing practice 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.

### **Ph.D. 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.

### **Ph.D. ADMISSION REQUIREMENTS**

- GPA of 3.3 or higher from a master's or doctoral degree granting institution which is programmatically (ACEN, NLNAC, CCNE) accredited
- Official transcripts from a master's or doctoral degree program showing a GPA of 3.3 or higher
- Unencumbered RN license; and advanced practice registered nurse (APRN) license and national board certification, as appropriate
- Curriculum vitae
- Completed online application at [www.wilkes.edu/applynow](http://www.wilkes.edu/applynow)
- 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

### POST MASTER'S Ph.D. CURRICULUM

Courses are fully online except for a 3-day on campus residency (NSG 615) and 12 weeks in length.

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 621	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 (3-day weekend residency)

\*\*NSG 628 (1-week 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 8 weeks in length (12 weeks starting Fall 19 enrollments) except for NSG 608a and NSG 608b which are 16 weeks in length for completion of the D.N.P. Project.

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
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	Scholarly Project (16 weeks)	3
NSG 608b	Scholarly Project (16 weeks)	3

**Total Credits: 24**

Elective practicum courses are available for students with less than 400 hours from their master's degree and post grad/APRN certificate programs. These courses provide 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. Students may take the following elective practicum courses to gain hours:

NSG 609: D.N.P. Program Practicum I; 150 clinical hours; 2 credits

NSG 610: D.N.P. Program Practicum II; 150 clinical hours; 2 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 fully online except for a 3-day on campus residency (NSG 615) and 12 weeks in length.

<b>Course Number*</b>	<b>Title</b>	<b>Credits</b>
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 621	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

**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 (3-day weekend residency)

\*\*NSG 628 (1-week 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.

### **Residency**

All students will be required to take this introductory course (NSG 615) prior to the start of the program and NSG 616. This course is a 3-day weekend, on-site seminar, providing students with the opportunity to begin to build academic relationships and community, and ease the transition into doctoral level education.

### **Ph.D. Competency, Comprehensive Exam (NSG 628)**

All Ph.D. students are required to successfully pass the comprehensive exam (NSG 628) before proceeding into the Dissertation Seminar (NSG 629). Students are provided one week to write proctored comprehensive exams during NSG 628. If a student is unsuccessful on the first attempt,

they may retake the comprehensive exam one time only. If comprehensive exam is failed a second time, student will be dismissed from the program and ineligible to return.

**Dissertation**

Early engagement between faculty and student is key to successful dissertation development. Students will select a dissertation chair, with whom they will work closely throughout the duration of the program in an individual student-chair dyad, online environment. 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

- Master of Science in Nursing degree or post graduate/APRN certificate - advanced practice registered nurse (APRN), nurse executive/leadership, nursing informatics, clinical nurse leader, or health policy concentrations
- GPA of 3.3 or higher from a master's or doctoral degree granting institution which is programmatically (ACEN, NLNAC, or CCNE) accredited
- Official transcripts from master's degree and post-graduate/APRN certificate granting institutions, as appropriate
- RN license; and advanced practice registered nurse (APRN) license and national board certification, as appropriate
- Completed online application
- Curriculum vitae
- Validation of completed, 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
- Two recommendations from graduate-prepared nurses or faculty who can attest to the candidate's potential for advanced practice studies and leadership
- Evidence of completion for advanced health assessment, advanced pharmacology, and advanced pathophysiology by APRN students (Nurse Practitioners, Clinical Nurse Specialists, Nurse Anesthetists and Nurse Midwives) who do not hold current national certification

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

8 week courses

NSG 600	Nursing Informatics	3 credits
NSG 601	Biostatistics	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*	Scholarly Project	3 credits
NSG608b*	Scholarly Project	3 credits

\*NSG 608 a and b are 16 weeks each and completed as the last 2 courses in the program.

**Total: 30 credits**

Elective practicum courses are available for students entering the M.S.-D.N.P. program with less than 400 hours from their master's degree and post grad certificate programs. These courses provide students with additional time to complete the required 1000 hours for the D.N.P. degree, prior to the start of the scholarly project.

NSG 609: D.N.P. Program Practicum I; 150 clinical hours; 2 credits

NSG 610: D.N.P. Program Practicum II; 150 clinical hours; 2 credits

<b>Clinical Hours</b>	<b>Elective Courses</b>
400 hours and more	No electives necessary
250-400 hours	NSG 609
100-250 hours	NSG 609 and 610
0-100 hours	An individualized plan would be determined

## **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, Nurse Executive, Nursing Educator, and Informatics Nurse Specialist for advancing nursing practice and quality within healthcare and academic systems. 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 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**

#### **Nurse Executive, Nursing Informatics, Nursing Education Programs**

- A completed [online application](#)
- Official transcripts with nursing degree completion and a cumulative GPA of 2.8 or higher on a 4.0 scale from an institution with programmatic (ACEN, NLNAC, CCNE) 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.
  - Associate's degree in Nursing for R.N. to M.S.N. program
  - Bachelor's degree in Nursing for M.S.N. program
  - Master's or doctoral degree in Nursing for post-graduate/APRN certificate program

- Unencumbered RN license; and advanced practice registered nurse (APRN) license and national board certification, as appropriate
- Current resume or curriculum vitae
- One year of clinical experience

### **Nurse Practitioner Programs**

- A completed [online application](#)
- Official transcripts with nursing degree completion and a cumulative GPA of 3.0 or higher on a 4.0 scale from an institution with programmatic (ACEN, NLNAC, CCNE) 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.
  - Associate's degree in Nursing for R.N. to M.S.N. program
  - Bachelor's degree in Nursing for M.S.N. program
  - Master's or doctoral degree in Nursing for post-graduate/APRN certificate program
- Unencumbered RN license; and advanced practice registered nurse (APRN) license and national board certification, as appropriate
- Current resume or curriculum vitae
- One year of clinical experience

## **CURRICULUM**

### **Graduate Nursing Core (24 Credits)**

8 and 12 week courses are based upon program and student enrollment date.

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

\*Students in the Post Graduate/APRN Certificate programs have an option to complete (1) billable credit of national board certification preparation.

## 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	2 credits
NSG554	Nurse Practitioners in Primary Care I	3 credits
NSG555	Nurse Practitioners in Primary Care II Practitioners	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

### **NURSE EXECUTIVE STUDENT LEARNING OUTCOMES**

Students in the Nurse Executive program at Wilkes University will:

1. Examine innovations for leadership and management to meet the challenges in delivering quality health care.
2. Critically analyze the challenges and issues facing nurse executives for maintaining healthcare workforces.
3. Discuss the role of the nurse executive as a leader in advancing nursing practice.
4. Apply evidence based practice as an organizational leader in redesigning healthcare delivery systems.

### **Nurse Executive (15 Credits)**

8 week courses prior to fall 18 enrollment; 12 week courses starting fall 18 enrollment.

NSG 560	Principles of Nursing Leadership	3 credits
NSG 561	The Work of Nursing Leaders in Healthcare	3 credits
NSG 562	Advanced Topics in Nursing Leadership	3 credits
NSG 563	Nurse Executive Practicum I	3 credits
NSG 564	Nurse Executive Practicum II	3 credits

## **NURSING EDUCATION STUDENT LEARNING OUTCOMES**

Students in the Nursing Education program at Wilkes University will:

1. Analyze theoretical and evidence-based research specific to nursing education.
2. Develop expertise in education assessment, teaching/learning strategies, evaluation and testing.
3. Design a curriculum that addresses a dynamic complex nursing environment.
4. Demonstrate leadership abilities through classroom and clinical teaching in a variety of community agencies.

### **Nursing Education (15 Credits)**

8 week courses prior to fall 18 enrollment; 12 week courses starting fall 18 enrollment.

NSG540	Role of the Nurse Educator and Curriculum Work in Nursing Education	3 credits
NSG541	Teaching Methodologies and Strategies in Nursing Curriculum	3 credits
NSG542	Testing and Evaluation in Nursing Education	3 credits
NSG544	Classroom Practicum in Nursing Education	3 credits
NSG545	Clinical Practicum in Nursing Education	3 credits

## **NURSING INFORMATICS STUDENT LEARNING OUTCOMES**

Students in the Nursing Informatics program at Wilkes University will:

1. Discuss the role of the informatics nurse specialist for advancing nursing practice.
2. Apply informatics nurse specialist competencies as a nursing leader on healthcare organization, interprofessional teams.
3. Integrate nursing knowledge and technology for improving patient quality of care.
4. Demonstrate an ability to incorporate data analysis and management techniques for achieving efficiency and quality in healthcare organizations.

### **Nursing Informatics (15 credits)**

8 week courses prior to fall 18 enrollment; 12 week courses starting fall 18 enrollment.

NSG565	Foundations of Nursing Informatics	3 credits
NSG566	Data Management in Healthcare	3 credits
NSG567	Nursing Informatics Leadership in Healthcare Systems and Project Designs	3 credits
NSG568	Nursing Informatics Practicum I	3 credits
NSG569	Nursing Informatics Practicum II	3 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 above.

### **CURRICULUM**

Completion of 2 bridge courses is required prior to starting the M.S.N. graduate core and concentration courses for the degree.

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)

The total number of credits and degree requirements for completion of the RN to M.S.N. program and conferring of the M.S.N. degree is based upon the concentration chosen (see Master of Science in Nursing section of this handbook). The range is 49-53 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 concentrations available in the Master of Science in Nursing degree program. Graduates of our accredited online certificate programs are eligible to sit for national certification examination upon program completion of the respective concentration. A review of official transcripts 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 by State Board for length of time that is allowed from taking the course to the date of applying for prescriptive privileges.

### **ADMISSION REQUIREMENTS**

- See the Master of Science in Nursing admission requirements above.

Student outcomes for each of the following concentrations can be found in the Master of Science in Nursing section of this handbook.

Students in the Post Graduate/APRN Certificate programs have an option to complete (1) billable credit of national certification preparation in NSG 590: Scholarly Review.

### **Adult –Gerontology Primary Care Nurse Practitioner (25 credits or less pending review of previous coursework)**

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

**Psychiatric/Mental Health Nurse Practitioner (27 credits or less pending review of previous coursework)**

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

**Family/Individual Across the Lifespan Nurse Practitioner (28 credits or less pending review of previous coursework)**

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

**Nurse Executive (24 credits or less pending review of previous coursework)**

Courses are 12 weeks.

NSG500	Advanced Health Assessment	3 credits
NSG530	Advanced Pathophysiology	3 credits
NSG533	Advanced Pharmacology	3 credits
	Nurse Executive	
NSG 560	Principles of Nursing Leadership	3 credits
NSG 561	The Work of Nursing Leaders in Healthcare	3 credits
NSG 562	Advanced Topics in Nursing Leadership	3 credits
NSG 563	Nurse Executive Practicum I	3 credits
NSG 564	Nurse Executive Practicum II	3 credits

**Nursing Education (24 credits or less pending review of previous coursework)**

Courses are 12 weeks.

NSG500	Advanced Health Assessment	3 credits
NSG530	Advanced Pathophysiology	3 credits
NSG533	Advanced Pharmacology	3 credits
NSG540	Role of the Nurse Educator and Curriculum Work in Nursing Education	3 credits
NSG541	Teaching Methodologies and Strategies in Nursing Curriculum	3 credits
NSG542	Testing and Evaluation in Nursing Education	3 credits
NSG544	Classroom Practicum in Nursing Education	3 credits
NSG545	Clinical Practicum in Nursing Education	3 credits

**Nursing Informatics (24 credits or less pending review of previous coursework)**

Courses are 12 weeks.

NSG500	Advanced Health Assessment	3 credits
NSG530	Advanced Pathophysiology	3 credits
NSG533	Advanced Pharmacology	3 credits
NSG565	Foundations of Nursing Informatics	3 credits
NSG566	Data Management in Healthcare	3 credits
NSG567	Nursing Informatics Leadership in Healthcare Systems and Project Designs	3 credits
NSG568	Nursing Informatics Practicum I	3 credits
NSG569	Nursing Informatics Practicum II	3 credits

## POLICIES

### ACADEMIC ADVISEMENT

Each graduate nursing student is assigned an academic advisor at the time of program enrollment. Students are responsible for contacting the advisor with academic issues encountered. The advisor is responsible for timely responses to the student and for providing guidance with meeting program requirements. The student and advisor collaborate ongoing to meet the student's individual learning needs.

### 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. The following are considered to be serious violations and will not be tolerated:

1. **Plagiarism:** the use of another's ideas, programs, or words without proper acknowledgment.
2. **Collusion:** improper collaboration with another in preparing assignments, computer programs, or in taking examinations.
3. **Cheating:** giving improper aid to another, or receiving such aid from another, or from some other source.
4. **Falsifying:** the fabrication, misrepresentation, or alteration of citations, experimental data, laboratory data, or data derived from other empirical methods.

The appeal of a failing grade for academic dishonesty will follow the academic grievance policy. The appeal of a disciplinary sanction will follow the disciplinary action policy. Penalties for violation of academic honesty may range from failure for the particular assignment to failure for the course and/or program. In accordance with the academic grievance procedures of Wilkes University, cases of academic honesty will be addressed first by the instructor. Any appeal by the student should be directed to the department chairperson

Students assume the responsibility for providing original work in their courses without plagiarizing. TurnItIn is used, as appropriate, in all online education classroom settings for graduate nursing courses. According to the seventh edition of the Little, Brown Handbook, plagiarism "is the presentation of someone else's ideas or words as your own" (578).

Similarly, the seventh edition of the MLA Handbook for Writers of Research Papers states, "using another person's ideas, information, or expressions without acknowledgement of that person's work constitutes intellectual theft. Passing off another person's ideas, information, or 75 expressions as your own to gain an advantage constitutes fraud" (26).

Academic writing assignments that require the use of outside sources generally are not intended to teach students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves. This process requires a higher level of thinking than some students may have been trained to engage in, and inexperienced writers may be sorely tempted to copy wording they feel inadequate to improve or even restate. Plagiarism is a serious issue that violates most people's sense of property rights, honest representation, and fairness.

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

1. **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.

2. **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.

3. **Self-plagiarism** occurs when students submit papers presented for another course, whether for the English department or another department or school. Students may submit papers for more than one course only if all instructors involved grant permission for such simultaneous or recycled submissions. This occurs with the D.N.P. Project and the Ph.D. dissertation process.

Students can avoid plagiarizing by carefully organizing and documenting materials gathered during the research process. Notes attached to these materials, whether in the form of informal notes, photocopied articles, or printouts of electronic sources, should carefully identify the origin of the information. Such attention to detail at every stage of the process will ensure an accurate research process and evidence based reference list of documents used.

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

1. 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.
2. 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.
3. 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.
4. Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.
5. 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 Writing Resource Center (See Students Services below) and from individual instructors.

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

### **ACADEMIC STANDING AND DISMISSAL**

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

In order for a student to maintain good academic standing in graduate programs, the student must maintain a GPA of 3.0 or higher at and after the point of completing 9 credits in his/her respective program. The 9 credit probationary allowance provides a student the opportunity to demonstrate his/her academic ability. After completing 9 credits, a graduate student whose GPA drops below a 3.0 will be dismissed from his/her respective program. Nurse practitioner, D.N.P. and Ph.D. students must **also** meet program specific academic progression requirements outlined below even during the probationary allowance. See **program-specific academic progression requirements for students as noted** below.

Only courses with grades below a 3.0 may be taken for grade replacement. If a student elects to take a course for grade replacement, the higher grade earned will be counted in the calculation of the GPA. A course may be repeated for grade replacement only one time. For example, if a student earns a 2.0 and replaces the grade and earns a 2.5, the higher grade (2.5) would be used in the GPA calculation. Note: Students must also meet all degree requirements in addition to maintaining an acceptable GPA.

Students who are dismissed from their respective program may retake a course or courses, with the next course offerings, as a non-degree student, which provides for the opportunity to replace one or more of their deficient grades. If the student is successful in moving his/her GPA above the 3.0 level, he/she may re-apply for acceptance into his/her program, but reacceptance is not guaranteed.

Students with unsatisfactory clinical performance, supported by clinical evaluations of faculty and preceptors, may be dismissed from the program and unable to reapply.

Students who withdrawal from a theory course, while concurrently taking a clinical course, must withdrawal from the clinical course at that time, also. 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.

**Program-specific academic progression requirements for students enrolled in nurse practitioner (NP), D.N.P. and Ph.D. programs.**

In addition to maintaining an overall 3.0 GPA after the probationary period, students in NP, D.N.P. and Ph.D. programs must also achieve a minimum of a 3.0 course grade in each of the following courses:

Adult-Gerontology Primary Care NP: NSG 550, 506, 515, 554, and 555

Psychiatric/ Mental Health NP: NSG 550, 552, 526, 527, 535, and 536

Family Nurse Practitioner: NSG 550, 546, 547, 548, 549, 554, and 555

D.N.P.: NSG 601, 603, 605, 606, 607, 608a, and 608b

Ph.D.: NSG 619, 620, 621, 622, 623, 624, 625, 626, 627, 629, and 630

Students are only allowed one NP specialty or doctoral course grade below a 3.0 in courses as outlined above during the entire program enrollment period. A thorough investigation of student performance will be conducted by a committee of full time graduate faculty of students who receive 2 grades below a 3.0 in an NP specialty or doctoral course. A recommendation from the committee will be forwarded to the Chair, Graduate Nursing and the Dean for final approval. The student will be notified in writing of the decision which may result in termination from the program.

**ADMISSION**

Individual graduate programs retain the right to impose more rigorous conditions on students who have been admitted. Such conditions, if imposed, will be detailed in the letter of admission sent to the student.

**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, 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 timeframe, the application will be cancelled one year after the date of application.



Additionally, students who have completed the admissions process and received a decision, but have not yet started taking academic courses, will have their applications cancelled one year after the date of acceptance. Nurse practitioner students who have not started taking academic courses after receiving a decision will have their applications cancelled after the start of the first semester they were enrolled to begin courses.

### **Non-Degree Students**

Individuals who are interested in completing credits for transfer to another university or for personal enrichment only need to complete a non-degree application and send a copy of their undergraduate or graduate transcript. The non-degree application will be cancelled after the maximum number of credits is reached. The graduate nursing program allows students a maximum of 6 credits taken as a non-degree student for transfer. Non degree student status does not guarantee acceptance into a graduate nursing program. A formal review process for acceptance is conducted.

### **ANTI-HARASSMENT (INCLUDING SEXUAL HARASSMENT)**

The policy can be accessed at <http://www.wilkes.edu/campus-life/student-affairs/sexual-misconduct/assets/WilkesUniversitySexualHarassmentPolicy.pdf>

### **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>

### **CLASSROOM BEHAVIOR**

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 class and will possibly 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.

### **CLINICAL CLEARANCE REQUIREMENTS**

Students are responsible for arranging clinical experiences, selecting preceptors or mentors (D.N.P. program), submitting in a timely manner all appropriate paperwork, and completing the required clinical clearance process. 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.

Graduate nursing faculty follow the Passan School of Nursing policy for violations found on background checks. Each finding is evaluated on an individual basis. However, healthcare organizations can deny students access to clinical rotations based upon violations noted in background clearances, in spite of Passan School of Nursing policy. Specific student, preceptor or mentor, and faculty criteria exist for each concentration.

### **Practicum Requirements for Nurse Executive, Nursing Education, and Nursing Informatics Students (M.S.N. and Post Graduate Certificate programs)**

Students in the Nurse Executive, Nursing Education, and Nursing Informatics concentrations need to secure a clinical preceptor for all practicum courses.

Student requirements:

- Students will receive an email from the Program Manager approximately 6 months prior to the start of their first practicum course with instructions on initiating the preceptor and Castle Branch profile.
- Additionally, within **two weeks** of receipt of the email students are required to submit the following documentation:
  - a. Signed Clinical Agency and Preceptor/Mentor Form-may be downloaded at <http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/graduate-nursing-forms.aspx>
  - b. Copy of preceptor's curriculum vitae
  - c. Copy of preceptor's RN license (if preceptor is an APRN a copy of this license and national board certification, if appropriate); copy of national certification as it relates to the concentration, if applicable.
- A student will not be enrolled in a practicum course if the clinical contract is not on file with the University and requirements for Castle Branch are not met by Sunday 11:59 PM ET one week prior to the start of the Monday clinical. Students will be disenrolled from the course if Castle Branch information expires during the semester, after the student begins practicum, and the student does not update the information.
- Meet additional agency requirements related to the practicum experience that exceed those required by the Passan School of Nursing (OSHA, HIPAA, training).

Preceptor requirements:

- Holds a bachelor degree in nursing with a graduate degree.
- Educated in a clinical area which he/she is teaching or providing supervision or be extensively clinically experienced in those areas.
- Licensed in his/ her State and nationally board certified, as appropriate to practice in his/her population-focused area or specialty area of practice.
- Provides a copy of current State licensure and/or verification statement, national board certification, as appropriate, 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 student final grades.

## Clinical Requirements for RN to M.S.N (NSG 411)

### Nurse Executive, Nursing Education, and Nursing Informatics Students

#### Student requirements:

- Students will receive an email from the Graduate Program Clinical Coordinator approximately 1 week into NSG 410 with instructions on initiating the preceptor and Castle Branch profiles for NSG 411.
- Within **two weeks** of receipt of the email students are required to submit the following documentation:
  - a. Signed Clinical Agency and Preceptor/Mentor Form-may be downloaded at <http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/graduate-nursing-forms.aspx>
  - b. Copy of preceptor's curriculum vitae
  - c. Copy of preceptor's RN license (if preceptor is an APRN, submit a copy of this license and national board certification, if appropriate, as well)
- A student will not be enrolled in the clinical course if the clinical contract is not on file with the University and requirements for Castle Branch are not met by Sunday 11:59 PM ET one week prior to the start of the Monday clinical. Students will be disenrolled from the course if Castle Branch information expires during the semester, after the student begins clinical, and the student does not update the information.
- Meet additional agency requirements related to the practicum experience that exceed those required by the Passan School of Nursing (OSHA, HIPAA, training).

#### 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 student final 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 secure a clinical preceptor for all clinical courses. Nurse practitioner preceptors are preferred, but preceptors can also be physicians and certified nurse specialists (approved on a case by case basis for the PMHNP program)

#### Student Requirements:

- Students will receive an email from the Graduate Program Clinical Coordinator approximately 4 months prior to the start of their first practicum course with instructions on initiating the preceptor and Castle Branch profile.
- Within **one month** of receipt of the email students are required to submit the following documentation to the Graduate Program Clinical Coordinator:
  - a. Signed Clinical Agency and Preceptor/Mentor Form-may be downloaded at <http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/graduate-nursing-forms.aspx>
  - b. Copy of preceptor's curriculum vitae
  - c. Copy of preceptor's state licensure including APRN license, as appropriate, and national board certification (advanced practice nurses) or board eligibility (as appropriate, physicians).

A student will not be enrolled in the clinical course if the clinical contract is not on file with the University and requirements for Castle Branch are not met by Sunday 11:59 PM ET one week prior to the start of the Monday clinical. Students will be disenrolled from the course if Castle Branch information expires during the semester, after the student begins clinical, and the student does not update the information.

- Meet additional agency requirements related to the practicum experience that exceed those required by the Passan School of Nursing (OSHA, HIPAA, training).
- Attend a clinical Residency for direct supervision and evaluation by nurse practitioner faculty or be prepared for an onsite visit by nurse practitioner clinical faculty for evaluation of NP competencies. See the Residency section of this handbook for further information. Each course syllabus dictates the terms of the specific course Residency and clinical expectations.

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 student final 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: Scholarly Project. The D.N.P. program requires completion of a total of 1000 hours of practice experience beyond the bachelor's level of nursing education. The hours will be conducted in the D.N.P. project courses. Students completing hours in NSG 609 and NSG 610 will be credited with hours of completion towards the 1000 hours of practice experience. Students who have completed practicum hours to satisfy past curriculum requirements may be credited with hours from their master's program and/or post master's graduate/ APRN certificate in nursing. 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 enrollment process.

Student requirements:

- Students will receive an email from the Program Manager approximately 6 months prior to the start of NSG 608a with instructions on initiating the mentor and Castle Branch profiles.
- Additionally, within **two weeks** of receipt of the email, students are required to submit the following documentation:
  - a. Clinical Agency and Preceptor/Mentor Form at <http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/graduate-nursing-forms.aspx>
  - b. Copy of mentor's curriculum vitae
  - c. Copy of mentor's current State licensure and/or verification statement (if licensure applies), national board certification (as appropriate), board eligible (as appropriate, physicians)
  - d. 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

at <http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/graduate-nursing-forms.aspx> 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.

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 and NSG 610, as appropriate.

D.N.P. 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 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.

Based upon program enrolled, ID badges are sent to students at the time of enrollment, or obtained at the Ph.D. or NP program residency. Further information can be obtained at <http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/graduate-nursing-forms.aspx>

## 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.**

**Faculty members have the right to remove a student from a clinical area if, in the faculty member's judgment, the student presents an unprofessional appearance 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, which includes students in clinical courses starting clinical hours at approved clinical sites. Each course assignment including discussion posts contributes towards meeting student learning and course outcomes. Students who do not participate weekly, as per each course expectation, is subject to failing the course.

A student unable to meet course requirements for a distance education course is expected to notify the instructor as soon as the student is aware of the potential conflict. Faculty are not obligated to give credit or make concessions for student missed time. Assignments/discussions turned in late without previous approval will receive a five point deduction for every day late.

Students may ultimately be disenrolled in a didactic or clinical course for non- participation as per the terms of the course. Failure of students to post the required responses to the two discussion questions in week one prior to 11:59 pm EST of the first Sunday demonstrates lack of participation, which may result in being administratively dropped from the course or the university. An administrative withdrawal will not result in any notation on a student's transcript, and the student will not incur fees for the course.

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. 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 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 and probable immediate termination from the program.

Proctor 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.

### **COURSE TECHNOLOGY INTEGRATION**

Students are responsible for the compatibility of their computer systems with Wilkes University technology requirements. Please see the following link for further information:

<http://wilkes.edu/academics/graduate-programs/grad-campus-life/technology-resources.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 students have 6 years to complete program requirements; Ph.D. students have 7 years; and
4. 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. Students must register for courses until all degree requirements are complete.

MS to D.N.P. students are required to complete the thirty (30) credit D.N.P. core. The total number of credits to complete the M.S.N. and the Post Graduate /APRN Certificate program varies depending on the chosen program concentration. This handbook contains the individual program descriptions for the specific course credit requirements for each graduate nursing concentration.

It is the responsibility of the graduate student to sign up 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.

Graduating students may participate in one of the three commencement exercises held over the calendar year which will be based upon the date of program completion. These exercises occur in January, May, and September of each year. Diplomas given during September ceremonies will always be dated as the fourth Saturday in August.

## **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. program project validates that candidates have achieved competency in *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006) 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 as 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 new 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 enrollment 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 scholarly 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 scholarly project committee via webinar. The expectation is that students will complete the project over the last 2 courses of the D.N.P. program. An incomplete grade cannot be provided for NSG 608a. Students having difficulty in meeting course requirements and timelines 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 D.N.P. Project over the allocated timeframe of 2 courses may be eligible to register for 3 billable credit hours 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:

- Follow the Professionalism and Student Conduct policies as outlined in this handbook.
- Utilize the Wilkes University email system ([wilkes.edu](mailto: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](mailto: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 the 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 all online activities including discussion forum questions, and open and read all course content.
- Meet course deadlines and place assignments etc. in Assignment folder provided.
- 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 the online classroom a minimum of three times per week.
- Be engaged in the online discussion forum providing substantive discussion feedback for students weekly.
- Provide timely grades and constructive feedback for all assignments, including discussions, within 5 days for 8 week courses and 2 weeks for 12 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 in graduate nursing programs, which promote student achievement of course outcomes in the distance education environment. Please note that fees may be subject to a change during the academic year.

<b>Category</b>	<b>Course(s) Required</b>	<b>Approximate Fee</b>
<b>Shadow Health</b>	NSG 500	\$89.00; one-time fee
<b>Castle Branch</b>	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.	Varies by state of residence; range \$100.00-\$200.00; one-time fee
<b>Proctor Now</b>	NSG 500, 530, 533, 552, 550, and most NP theory courses.	\$15.00/test
<b>Typhon</b>	Nurse practitioner clinical courses	\$90.00 one-time fee
<b>Residency</b>	NSG 500, clinical courses for NP students based upon location of precepted clinical settings, and Ph.D. program residency (NSG 615)	Students are responsible for all expenses related to the residency.
<b>SPSS</b>	NSG 601 and PhD program	Price varies based upon source of package chosen; minimum \$50.00
<b>Professional Liability Insurance for Students in Clinical/Practicum Courses</b>	Clinical/practicum and research courses.	This fee is collected by the university for each research, clinical or practicum course; \$20.00/clinical, research, or practicum course
<b>D.N.P. Project/Dissertation Binding</b>	NSG: 608b and NSG 631	\$ 40.00 when enrolled in these courses.

## **FINANCIAL AID**

Students are encourage to continuously 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, student may experience times in which financial aid eligibility requirements are not 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 their academic year and award year.

## **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.

## **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 scholarly 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 four weeks for 12 week courses and 2 weeks for 8 week courses, 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 0. 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 Registrar.

**Appeal of Grade Policy**

Students in 8 week courses initiate this process through their Student Services advisor who will contact the Chair of graduate nursing. Students in 12 week courses will contact the Chair of graduate nursing. The appeal must be made by the end of the fourth week following the end of the course being appealed. Further information can be obtained at

<http://www.wilkes.edu/bulletin/current/graduate/introduction/academic-information/appeal-of-grade-policy.aspx>

**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 in 8 week courses initiate this process through their student advisor who will contact the Chair of graduate nursing. Students in 12 week courses will contact the Chair of graduate nursing. The policy can be located at

<http://www.wilkes.edu/bulletin/current/graduate/introduction/academic-information/student-conduct.pdf>

**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 as a 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 scholarly 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**

Students who are unable to continue graduate degree studies, due to medical or personal reasons, are eligible for a graduate nursing program, approved leave of absence. Student advisors should be notified by students when requesting a leave of absence. Emails serve as the correspondence for the requested leave. The expectation is that a student will notify their advisor prior to the

anticipated leave. Students in 8 week courses may request up to a maximum of 8 LOA periods during the course of their program of study. Students in 12 week courses may request up to a maximum of 4 LOA semesters during their program of study.

There will be no guarantees provided for course sequencing at the time of the leave request. Students maintaining continuous enrollment are given priority for course selection. Students who exceed the two year leave of absence limit or the limit on degree completion (see Degree and Graduation Completion Requirements) will receive written notification of withdrawal from the University.

### **NATIONAL CERTIFICATION EXAMINATIONS**

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 course. Students are prepared for the following national board certification examinations in the graduate nursing concentration programs:

<b>Program/Concentration</b>	<b>National Board Certification Exam</b>
Nursing Education	National League for Nursing Certified Nurse Educator (CNE ®)
Nurse Executive	ANCC Nurse Executive Certification; Nurse Executive, Advanced Certification
Nursing Informatics	ANCC Informatics Nursing Certification
Adult-Gerontology Primary Care NP	ANCC and AANP Adult-Gerontology Primary Care Nurse Practitioner Certification
Psychiatric/Mental Health NP	ANCC Psychiatric-Mental Health Nurse Practitioner (Across the Lifespan) Certification
Family/Individual Across the Life Span	ANCC and AANP Family Nurse Practitioner Certification

### **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.

### **PROCTOR NOW**

Students enrolled in courses with examinations are required by policy to complete these by taking proctored exams online from anywhere using a webcam and a high speed internet connection. The fee for this service is listed in this handbook. Further information is available in the classroom. Course faculty will provide further direction on these requirements, as appropriate.

Proctor 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.

### **PROFESSIONALISM**

Graduate nursing students are expected to adhere to the American Nurses Association *Code of Ethics for Nurses* (2015) (<http://www.nursingworld.org/codeofethics>). 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 to change programs need to contact their advisor for further discussion regarding this issue. Requests to change programs are not guaranteed and are based upon a thorough review of present and past academic outcomes and program openings.

### **RESIDENCY REQUIREMENTS**

#### **Nurse Practitioner Program**

An on-site residency is required for nurse practitioner students only, who are enrolled in NSG500, Advanced Health Assessment, in order to demonstrate advanced physical assessment skills. In addition, nurse practitioner students in the following clinical courses may be required to complete an on-site residency based upon the location of the clinical practice site. During residency, direct supervision and evaluation of the student will be completed by nurse practitioner clinical faculty at his/her designated clinical practice sites. Each course syllabus dictates the terms of the specific course residency.

NSG 506 – Advanced Practice in Adult-Gerontology Clinical I

NSG 515 – Advanced Practice in Adult-Gerontology Clinical II

NSG 535 – Advanced Practice in Psychiatric/ Mental Health Nursing I

NSG 536–Advanced Practice in Psychiatric/ Mental Health Nursing II

NSG 546- Family Nurse Practitioner Clinical I

NSG 547- Family Nurse Practitioner Clinical II

#### **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 3-day weekend, on-site seminar, providing students with the opportunity to begin to build academic relationships and community, and ease the transition into doctoral level education.



## **SCHOLARLY REVIEW**

The M.S.N. program scholarly review validates that candidates have achieved competency in *The Essentials of Master's Education in Nursing* (AACN, 2011). The scholarly review is 3 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 certification and transition into advanced nursing practice.

## **SIGMA THETA TAU INTERNATIONAL (STTI) HONOR SOCIETY-ZETA PSI CHAPTER**

Graduate nursing students are chosen for induction into STTI if they meet the following eligibility requirements:

- Completed 50% of their curriculum
- Achieved academic excellence with a minimum GPA of 3.8 and are in the top 35% of the graduating class.

Students who qualify will receive an email from the national office of STTI. In order to be honored with this award at the graduation ceremony, students must join the Zeta Psi Chapter of Wilkes University. In addition, if a student is already enrolled in a Chapter then they must join the Zeta Psi chapter as new member or complete a transfer from a previous Chapter.

## **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](http://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**

Authorization requirements for distance education vary by state. Wilkes University is currently in the process of pursuing individual state authorizations and approvals, as necessary, for its online course delivery. Wilkes is not required to have state authorization in all 50 states and may choose not to enroll students from states where not authorized. Any questions related to the University's approval to offer graduate education programs in a specific state should be forwarded to the graduate admissions team. Please note: Since distance education requirements vary by state, distance education students who change their residency to a state in which Wilkes University is not approved to operate may be unable to remain enrolled at Wilkes University. Further information can be located at <http://www.wilkes.edu/about-wilkes/accreditation-and-rankings/state-authorization-and-registration.aspx> and <http://www.wilkes.edu/about-wilkes/accreditation-and-rankings/state-authorization.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*.

Any disciplinary cases arising from a lack of observance of these regulations will be adjudicated by the Dean of the Passan School of Nursing and the Office of Student Affairs. Appeals from the decisions of this Committee may be made in written form to the Provost. See the following for further information <http://www.wilkes.edu/bulletin/current/graduate/introduction/academic-information/student-conduct.pdf>

## **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 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 credits is considered a half-time student.

## **TEXTBOOKS**

Course textbook information is available at

<http://wilkes.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=11051&catalogId=10001&langId=-1>

## **TRANSFER CREDITS**

A maximum of 6 credits of graduate credits toward a master's degree or 12 credits towards a doctoral degree completed at another U.S. regionally and programmatically accredited university or college may be applied toward the requirements for the degree. 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.

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 transfer credit form must be submitted and an official transcript provided in order for credits to be transferred. Approval for any transferred credits toward a degree program must be granted by the Chair, Graduate Nursing Program 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.

### **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.

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 student 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.

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®**

Students in NP courses are required to use the *Typhon* clinical tracking software system for documenting all patients and clinical hours in each clinical course. The necessary clinical and patient information should be placed into the Typhon Log no longer than 7 days from each clinical day. Typhon is set to lock students out from entering any information after the 7 day time period. Faculty will monitor the Typhon logs regularly to ensure that students are completing their clinical hours and have appropriate clinical experiences.

At the end of each semester, students must provide a summary of their clinical time to the course faculty member. This information is then placed into the student's Passan School of Nursing permanent file.

## WITHDRAWAL FROM COURSE

A student may withdraw from a course during the first week of the course by informing the instructor, completing a withdrawal form that is co-signed by the student and the student's advisor, and submitting the signed form within the first week of the semester. A "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 student may withdraw from a course the second week through the tenth week (12 week courses); the second week through the sixth week (8 week courses); and the second week through the thirteenth week (16 week courses) only with the approval of both the instructor and the student's advisor. A "W" granted after the tenth week (12 week courses) or sixth week (8 week courses) or thirteenth week (16 week courses) of the course constitutes recognition and agreement by the student, instructor, and advisor, that, due to some extraordinary circumstances beyond the student's control, enrollment in that course is not possible or feasible. Fear of receiving a low grade does not constitute an extraordinary circumstance.

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 program and 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.

### 8, 12, and 16-Week Courses

Percentage of Course Completion	8-Week Course Days Completed	12-Week Course Days Completed	16-Week Course Days Completed	Percentage of Reimbursement
0-13%	Days 1-7	Days 1-11	Days 1-15	100%
14-20%	Days 8-11	Days 12-17	Days 16-22	75%
21-27%	Days 12-15	Days 18-23	Days 23-30	50%
28%-end of course	Days 16-56	Days 24-84	Days 31-112	0%

### For NP Students

Students who withdrawal from a theory course, while concurrently taking a clinical course, must withdrawal from the clinical course at that time, also. Completed clinical hours taken in the clinical course from which a student withdraws will not apply to the total required clinical time for the NP program.

## STUDENT SERVICES

### **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:

<http://www.wilkes.edu/bulletin/current/undergraduate/introduction/financial-matter/financial-aid/>

### **IT Help Desk:**

Wilkes University IT offers 24/7 computer support to students on- and off-campus through the Help Desk. For more information on the Help Desk, see the following link:

<http://www.wilkes.edu/about-wilkes/offices-and-administration/information-technology-services/faculty-staff/help-desk.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.

### **Graduate Library and Writing Resource Center-Graduate Nursing Program:**

This center provides resources for writing and library services in promoting scholarly success in the classroom. For more information see the following link at

<http://wilkes.libguides.com/gradnursing>

## **ATTESTATION TO THE PASSAN SCHOOL OF NURSING GRADUATE PROGRAM STUDENT HANDBOOK**

Graduate nursing students are required to review each semester/term the *Graduate Student Program Handbook* from Wilkes University, Passan School of Nursing. An affixed signature (typed name accepted as signature) attests that the student has reviewed the electronic handbook, has no further questions on the policies, agrees to all stated policies, and will maintain responsibility for all updates to the handbook each semester/term while enrolled in the graduate nursing program at Wilkes University. Students are required to submit only one attestation statement for their file, while enrolled in the program. Please submit this form electronically to the Graduate Program Coordinator, Paula Eddy, at [paula.eddy@wilkes.edu](mailto:paula.eddy@wilkes.edu) .

Student Name (printed): \_\_\_\_\_

Program Enrolled: \_\_\_\_\_

Student Signature (typed name accepted as signature): \_\_\_\_\_

Date: \_\_\_\_\_